

## Jacksonville State University Parking Services

### Policy and procedures

Policy: 6.0 Parking Decals

Original Date: June 1, 2020

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Approved: Michael Barton, Director of Public Safety

#### **6.0-Decals**

All students, faculty, staff, coaches, contract employees, and visitors who park a vehicle on JSU property, except for State-owned or leased vehicles, must first obtain an officially issued parking decal or temporary parking pass. The decal must be displayed with its adhesive on the lower corner of the inside of the passenger side of the windshield. The most current year decal supersedes any prior year decal.

#### **6.1-Expiration**

All decals expire annually on September 1<sup>st</sup>. Example: Decal # 2024S00001 will expire on September 1<sup>st</sup>, 2024.

#### **6.2-Students, Staff, and Faculty**

Faculty, staff, and students must register for a parking decal on their MyJaxState account. Payment for a Student decal is billed to the student's account. Payment for a Faculty/Staff decal is billed through payroll deduction. Decals will be mailed to the address entered online during the registration process. Allow up to 21 business days for decals to be received.

#### **6.3-Contract Employees**

Non-JSU personnel employed as contractors at JSU without a MyJaxState account must purchase a decal with the Office of Student Accounts at 245 Angle Hall. Once a payment receipt is received from the Office of Student Accounts, the receipt should be brought to Parking Services to obtain a decal.

#### **6.4-Campus Visitors**

All visitors to JSU properties must display a parking pass on their vehicle. Occasional day visitors must obtain a temporary parking pass from Parking Services or the Department of Public Safety. Building managers may also issue one-day passes.

Frequent visitors to campus may conveniently purchase a blue visitor's decal, the same as Contract Employees, with the adhesive backing that can be displayed on their vehicle for the full year of issuance.

## **6.5-JSU Retirees**

Persons retired from JSU may present their JSU Retiree Identification Card to Parking Services. A JSU retiree parking decal will then be issued to the retiree at no cost. Retiree decals do not expire. If the decal's registered driver obtains a new vehicle, the decal may be carefully removed from the old vehicle and placed on the new vehicle. Parking Services must be notified of the vehicle change as soon as it is placed on the new vehicle to prevent the issuance of a parking citation.

## **6.6-JSU Vanity Tags**

*Students:* Students with a JSU vanity tag, also referred to as a J-Tag, must first register for a parking decal on their MyJaxState account and then come to Parking Services to pick up their decal. When coming in to pick up the decal, the vehicle operator must have the state vehicle registration and driver's license to prove the validity of the J-Tag. Any attempted J-Tag registration of a vehicle without a J-Tag will result in a cancellation of the decal registration.

*Faculty and Staff:* Faculty and staff must first register for a parking decal on their MyJaxState account. Faculty and staff may choose to pick up their decal in Parking Services or may receive it by campus mail to a campus office.

When coming in to pick up the decal, the vehicle operator must have the state vehicle registration and driver's license to prove the validity of the J-Tag. Any J-Tag registration of a vehicle without a J-Tag will result in a cancellation of the decal registration.

Employees wishing to receive their decal through campus mail must email Parking Services at: [parking@jsu.edu](mailto:parking@jsu.edu), with an attached image of the tag receipt, along with the name, department, office, and on-campus mailing address information. Mail-outs will be sent as quickly as possible.

## **6.7-Motorcycle**

Motorcycle operators must purchase a decal in the same manner as a decal for a standard vehicle license plate. Once the purchase is made, an adhesive decal will be mailed. The recipient should then bring the decal to Parking Services to be exchanged for a metal emblem to be affixed to the motorcycle's license plate mounting screws for easy display. Motorcycle metal emblems remain valid for as long as the operator owns the motorcycle.

## **6.8-Bicycle and E-Scooter**

Owners of bicycles and E-Scooters on JSU property are encouraged to register and obtain a decal. This registration can assist in identifying a lost or stolen bicycle or E-scooter and help to identify the owner. Registration is free and available through a link on the MyJaxState account. Once the registration is completed, the registrant should come to Parking Services to receive the decal.

### **6.9-Decals are Non-Transferable between Persons**

JSU decals are not transferable to any other person. Swapping decals may result in revoking the decal and/or parking privileges being suspended/revoked.

Purchasing a decal in the name of one person for another person is prohibited. Faculty and staff are not allowed to purchase decals for graduate assistants, student workers, or other students. Improper purchases may result in revoking the decal and/or parking privileges being suspended/revoked.

### **6.10-Lost, stolen, or destroyed decals**

Decals that are lost will not be replaced free of charge.

If your decal is presumed stolen or destroyed due to a vehicle accident, the Parking Services Supervisor and/or Director of Public Safety may determine if a “no cost” replacement will be provided. Any stolen property needs to be reported to the University Police Department.

### **6.11-Change of Registered Vehicles**

Permanent Vehicle Change: If the decal’s registered driver obtains a new vehicle, the decal may be carefully removed from the old vehicle and placed on the new vehicle. Parking Services must be notified of the vehicle change as soon as it is placed on the new vehicle to prevent the issuance of a parking citation.

Temporary Vehicle Change: If a campus community member temporarily drives a vehicle other than the one with an officially issued decal, they first must obtain a free temporary pass from Parking Services. Temporary parking passes may be valid for up to 14 days. (i.e., using a family member’s vehicle or a rental vehicle)

### **6.12-Cost**

JSU has established the cost per decal for the current academic year at \$100.00 per decal. Vehicles displaying a *JSU vanity tag* receive one (1) complimentary decal at no cost to the operator, as discussed in the JSU Vanity Tags section.