I. POLICY STATEMENT

The provisions of the Traffic and Parking Policy are adopted for the purpose of promoting safe and orderly movement of traffic and parking of vehicles, bicycles, and other wheeled devices on and within Kettering University property. All persons who enter onto Kettering University are expected to have knowledge of this policy and are subject to penalties for violations of it. All parking enforcement activities, including the issuance of parking citations and citation appeals will be conducted in a fair, equitable, and objective fashion.

II. DEFINITIONS

Park or Parking: The standing a vehicle, whether occupied or not, upon a parking lot, when not loading or unloading except when making necessary repairs.

Parking Lot: An area or areas of the campus or other land of the University set aside and clearly designated by authority of the Board of Trustees for the purpose of providing space for the parking of vehicles duly registered to park thereon.

Vehicle: Every device in, upon, or by which any person or property is or may be transported or drawn upon a driveway, street, or highway.

Citation: A notice, either a warning or a "ticket" upon which a police officer or Campus Safety officer shall record an occurrence involving one or more traffic rule or regulation violations by the person or vehicle cited.

Employee: All employees of the University: faculty, staff, administrative personnel, and all other persons similarly associated with the University, as well as employees of any governmental agency having offices on campus or other lands of the University and all persons hired under any grant or special appropriation of funds.

Student: Any person enrolled in one or more academic courses or programs offered by Kettering University, regardless of off-campus or on-campus section status.

Visitor: Any person, other than an employee, campus resident, enrolled student, contractor (employed on a campus project), or commercial vendor (doing business on campus) who parks a vehicle on the campus or other land of the University and who is required to register his vehicle with University Office of Campus Safety.
III. DETAILS/PROCEDURES

GENERAL PROVISIONS
Parking on campus throughout the year is by permit only with parking lot restrictions for all faculty, staff, students, and visitors as described in this policy. Permission to operate a vehicle on the grounds owned, operated or controlled by Kettering University is a discretionary privilege bestowed by the Board of Trustees of the University. Such privilege may be denied, revoked, suspended or modified by the action of the trustees or by officers of the University authorized to take such action.

All faculty, staff, students and visitors MUST be currently registered and permits MUST be displayed when parking on campus. PARKING IN FIRE LANES AND IN YELLOW OR WHITE STRIPED AREAS IS STRICTLY PROHIBITED.

Campus Safety officers, employed by Kettering University, shall have the authority and duty to enforce on University grounds the provisions of this policy related to stopping, standing, and parking of vehicles, bicycles, and wheeled devices.

Kettering University is not responsible for fire, theft, damage to or loss from any vehicle parked on University property or any article left in such vehicles.

These regulations are internal administrative policies of the University and do not replace state laws or municipal ordinances.

Speed Limits: Unless otherwise provided, the speed limit on any roadway within Kettering University grounds is twenty (20) miles per hour. Campus speed limit for parking lots is ten (10) miles per hour.

Restrictions: Only vehicles that are properly registered, insured, operable, and powered by a gas or electric motor may be parked on campus. Parking of private trailers or other utility vehicles in a campus lot is not permitted. Use of vehicles, bicycles, and other wheeled devices around the pathways of Kettering University is subject to the permission of the University in accordance with this policy. Faculty, staff, students, and visitors to the University agree to be bound by this policy in exchange for permission to park on campus. Vehicles, bicycles, or other wheeled devices parked in violation of the provisions of this policy are subject to fines, immobilization, towing, and/or impounding. Fines and/or costs related to relocation of a vehicle shall be the responsibility of the vehicle owner or operator.

Authority of Office of Campus Safety
The Office of Campus Safety shall have the power and duty, in accordance with this traffic and parking policy, to place and maintain or cause to be placed such traffic control devices as deemed appropriate to regulate traffic and driving, operating, stopping, standing, and parking of vehicles, bicycles, and other wheeled devices on Kettering University grounds. The Office of Campus Safety may adjust speed limits different from those set forth herein for any area of Kettering University grounds, provided that such speed limits shall be effective only when notice thereof is given by the posting of an appropriate traffic control device.

Insurance and Licensing
All persons operating a motor vehicle in Michigan must possess a valid driver’s license, vehicle registration, and proof of insurance as prescribed by Michigan law. Furthermore, all owners of vehicles on Kettering University property are expected to have sufficient insurance to cover any damage and/or theft to their vehicle or loss of property contained within their vehicle.

VEHICLE PARKING
No vehicle shall be stopped, left standing, or parked on Kettering University property except in conformity with this policy. Parking areas designated for permit parking shall be used only by vehicles bearing an appropriate annual or temporary permit.

Parking permits are required at all times for vehicles parked or standing on University property.

Parking Permits
A University parking permit entitles the registered permit holder(s) to park in any legal space designated for that permit type if a space is available and if the permit is properly displayed and the vehicle is parked in accordance with this policy. A University parking permit does not constitute a guarantee that a parking place will be available but affords the registrant the opportunity to park in authorized parking areas when parking spaces are available. Lack of parking spaces, mechanical problems, inclement weather or other disabilities do not justify parking violations.
Categories of University Parking Permits and eligibility are established by this policy and enforced by the Office of Campus Safety. The Office of Campus Safety may revoke a University Parking Permit at any time provided that upon any such revocation a refund of the current value of the permit shall be paid to the registered permit holder(s).

**Registration for University Parking Permit**

All vehicles must be registered with Campus Safety and shall display a valid University parking permit, with the following exceptions:

1. Vehicles displaying official government seals or license plates.
2. Official Kettering University vehicles displaying the seal or logo of the University or a department of it.
3. Vehicles displaying valid Visitor permits.
4. Vehicles displaying temporary or special permits issued by the Office of Campus Safety.

Parking permits are available to Kettering employees and students on a first-come, first-served basis. Parking permits are issued and renewed annually by the Office of Campus Safety. Each employee and student must individually register each vehicle for which a parking permit is needed. Parking permits are not transferrable. Individuals with outstanding fines will not be allowed to register for new permits until all outstanding fines are paid in full. The "registration year" extends from July 1 through June 30. The following items are required to secure a parking permit:

1. Valid driver’s license
2. Valid University photo I.D.
3. Current motor vehicle registration certificate
4. Completed parking permit application
5. Owner’s waiver, if vehicle user is other than the registered owner

Permanent parking permit stickers are available for convertibles and motorcycles. Mopeds should use bike racks and are not required to display a parking permit.

The Office of Campus Safety must be contacted for special arrangements when students and employees have special parking problems (i.e. disabled vehicle, loading and unloading, etc.).

**Method of Display of Parking Permit**

To be honored, unless otherwise noted on the parking permit itself or in the instructions issued with the parking permit, parking permits must be affixed to the lower inside corner of the windshield on the driver’s side so as to be clearly visible from the front of the vehicle. Careful attention should be given to the area immediately around the permit to avoid placing something that may partially or fully block it from view. For vehicles without windshields, the permit should be placed on the driver's side body, as close as possible to the approved windshield location.

**Ownership and Use of Parking Permits**

University parking permits are the sole property of Kettering University. Parking permits may be used only by the registered permit holder(s) and may not be sold or transferred.

The following is not permitted: giving false information to receive a parking permit; altering a parking permit in any way; counterfeiting or photocopying a parking permit; using a lost, stolen, forged, altered, or counterfeit parking permit (including Visitor and Handicapped/Disabled permits); or allowing use of a parking permit by anyone other than the registered parking permit holder. Any vehicle displaying an altered or counterfeit parking permit may be ticketed and towed and the parking permit confiscated. Violators of this provision may receive disciplinary action up to and including permanent revocation of campus parking privileges, termination of employment, or expulsion.

**Notification of Change of License Plates or Vehicle or Disposition of Registered Vehicle**

The holder of any University parking permit must notify the Office of Campus Safety within one week of the issuance of the new license plates for any vehicle on which the parking permit may be used. If a vehicle bearing a University parking permit is sold, traded, or otherwise disposed of or replaced in use, the registered permit holder shall remove the parking permit in identifiable condition and return it to the Office of Campus Safety. Missing or lost permits must be reported immediately to the Office of Campus Safety.
Types of Parking Permits
There are five (5) parking area categories for which specific permits are issued:

1. Visitor
2. Employee (Faculty and Staff)
3. Student
4. Expanded Access (Student)
5. Recreation Center Affiliate

Visitor Parking
All visitors must register at the Office of Campus Safety desk located just inside the front main entrance to the Campus Center. Visitors may park in Lot #2, Lot #3, or Lot EE as long as they obtain a Visitor’s Permit from the Office of Campus Safety. Employees may request and obtain Visitor permits for guests in advance through the Office of Campus Safety.

Employee & Student Parking
Employee and Student permits are provided at no charge, except as noted in Expanded Access Student Parking. Parking in Lot #1 is restricted to students only. Parking in Lot #2 is restricted to employees and Expanded Access Student Parking (in designated spaces) only. Parking in Lot EE is restricted to employees only.

Expanded Access Student Parking
Expanded Access parking is available for students who wish to park in the "Expanded Student Access Parking" designated row of Lot #2 and requires an Expanded Access student parking permit. The Expanded Access parking spaces for students are clearly marked with signs and orange stripes. Only students who purchase Expanded Access parking permits, at a cost of $50.00 per year, may park in these marked spaces. Expanded Access Student Parking Permits are also valid in all other authorized student parking areas. There is a $50.00 charge for replacement of lost or stolen Expanded Access Student Parking Permits. The number of Expanded Access Student permits issued in a student section is limited to no more than 125% of the total number of expanded access spaces available.

Recreation Center Affiliate Parking
Parking for non-student, non-employee affiliate members of the Recreation Center is available in Lot #3 adjacent to the Recreation Center Building and requires a Recreation Center affiliate parking permit. The Recreation Center Director under the direction of the Office of Campus Safety is responsible for authorizing and issuing Recreation Center affiliate parking permits. To be honored, Recreation Center affiliate parking permits must be displayed as directed by the Office of Campus Safety and are valid for 3 hours of affiliate member parking per day. These parking permits are valid only during hours when the Recreation Center is open and do not authorize overnight parking on campus.

Handicapped/Disabled Person Parking
Handicapped/Disabled parking spaces are clearly identified in all Kettering University parking lots. To park in a handicapped parking space on campus, a vehicle must display a valid Handicapped/Disabled Person placard or license plate issued by any state, along with a University parking permit issued to employees, students, or visitors.

Handicapped/Disabled Person parking in the area adjacent to the Campus Center is restricted, as follows:

1. Handicapped/Disabled Person parking spaces located in the U-shaped lot in front of the Campus Center (CC1 in diagram at left) are restricted to visitors only.

2. Employees, students, and visitors with appropriate handicapped parking permits and displaying a valid University parking permit may park in the section of the lot parallel to and along Chevrolet Avenue (CC2 in diagram at left), subject to availability.

Requests for other campus accommodations should be directed to Disability Services in the Wellness Center, located on the first floor of the Campus Center.
Overnight Parking
Overnight parking is allowed in Lot #3 only. Overnight parking in all other lots is restricted as follows:

1. Lot #1 No parking from midnight until 6:00 a.m. from December 1 through March 31
2. Lot #2 No parking from midnight until 6:00 a.m. from December 1 through March 31
3. Lot EE No parking from midnight until 6:00 a.m. from December 1 through March 31

Any exceptions to these overnight parking restrictions must be approved in advance by the Office of Campus Safety. Vehicles parked in violation of these restrictions are subject to citation and removal without prior notification at the owner’s or operator’s expense.

After Hours Parking
Unless posted otherwise (subject to any overnight parking restrictions or posted special event, handicapped, or reserved space restrictions), the following permits:

1. Employee (Faculty and Staff)
2. Student
3. Expanded Access (Student)
4. Visitor

May be used to park in Lots #1, #2, or #3:

1. On official holidays when the University is closed for business.
2. Between the hours of 6 p.m. and 5 a.m. on weekdays.
3. All day on weekends.

Note: After hours parking is always subject to any overnight parking restrictions listed in the section above.

Emergencies or Special Events
Special events may cause temporary disruption in parking arrangements on campus for persons parking registered vehicles. During those times, although parking is limited, all registered vehicle must park in accordance with this policy and cones/barricades should not be moved.

The Office of Campus Safety may establish and enforce temporary parking restrictions deemed necessary for the safety and convenience of the University. Parking lots may occasionally be closed for special events, lot maintenance, etc. Any vehicle remaining in a closed lot is subject to citation and removal at the expense of the owner or operator.

Parking Outside of Designated Parking Lots
No vehicle is allowed in the following campus areas without the express permission of the Office of Campus Safety:

- Fire lanes
- Sidewalks
- Landscaped areas
- Entrances to service areas
- Loading docks
- Entrances to garage areas
- Kettering University Fleet lot
- Coned or reserved parking areas

Storage of Vehicles
No vehicle may be stored anywhere on campus without the express permission of the Office of Campus Safety. Issuance of a Kettering University parking permit for a vehicle shall be in no way considered as express or implied consent of Kettering University to any storage of the vehicle on University property. Any vehicle that is not in operable condition or stored without the express permission of the Office of Campus Safety shall be considered abandoned and subject to citations and towing.
Unused or Abandoned Vehicles
Any vehicle found without a valid license plate or showing other signs of nonuse will be considered an abandoned vehicle and be removed from University property at the direction of the Office of Campus Safety. All expenses incurred in the removal of an abandoned vehicle will be the responsibility of the registered owner.

Disabled Vehicles
It is the responsibility of the registered owner of any vehicle that is temporarily disabled on University property to contact the Office of Campus Safety and report the location of the vehicle, description of the vehicle and when the vehicle will be repaired or removed. Vehicles may not be in a disabled status on campus for a period longer than 24 hours. Vehicles violating this time frame may be towed at the owner’s expense.

Safety Related Vehicle Issues
Any vehicle located on the campus that is causing a safety hazard, such as leaking gas or oil, emitting toxic fumes, or moving out of a parking space, may be removed from campus. Fines and costs related to relocation of the vehicle shall be the responsibility of the operator or owner of the vehicle.

Parking Enforcement
Citations are issued for violations of University Parking Policy and regulations are enforced continuously. Parking violations that may result in issuance of a citation or impoundment of a vehicle include:

1. Failure to register a vehicle operated or parked on campus
2. Failure to display a parking permit in the manner specified
3. Parking in restricted locations (e.g. handicapped/disabled person parking area or Expanded Student Access area) without proper parking permit or authorization by Office of Campus Safety
4. Parking across painted stripes
5. Parking outside a designated parking space or standing in aisles
6. Driving contrary to posted regulations
7. Falsification or improper use of registrations, parking permits, or temporary parking passes
8. Overnight parking in a restricted area or without authorization from the Office of Campus Safety
9. Parking in the Campus Center U-shaped lot without a valid visitors permit, with the exception of the green striped and marked 15-minute spaces (these spaces require a valid Kettering University parking permit).

Except in extreme cases, the violation of more than one regulation in a given instance will result in a citation being issued for the most serious offense. However, vehicles may receive more than one citation within a 24-hour period, if the vehicle is moved or if circumstances warrant as determined by the Office of Campus Safety. Unmoved vehicles may receive additional citations without limit for the same or different infractions in each successive 24-hour period after the issuance of the first citation.

Penalty for Three or More Violations
In the event that fines are not paid for a vehicle to which three or more violations have been issued, the vehicle in question will be impounded and stored or otherwise immobilized by a mechanical device at the expense of the operator or owner.

Towing/Immobilization
Vehicles parked in Handicapped/Disabled spaces without appropriate state and University permits, that fail to display a valid University parking permit in the manner specified, or against which three or more issued citations have been issued but not paid will be cited and immobilized or removed without prior notification from the campus or other lands of the university under the direction of the Office of Campus Safety.

Towed vehicles will be taken to a private impound lot. The location of the lot may be obtained from the Office of Campus Safety desk located in the Campus Center. All towing costs, daily vehicle storage fees, and all outstanding parking fines must be paid before an impounded car will be released. Vehicles immobilized for nonpayment of parking fines will not be released until all outstanding fines are paid.

Kettering University is not responsible for any loss or damage that occurs during towing or vehicle impound.

Parking Violations

<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Offense</td>
<td>Fine</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Unauthorized parking in a handicapped/disabled person space</td>
<td>$100</td>
</tr>
<tr>
<td>Obstructing a fire lane, fire exit or fire hydrant</td>
<td>$100</td>
</tr>
<tr>
<td>Removing, tampering with, changing, mutilating or destroying any traffic-control sign, signal, barricade, University marker, traffic citation or vehicle parking permit</td>
<td>$50</td>
</tr>
<tr>
<td>Parking in a restricted area while displaying an improper permit</td>
<td>$25</td>
</tr>
<tr>
<td>Operating a vehicle with excessive speed</td>
<td>$25</td>
</tr>
<tr>
<td>Failure to stop when so directed by a University Campus Safety officer</td>
<td>$25</td>
</tr>
<tr>
<td>All other violations of this traffic and parking policy</td>
<td>$25</td>
</tr>
<tr>
<td>Additional fees, including unregistered license plate search</td>
<td>$15</td>
</tr>
<tr>
<td>Late Fee</td>
<td>$25</td>
</tr>
</tbody>
</table>

The following offenses subject the offender to possible further disciplinary action:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Falsification of University vehicle registration information</td>
<td>$250</td>
</tr>
<tr>
<td>Using fictitious, falsely made or altered University vehicle registration parking permit</td>
<td>$250</td>
</tr>
<tr>
<td>Operation of a motor vehicle by an individual not eligible to operate a motor vehicle</td>
<td>$250</td>
</tr>
</tbody>
</table>

**Payment of Fines**

Fines are payable at the Student Accounts office located on the second floor of the Campus Center. If a cited vehicle has been properly registered (and a valid parking permit was properly displayed) at the time of a violation *and* the fine is paid within fourteen (14) days of the violation date, the fine will be discounted by $10.

Fines are to be paid within fourteen (14) calendar days of the citation date. Failure to pay a fine within fourteen (14) calendar days will result in a $25 late fee being added to the fine. Failure to pay within twenty-eight (28) calendar days will result in a second $25 late fee being added to the accumulated fines. Unresolved citations and fines may result in financial obligations, vehicle immobilization and/or towing without prior notification.

**Appeals**

Any person receiving a violation citation at Kettering University has the right to appeal the citation or fine by filing a written appeal with the University Parking Appeals Board comprised of faculty, staff, and students within seven (7) calendar days of the citation date. Parking Violations Appeals Board decisions are final.

The appeal may be delivered electronically on in person to:

Parking Violations Appeals Board  
% Office of Campus Safety  
Kettering University  
1700 University Avenue  
Flint, MI 48504-6124  
campussafety@kettering.edu
### Parking Area Restrictions

<table>
<thead>
<tr>
<th>Lot</th>
<th>Location</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Upper lot behind Academic Building</td>
<td>Registered Students Only</td>
</tr>
<tr>
<td>#2</td>
<td>Lower lot behind Academic Building</td>
<td>Registered Employees and Students who hold an Expanded Access Student Parking permit parked in designated spaces along Dupont Street.</td>
</tr>
<tr>
<td>#3</td>
<td>Lot behind Thompson Hall and the Recreation Center</td>
<td>Students, Employees, &amp; Visitors; Recreation Center Affiliates</td>
</tr>
<tr>
<td>#4</td>
<td>NE corner of Bluff St. and Cadillac St</td>
<td>Special Event Parking, as permitted by the Office of Campus Safety</td>
</tr>
<tr>
<td>EE</td>
<td>Lot west of Mott Center</td>
<td>Employees &amp; Visitors Only</td>
</tr>
<tr>
<td>CC1</td>
<td>U-shaped lot East of Campus Center</td>
<td>Registered Visitors Only</td>
</tr>
<tr>
<td>CC2</td>
<td>Spaces west of Chevrolet Avenue and facing Mott Building</td>
<td>Registered Visitors and Employees displaying valid handicapped <strong>AND</strong> Kettering University parking permits</td>
</tr>
<tr>
<td>CC3</td>
<td>South of Campus Center</td>
<td>University &amp; Designated Service Vehicles and employees and students displaying valid handicapped <strong>AND</strong> Kettering University parking permits</td>
</tr>
</tbody>
</table>

**Off-Section Student Parking:** Off-section students may not store vehicles anywhere on the campus unless special arrangements have been made and confirmed in writing by the Office of Campus Safety. Abandoned vehicles will be
impounded at the owner’s or operator’s expense. When visiting Kettering University, off-section students who have not yet obtained an annual permit, should obtain a Visitor’s Permit from the Office of Campus Safety and park in spaces designated for visitors. Off-term students with a registered vehicle may not park a registered vehicle in a visitor’s space, but should park in their designated lot displaying their permit.

**Roadway Parking:** Parking is not permitted on roadways except under supervision of the Office of Campus Safety or during unusual conditions as declared by the Office of Campus Safety. “No parking” areas and fire lanes must be kept clear at all times, as required by law. Vehicles parked in these areas are subject to towing without notice.

**Mechanical Problems:** Any vehicle parked improperly or overnight due to mechanical problems must be reported immediately to Office of Campus Safety. Failure to follow this procedure will result in the issuance of a citation and/or towing of the vehicle without warning.

**Use of Proceeds**
All funds collected for parking permits, fines, and fees are applied to the cost of providing parking at Kettering University.

**IV. POLICY REVIEW**

This policy shall be reviewed and revised as necessary every two (2) years.

**V. RELATED POLICIES AND RESOURCES**

Office of Campus Safety:  http://www.kettering.edu/current-students/campus-safety
University Catalog:  http://www.kettering.edu/undergraduate