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**Policy Number:**

1.7.001

**Title:**

*Vehicle and Parking Policy*

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### **Purpose**

To ensure the safety, accessibility, and organization of campus grounds, all students, faculty, and staff who intend to park a vehicle on the Thaddeus Stevens College of Technology campus must comply with the following parking regulations. These rules apply to all motor vehicles, including cars, trucks, motorcycles, and scooters.

### **Scope**

This policy applies to all Thaddeus Stevens College students, faculty, staff, and trustees, as well as contractors and third parties who work with the College.

**Definitions:** None

### **Policy Detail**

#### **I. General Regulations**

- A. All students and employees must register their vehicles, obtain a parking permit from the Business Office, and adhere to the College parking regulations.
- B. Accessible Parking
  - Students requiring accessible parking should refer to the ADA and Section 504 Policy for Students and register with the Accessibility Office.
  - Employees requiring accessible parking should register with the Campus Inclusion and Compliance Officer.
- C. Timing
  - Students must register their vehicle parking sticker within 2 weeks of the first day of classes. They are valid from the beginning of the Fall semester to the end of the Spring semester. Vehicle registration must be renewed each Fall.
  - Employees register vehicles as part of the orientation process.
  - Vehicles must be registered with the Business Office within two weeks of the change.
- D. Students and employees must park their vehicles only in designated areas. Designated lots are clearly marked with signage, listed on campus maps, and described
- E. Parking in unauthorized areas (e.g., faculty/staff lots, fire lanes, grass areas, sidewalks, or restricted zones) is strictly prohibited.
- F. Violators will be subject to disciplinary action, fines, and/or towing at the vehicle owner's expense.
- G. Shuttle Services are available to all students for ease of traveling between all campuses and parking lots.

H. The College and the Commonwealth of Pennsylvania are not liable for any damage, theft, or loss of vehicles or personal property while parked on campus grounds.

## II. Registering your Vehicle and Parking Permit Application

- A. Every vehicle parked on campus must display a valid parking permit issued by the College. These permits are mandatory for all student and employee vehicles, regardless of whether they park on the main campus or at additional locations.
- B. Students and employees must complete the official Parking Permit Application Form to register their vehicle and obtain a permit.
- C. Students must maintain current vehicle registration and insurance.
- D. Permits are non-transferable.
- E. Timing
- **Students** must register their vehicle parking sticker within 2 weeks of the first day of classes. They are valid from the beginning of the Fall semester to the end of the Spring semester. Vehicle registration must be renewed each Fall.
  - **Employees** must register vehicles as part of the orientation process. Faculty and staff may register each vehicle they own. They will receive one parking tag that is interchangeable amongst their registered vehicles, and they do not expire.
  - **Changes:** Vehicles must be registered with the Business Office within two weeks of the change.
- F. There are four types of parking permits available. With the exception of Premium Student Parking, there is no charge for parking.
- A. **Standard Student Parking Permit (Gray)** – Grants access to specific campus locations parking at no cost (Alms House, Clark Street, Transportation Center, and Greenfield)
- B. **Premium Student Parking Tag (Red)** – Grants access to main campus, Naval Reserve, and Greiner and all campus locations. These are issued on a first-come, first-served basis and require payment of an additional fee (\$125), which must be renewed annually.
- C. **Faculty and Staff Parking Tag (White)** – Grants free access to main campus and all campus locations in Staff parking spaces.
- D. **Handicapped Parking Tag (Blue)** – Grants free access to handicapped parking spaces throughout the campus.

## III. Permits and Parking Lots

- A. Purchasing a parking permit does not guarantee a specific spot upon arrival; it only allows parking in any available area assigned. Lack of a legal parking space is not an excuse for violating parking regulations. Parking is first-come, first-served.
- B. Displaying the Parking Permit
- Students: Displayed parking sticker on the back window, lower left-hand (driver side) corner.
  - Employees: Display the parking tag on the rearview mirror. In accordance with Pennsylvania state law, employees are strongly encouraged to remove

the tag from the mirror while driving to avoid visibility obstructions and potential legal issues.

- C. Available parking lots are as follows:
  - Main Campus – Premium, Faculty & Staff, and Handicap
  - Naval Reserve – Premium and Handicap
  - Greiner – Premium, Faculty & Staff, and Handicap
  - Griscom – Faculty & Staff, and Handicap
  - Greenfield – Free Student, Faculty & Staff
  - Clark Street – Free Student
  - Alms House – Free Student, Faculty & Staff, and Handicap
  - Transportation Center - Free Student, Faculty & Staff, and Handicap
- D. Students are not permitted to park on adjacent city streets, in fire lanes, or handicapped spaces (unless authorized), or next to dumpsters. The absence of a “No Parking” sign does not permit parking.

#### **IV. Guest Parking**

Guests of faculty, staff, or students must also follow campus parking regulations. Student Services, Vice Presidents, and Deans can issue a temporary parking permit to be placed on the dashboard and can assist guests with parking locations.

#### **V. Event-Related Parking Restrictions**

- A. At times, specific parking lots may be closed for official College events, maintenance, or other temporary uses. Faculty, staff, and students are not permitted to park in any lot that has been temporarily closed, even if they usually have access to that lot with their permit. The College reserves the right to restrict parking for special purposes at any time. Alternative parking arrangements or restrictions will be communicated in advance through the following channels:
  - College bulletin boards
  - Official email notifications
  - Internal communications tools such as TVs or Thad’s Pad
- B. Students are responsible for regularly checking these sources to stay informed about parking changes.

#### **VI. Parking Violations, Offenses, and Fines**

- A. The vehicle registrant is responsible for all parking violations, vehicle towing and/or boot removal. If a vehicle is unregistered, the operator/owner is liable for violations, including boot removal and towing costs.
- B. Campus Security will place the parking ticket under the windshield wiper or hand it to the individual.
- C. Students must report disabled vehicles to Campus Security immediately; failure to do so is a violation. Any vehicle posing a safety hazard, whether disabled or not, will be towed at the owner's expense.
- D. Offenses/violations that may incur a fine or result in the disabling (booting) or towing of a vehicle:
  - 1. Parking on campus without a valid parking permit tag or sticker.
  - 2. Parking a vehicle outside of designated parking areas.
  - 3. Parking in restricted areas.

4. Parking on grass/lawn or other non-parking areas without permission from College authorities.
  5. Parking in a reserved handicapped space without displaying a valid handicapped license plate or decal.
  6. Parking in a fire lane (the vehicle may also be towed at the owner/operator's expense).
- E. Overview of Parking Fines/Penalties:
- 1st Offense: \$10
  - 2nd Offense: \$15
  - 3rd Offense: \$20
  - 4th Offense: \$20
  - Subsequent offenses: \$20 fine per violation and subject to towing or booting.
    - Towing and storage charges are the responsibility of the vehicle owner/operator. Violators will incur the cost of towing plus an additional daily fee after 24 hours.
    - A \$25 fee will be charged to remove a vehicle boot, in addition to previous fines.
    - Operators of towed or booted vehicles may lose parking privileges for one semester.

## VII. Payment of Fines, Unpaid Fines and Penalties

- A. A hold will be placed on the student's account. Payments must be made within five business days from the date of issue. The hold will be removed once the fine has been paid.
- B. Parking fines can be paid at the Business Office on the first floor of the Mellor Building during normal business hours (8:00am – 4:30pm).
- C. Fines not paid by students within five (5) business days are administered as follows:
  - The College will continue to have a hold on all institutional records until all fines and penalties are paid.
  - At the end of the academic year, all unpaid fines are sent to the Pennsylvania Attorney General's office for collection.

The College retains the right to amend or terminate this policy at any time.

### References

Parking Permit Application

[Shuttle schedule](#)

[Campus Map](#)

<i>Audience</i>	<i>All College</i>
<i>Effective Date</i>	<i>7/18/2025</i>
<i>Date Revised</i>	<i>7/18/2025</i>
<i>Date Reviewed</i>	<i>7/18/2025</i>
<i>Owner</i>	<i>Vice President of Finance &amp; Administration</i>

\*Prior to 2025, this policy was reviewed as a part of an annual Student Handbook process.