

Northern Oklahoma College
Parking Policy

A. Facility Parking Policy

Operating a motor vehicle on college property is a privilege which is conditioned, in part, by compliance with these rules and regulations.

1. Any appropriately licensed driver choosing to park an automobile on campus may do so provided a parking permit is obtained and the driver understands that the permit neither obligates the college to set aside a space for every vehicle nor allows drivers to violate parking regulations. Visitor parking is provided only for persons who are not registered students or employees of the college and temporary parking permits will be issued.
2. The college reserves the right to restrict the use of an automobile on college property if the owner or driver has abused the privilege of operating a vehicle on campus.
3. The college assumes no responsibility for a vehicle or its contents.
4. All vehicles parking on college-owned property must display a VALID Northern parking permit.
5. Failure to pay fines will result in refusal to renew permits, withholding of transcripts, delaying of enrollment, and/or collection efforts.
6. Employees and students must park only in the parking areas reserved for their type of parking permit. A valid parking space is defined by parallel lines on both sides of the vehicle, and a line, curb, parking block or other type of barrier in front of the vehicle.
7. It is the responsibility of any vehicle operator to request information needed from Campus Security to correct any special circumstances regarding their individual needs in a prompt manner and before a citation is issued.
8. Any person who persists in repeating violations of the Northern Oklahoma College Parking policies, damages property or commits any act detrimental to the safety of others or to the best interests needs of the college community will be subject to cancellation and confiscation of his/her parking permit and revocation of all parking privileges.
9. Only parking permits issued or authorized by the Office of Student Affairs are valid and will be honored. Such substitutes as signs or decals issued by others, handwritten notes left on the exterior of the vehicle, etc. are unacceptable, and will not be honored by enforcement personnel.
10. Parking citations will be issued Monday thru Friday, 7:30 am to 4:00 pm unless otherwise stated in this policy.

B. Student Parking

1. Students who park vehicles on campus are required to immediately obtain and display a parking permit. Students must register their vehicles by the first week of class. All parking permits expire on July 31 of the following year. Parking permits can be on the inside rear view mirror with identification facing the front of the vehicle in plain view.
2. Students must present their Northern ID card at the time of permit registration. Students must pay all outstanding citations before a parking permit may be issued.
3. Students should present to the Office of Student Affairs a completed vehicle registration form to obtain a parking permit.
4. Permits are the responsibility of the student and must be removed prior to sale or transfer of the vehicle. Student permits are not transferable to any other vehicle. Only current permits shall be displayed on a vehicle. A permit must not be altered or defaced.
5. Students will be issued a permit that allows parking in any area not designated.

C. Handicapped Parking

Vehicles displaying a state issued Physical Disability Permit, along with a valid Northern parking permit, may park in any student parking space or any handicapped parking space that is identified with a blue sign or paint.

D. Visitor Parking

1. Northern defines a visitor as any person unaffiliated with the college such as a vendor, rental property tenant or community member.
2. Whenever applicable, the host, whether student, staff, faculty or administrator, should obtain visitor parking permits for his or her guests that will be on campus for an extended period of time.
3. Visitor parking is clearly marked and reserved for visitors only.

E. Employee Parking

1. Employees are required to obtain and display a parking permit upon receiving employment. Employees must register their vehicles with the Office of Student Affairs at this time.

F. Motorcycles

1. Motorcycles will receive a permit to be placed on the front left fork. Permits must be placed where it can be easily seen.

G. Parking Regulations

1. A copy of this parking policy can be obtained online at www.NOC.edu/student-affairs.
2. Vehicles found parking without displaying the appropriate parking permit will be cited. Parking permits must be properly displayed on the rearview mirror, when parking on campus.
3. Parking is on a first come, first served basis.
4. The issuance of a parking permit is merely authorization to park if space is available.
5. The responsibility for finding a legal parking space rests with the vehicle operator.
6. Lack of space in a particular lot is not a valid excuse for violating parking regulations.
7. The operator must park only in those spaces or areas allocated and designated for the type of permit displayed on their vehicle.
8. If there is no sign at entry to the lot, parking is multipurpose.
9. Persons may not double-park or park vehicles in a position that prevents adjacent vehicles from entering or exiting their legal parking spaces. Back/pull through parking is prohibited in the areas where one-way drive or angle parking exists.
10. The owner-of-record or the individual registering a vehicle with the college is responsible for all college parking citations issued against that vehicle no matter the identity of the driver at the time of the violation.
11. Any vehicle parked in a fire lane, red zone, driveway, travel lane or any other area not specifically marked as a legal parking space, will be subject to citation and may be impounded.
12. "Maintenance/Service" and "Loading" zones are enforced 24 hours a day and are painted yellow.

H. Towing and Impounding of Vehicles may occur with any of the following:

1. Parking in a space reserved for someone else or a handicapped space.
2. Unsuccessful attempts to contact owners with repeated parking violations, and/or five (5) or more unpaid parking violations.
3. Parking in drives, on grass, access road/service drives and traffic lanes.
4. Creating a traffic hazard, obstructing sidewalks, crosswalks or other vehicles.
5. Parking in yellow zones.
6. Parking in a designated fire lane or obstructing a fire hydrant.
7. Any vehicle that appears to be abandoned.
8. Parking on campus after a permit has been revoked.
9. Accumulation of five (5) or more violations by an unregistered vehicle.

(For unregistered vehicles, a tow warning will be placed on the car giving the owner three (3) days to register the vehicle to avoid impoundment.)

The owner of a disabled vehicle that is blocking right-of-ways, roadways or is improperly parked shall notify Campus Security immediately at 580-628-1947 for Tonkawa students or 580-977-9448 for Enid students. If the disabled vehicle requires removal by a wrecker, it will be towed at the owner's expense. Any person who has had his or her vehicle impounded or towed will be responsible for all accrued expenses, including towing, mileage, hook-up fee, storage, etc.

I. Vehicle Immobilizers (Boot)

Northern Campus Security may use a vehicle immobilizer. This device is used to prohibit movement of a vehicle. Violations which may prompt the use of a vehicle immobilizer are listed but not limited to the following:

1. Unsuccessful attempts to contact owners with repeated parking violations and/or five (5) or more unpaid parking citations.
2. Unidentifiable owner information.
3. Accumulations of five or more violations by an **unregistered** vehicle.

The fee to remove the immobilizer from the vehicle will be \$125.00, plus any additional parking fines accrued and previously unpaid parking fines. Any damage to the vehicle or the device due to a driver attempting to drive a vehicle while an immobilizer is engaged will be at the driver's expense. Once the owner/driver has made contact with Campus Security regarding the violations, the immobilizer will be removed. All fees and fines must be resolved or further

action may be taken. Additionally, the owner/driver has the right to appeal the circumstances/violations leading to the vehicle's immobilization with the Office of Student Affairs.

J. Fines for Violations

The following are the parking and traffic citation schedules and corresponding fines established by Northern Oklahoma College.

- 1st offense.....\$10.00
- 2nd offense.....\$25.00
- 3rd offense.....\$50.00
- 4th offense.....\$75.00

K. Appeals Process

An appeal for citation must be made in writing to the Dean of Students located in the Student Affairs Office 48 hours from the date of the citation. Appeals *will not* be accepted after 48 hours.

L. Parking at Off-Site Locations

Students and employees parking at off-site locations, owned or leased by the college, will follow all parking regulations posted on that location.

M. NOC/OSU Gateway Program

Students and employees attending the NOC/OSU Gateway Program will follow parking policies set by Oklahoma State University.