

POLICIES & PROCEDURES

Traffic & Parking Policy

Security

For the safety and convenience of all members of the Woodbury University community, university parking regulations are in effect and enforced 24 hours a day, 365 days a year. All motor vehicles operated by students must be registered with the Security Department and must display a current, valid parking permit regardless of the student's place of residence or academic program. Motorcycle operators and drivers with handicap placards/license plates must register their vehicles, display a current parking permit, and park in the proper parking spaces on campus. Failure to register a vehicle and purchase a parking permit will result in denied entry to parking lots or citation and fine. Woodbury University has approximately one parking space for every three registered vehicles. Accordingly, possession of a parking permit only provides drivers the opportunity to look for a parking space on campus- it does not guarantee that a space will be available. All vehicles driven or parked on campus must be covered by liability and property damage insurance in accordance with the California Vehicle Code. The registered operator of a motor vehicle is responsible for its operation on campus at all times. The university assumes no responsibility for the care or protection of any vehicle or its contents at any time, including the time when it is parked in designated university parking areas.

The San Diego campus is an urban campus located just south of downtown San Diego. It is accessible by public transportation and students are encouraged to use the trolley and/or the bus system. There are limited parking spaces available for student use at the San Diego campus. Students may load and unload materials curbside at the entrance of the building.

Motor Vehicles Registration

To purchase and receive a parking permit, go online to <https://www.permitsales.net/WoodburyU> and complete the registration form. A temporary permit will be issued right then via the website. Print out the temp permit so you can park on campus using the temporary permit until the permanent permit arrives in the mail. Vehicles must be registered according to the following schedule: Day and evening students by Friday of the first week of classes (grace period may extend to Add/Drop Date if advertised on special signage by main gate). Masters level students and other non-traditional degree program students must purchase and display a current parking permit by the first day of classes. Student parking permits cost \$150 and are valid for one registered vehicle for one semester. Summer session parking permits cost \$45. Parking permits for students who drive a motorcycle exclusively cost \$35.00. Students who purchase permits in spring may continue to use those through summer at no extra charge. Students who operate more than one vehicle must purchase a separate parking permit for each vehicle. Parking permits must be displayed in a manner so that the entire permit is visible. Displaying the permit partially or failure to display the permit will result in citation and fine. Lost parking passes and passes for newly purchased vehicles may be issued at prorated fee. The university has seven parking lots at the Burbank campus. There are 815+ open unrestricted parking spaces for students.

The Business office collects a \$35.00 deposit for each clicker issued to students. The Cabrini gate code is changed every year so clickers previously issued and not returned, will not

provide access to the campus through the Cabrini gate past the end of the academic year. To avoid interruption, please bring clicker to the Business Office in Miller Hall to have it re-programmed at the beginning of the academic year.

When registering your vehicle you must provide the license plate. If the vehicle is new or the plates have not been issued, you must provide the VIN # to the vehicle. The VIN # in the vehicle must remain unobscured so that it is fully visible from the outside looking in

Driver responsibilities: The driver is responsible for the driving and parking of their vehicle on the campus. The driver shall adhere to the Parking regulations. The driver shall fully cooperate with University Security Officers in any investigation involving a motor vehicle. This includes producing your University Identification and / or Driver's license to any University Security Officer. Failure to cooperate with the Officer will make your vehicle subject to tow and your referral to Judicial Conduct. For safety reasons loitering in the parking lots is not permitted.

License Plates: Once the license is issued from DMV the license plate shall be affixed to the vehicle. License plates shall be affixed to the vehicle at all times. If the license is not affixed to vehicle, the officer may inquire about the status of the plate and the student shall / must cooperate fully by producing their DMV registration.

Proper Display of permit: Student permits must be affixed to the inside windshield, drivers side lower corner of the window. The permit number must be fully visible. Staff / Faculty permit must be hanging from the rear view mirror with the permit number fully visible.

Designated Parking Spaces: Parking violations fines and/or loss of parking privileges are strictly enforced. Full parking enforcement goes into effect on the Drop/Add date.

Vehicle Operation: The speed limit on campus is 10 miles per hour. Vehicle use is limited to driveways and parking lots. Driving on lawns, sidewalks, and walkways is prohibited and will result in citation and fine. Unsafe operation of vehicles, including reckless driving and driving the wrong way on one-way driveways, and failure to stop at a stop sign is prohibited and will result in citation and fine.

Parking of Vehicles: There are 6 parking lots for general parking on campus. The Whitten /Issacs Lot is the only restricted for faculty, making a total of seven lots. Parking in a posted / reserved space without authorization will result in vehicle citation and or tow. Reserved parking is enforced 24 hours 7 days a week. If the space is marked with a sign, the space is designated for a specific class or person. Parking of vehicles must be in a space with a curb or white stall line on either side. Red zones are for emergency vehicles only, no student or faculty / staff parking. Blue zones are for vehicles with state issued Handicap red or blue placards properly displayed.

Removal of Vehicles: In accordance with California State Law the following vehicles may be towed away at the owner's expense: abandoned, inoperative, or unregistered* vehicles, vehicles parked in fire lanes, red zones, disabled spaces, or blue zones, vehicles blocking gates or driveways, vehicles parked in temporary no parking zones where signs are posted.

- Unregistered vehicles are vehicles not registered with Woodbury's Security Office and/or vehicles with expired state license plates.

Immobilization of Vehicles: A vehicles with 3 or more cites (repeat offender) in a term are subject to immobilization with the Vehicle Boot. The owner of the vehicle must show vehicle registration and government issued identification prior to release of the boot. An incident report will be forwarded to the Office of Student Affairs.

Towing of vehicles: Vehicles illegally parked in the VIP Reserved spaces next to Hensel Hall are subject to tow. Vehicles parked in fire lanes are subject to tow. Vehicles parked in handicap spaces without proper permit are subject to tow. All vehicle tows are at owner's expense.

Motorcycles: All motorcycles must register their vehicles and park in assigned spaces on campus. To register your motorcycle, go to the Security Office in Whitten Hall. All registered motorcycle owners are issued a decal that can be placed on the bike. The university reserved the right to remove motorcycles that are not registered and/or are determined to be abandoned.

Bicycles: The University reserves the right to remove bicycles that are determined to be abandoned. There are 10 bicycle racks to park your bicycle on campus. Please use them.

Keeping your bicycle safe Always secure your bicycle, even in protected areas like residence halls rooms and backyards.

- Use a security lock.
- Use a U-shaped lock to secure your bike, other locking devices may be easy to break or cut.
- Do not lock your bike to objects that can be moved. Lock your bicycle to a stationary object.
- Do not lock your bike by the front or back wheel only, since they can be removed.
- Ride safe.
- Keep to the right side of the roadway and ride in single file. Pass other cyclists with caution.
- Obey all traffic laws.
- Use hand signals.
- Ride cautiously through parking areas, driveways, and congested intersections.
- For night riding, equip your bike with front and rear lights, use reflectors and wear light colored clothing.
- Give pedestrians and motor vehicles the right of way and use a warning device.
- Use caution when passing parked cars because doors can be opened without warning.
- Watch out for potholes, rocks, broken glass and other road hazards.
- Remember to wear a safety helmet when riding your bike.

Vehicle operators will be cited and fined for any of the following violations:

- WUVC 100--\$40 Permit or permit numbers not visible
- WUVC 101--\$40 Permit improperly displayed
- WUVC 102--\$40 Permit expired
- WUVC 103--\$40 Parking in a no parking zone
- WUVC 105--\$40 Parking in reserved space
- WUVC 107--\$40 Parking in an area not designated for parking
- WUVC 108--\$40 Not parked within stall lines / double parked

- WUVC 110--\$60 Blocking other vehicles, gates, driveways, walkways
- WUVC 111--\$60 Exceeding the posted time in a loading/unloading zone
- WUVC 200--\$100 Driving the wrong way on a one-way driveway
- WUVC 201--\$100 Driving on lawns, sidewalks, and walkways
- WUVC 202--\$100 Reckless driving / Failure to stop at stop sign
- WUVC 203--\$100 Exceeding speed limit
- WUVC 204--\$100 Removing barricades / cones from reserved spaces
- WUVC 300--\$125 Parking in a disabled space / blue zone without placard
- WUVC 301--\$125 Parking in a fire lane / red zone
- WUVC 302--\$150 Forged Permit
- WUVC 303-\$150 Permit/License Plate do not match in system
- WUVC 999--\$125 Vehicle tow / Vehicle boot - immobilization

A parking permit or disabled placard that is not properly displayed and readily visible will be regarded as having no parking permit or disabled placard. Drivers with disabled placards that are not properly displayed will be cited and fined if they park in a disabled zone. Fines incurred by students are automatically charged to the student's account. Students may pay this assessment by mailing a check to the Business Office or may pay upon receipt of financial statement from the Business Office. Unpaid fines assume the same status as any other college debt. Students who do not pay parking tickets may be put on financial hold and may be blocked from registering for the subsequent term and denied transcript requests. An Incident Report may be filed for students who receive three or more parking citations within a term; such students will be subject to conduct sanctions.

Appeal: Parking violations may be contested on-line at <https://www.permitsales.net/WoodburyU/violations>. The appeal must be received via the on line site within 7 calendar days of the citation being issued. The Security Coordinator will adjudicate appeals. The Security Coordinator's office is located at the Facilities Building next to Central Services / Mailing Services building. The Security Coordinator's phone number at 818-252-5250 if you have any questions.

Conduct charges: Conduct charges will be assessed to students who:

- Duplicate or reproduce valid parking permits.
- Create or generate illegal parking permits.
- Use or distribute any illegally obtained or illegally created parking permits.
- Receive three or more parking violations in one term.
- Commit moving violations.