

PARKING REGULATIONS

Vehicle Registration and Identification

Each student, faculty and staff member must register their vehicle and obtain appropriate identification for parking and operating a vehicle at any time on the Kettering University campus. Any changes in vehicle and/or license number are to be promptly reported to Campus Safety located in the Great Court of the Campus Center.

A color-coded hang tag is issued for each individual. All hang tags must be displayed on the rear-view mirror while the vehicle is parked on Kettering University property. It is the responsibility of the vehicle driver to remove the tag before driving.

Motorcycles will be registered and identified by their regular license numbers.

Transfer of a hang tag from one person to another is prohibited. When a vehicle is disposed of, the hang tag must be removed. The person issued the hang tag is responsible for any fines or penalties incurred by use of the permit on campus.

Parking Area Allocations

Lot 1

Upper lot behind Academic Building, Students and Employees.

Lot 2

Lower lot behind Academic Building, Employees Only.

Lot 3

Lot to the south of Thompson Hall and Rec Center, Students, Employees and Visitors.

Lot 4

Corner of Bluff and Cadillac Streets, closed. No security patrol. Open as parking needs dictate. Contact Campus Safety if needed for special event parking.

CC Front

East of Campus Center, visitors only up to two hours registered at the Campus Safety Desk.

Fleet

South of Campus Center, Fleet vehicles only.

Insurance and Licensing

All persons driving in Michigan must have a valid driver's license, vehicle registration, and proof of insurance. All persons parking 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. Kettering University is not financially responsible for theft or damage to vehicles parked or operated on Kettering University property.

Overnight Parking

Overnight parking for non-resident students is in lot #3. Employees using Kettering University fleet vehicles for company business should park their personal vehicles in lot #3 for the duration of their trip.

Visitor Parking

The parking spaces in front (east side) of the Campus Center are for short-term visitor parking only. The time limit is two hours. Visitor parking for more than two hours is located in Lot #3. All visitors must check in and out at the Campus Safety Desk located in the northeast corner of the Great Court (second floor in the Campus Center).

Visitors may park in the south side of Lot #1 or in Lot #2 if visiting a member of the faculty or staff. The faculty or staff member being visited must phone the Safety Desk (762-9501) as soon as the visitor arrives on campus. The visitor's name, license number, vehicle description, and length of stay should be reported.

Residence Hall Visitors

It is the responsibility of the student being visited to promptly notify Campus Safety of any visitor's vehicle on campus. This can be done by registering the vehicle at the Safety Desk in the Great Court for two hours or all day visitor, or by calling the license plate of the vehicle into the Safety desk if it is parked in Lot #3.

Off-Section Student Parking

Students who are off-section are not allowed to leave vehicles on the campus during the work section. Abandoned vehicles will be impounded at the student's expense. When visiting Kettering University, off-section students may park in areas designated for student parking. Off-section students may park in front of the Campus Center for two hours or less if they register at the Safety Desk.

Roadway Parking

Parking is not permitted on roadways except under supervision of Campus Safety or during unusual conditions as declared by the administration. The "No Parking" areas in front of buildings are fire lanes as required by law. Vehicles parked in roadways may be ticketed and/or towed.

Mechanical Problems

Any vehicle parked illegally or overnight due to mechanical problems must be reported immediately to Campus Safety. Failure to follow this procedure will result in issuance of a ticket and/or towing of the vehicle.

Auto Fluid Disposal

All fluids generated by vehicle maintenance must be properly containerized, labeled, and transported off campus for proper disposal (not dumped on the ground or in a dumpster). Used oil may be properly disposed without charge at any of the Flint locations of Murray's Discount Auto Stores: 3483 W. Pierson Rd. (east of I-75), or 3316 S. Dort Highway (between Atherton and Lippencott).

Violations and Ticketing

The parking violations which result in a vehicle receiving a ticket include the following:

1. Failure to register a vehicle operated on campus.
2. Failure to display parking permit in the manner specified.
3. Parking in an unauthorized lot.
4. Parking in a space designated for handicapped parking without a handicapped permit.
5. Unauthorized standing or parking in restricted locations.
6. Improper parking across yellow lines.
7. Improper parking angle.
8. Parked or backed into angle space indicating driving against traffic flow.
9. Parking and standing in aisles or driving contrary to posted regulations.
10. Falsification or improper use of registration, hang tags, or a temporary pass.
11. Overnight parking in Lots #1 and #2 without authorization from Campus Safety.
12. Parking outside a designated lot or outside a designated space within a lot.
13. Parking on the sidewalk or on the lawn.

Violations and Towing

Vehicles will be towed without prior notification if they are parked in the following areas:

1. Campus fire lanes.
2. Entrances to garage areas.
3. Entrances to service areas.
4. Kettering University Fleet Vehicle Parking Lot.

5. Loading docks.
6. Failure to notify Campus Safety if parked overnight in Lots #1 and #2 during the snow season.

Vehicles may also be towed at the discretion of the Chief of Campus Safety. Towed vehicles will be taken to a private impound lot. The location of the lot may be obtained at the Campus Safety Desk. Kettering University is not responsible for any loss or damage that occurs during towing or during vehicle impound.

Fines

The fine for unauthorized parking in a handicapped space is \$100.00. All other ticket violations result in fines of \$25.00. An additional \$15.00 fee may be assessed against the owner of the unregistered vehicle to cover the cost of a license plate search.

Fines must be appealed within seven days (with the day the ticket was written as the first day) or paid within fourteen days of the violation date. If the ticketed vehicle was properly registered (and the hang tag was properly displayed) at the time of the violation and the fine is paid within fourteen days of the violation date, a \$25.00 fine will be discounted to \$15.00. Fines are payable at the Campus Cashier, located in the Great Court of the Campus Center.

Ticket Appeals

Tickets may be appealed to the Parking Violations Appeals Board. The board is composed of faculty, staff and students. Individuals must submit a written appeal. The appeal must be received by the board within seven days of the date of issuance (the day the ticket is written is considered the first day). The appeal may be dropped off at the Campus Safety Desk or mailed to:

Parking Violations Appeals Board
c/o Chief of Campus Safety
Kettering University
1700 West Third Avenue
Flint, MI 48504-4898

Tickets received by properly registered vehicles under appeal are also subject to the \$10.00 discount if the appeal is denied and the fine is paid within seven days of the Appeal Board decision. However, if the board votes that the sole purpose of the appeal is to delay payment of the fine, the discount will not be applied.

All decisions of the Appeals Board are final. No Further appeal is possible.

Summary

It is impossible to mark all areas of the campus where parking is prohibited. Parking is definitely prohibited in roadways, driveways, by landscaped islands, sodded areas, sidewalks and walkways, and other areas not specifically set aside for parking. In parking areas that have marked spaces, a vehicle must park in one space only, leaving clear access to adjacent spaces and without blocking driving lanes or creating a hazard for other drivers.

Everyone has the responsibility to abide by the parking regulations. Ignorance of the regulations is not considered a valid excuse for violation. Lack of space is also not considered a valid excuse. Ample parking is available at Kettering University. (See map on next page)



CAMPUS MAP

