

General Statement

The purpose of these motor vehicle regulations is to reduce traffic congestion, facilitate orderly parking, provide a safe campus environment, and promote the fair and consistent enforcement of rules.

The Code of Virginia (§23-9.2:3) grants to the Board of Visitors the power to provide parking and traffic rules and regulations on property owned by the College, and the District Courts require the Board of Visitors' approval for local enforcement of motor vehicle regulations. The Board of Visitors has authorized the Office of Parking Services and the W&M Policeto provide for the safety of persons on College property by enforcing these rules and regulations.

The motor vehicle regulations set forth herein have been developed by the Office of Parking Services with the advice of the Parking Advisory Committee and have been approved by the Board of Visitors. The regulations are applicable to all persons owning and/or operating a motor vehicle on the Williamsburg and Virginia Institute of Marine Science campuses of the College of William and Mary in Virginia. Accordingly, jurisdiction extends to all College roads and grounds.

The College does not assume responsibility for motor vehicles or their content while operated or parked on College property.

College of William and Mary
Department of Parking Services
P.O. Box 8795
201 Ukrop Way
Williamsburg, Virginia 23187-8795
(757) 221-4764

Office hours 7:45 a.m. until 4:30 p.m. Monday-Friday,
Unless otherwise posted.

FREQUENTLY ASKED QUESTIONS

Is a pass needed to park on campus?

Yes, all vehicles parked on campus must display a temporary pass or decal 24 hours a day, Monday through Friday from 7:30 am on Monday until 5:00 pm on Friday. Decals are not required on weekends. Special Event participants will require passes to park in reserved areas.

Are parking rules enforced in the evenings or on weekends?

Yes, parking rules and regulations are enforced year round by Parking Services and W&M Police except as noted in item 10.

My parents, relatives, or a friend is coming to visit me. Do they need a decal and where can they park?

Yes, they do need a temporary pass for the days in question. Have them stop by the Parking Office (M-Th, 7:45 am – 6:00 pm, F 7:45 am – 4:30 pm) to obtain a visitor pass which allows them to park in F/S, Day, or Resident parking. Guests arriving after 6:00 pm must park in the William & Mary Hall lot and pay the kiosk for the time as needed. Complimentary passes are available from the W&M PoliceDispatch window for non-affiliated visitors only; these passes are valid through 10:00 am the following morning. A pass is not required after 5 pm on Friday through 7:30 am on Monday. All other parking rules remain in effect.

As a freshman or sophomore who lives in campus administered housing may I have a car on campus?

No, in order to have a car on campus you must apply and qualify for an exception to policy. All applications are reviewed and considered for approval of a Restricted Use Decal to park at the William & Mary Hall Lot only.

What are enforcement hours of meters?

*Metered spaces are located in high demand areas and are intended for high turnover. Anyone, except students with Restricted Use permits, may park at a meter, and everyone (except those displaying a valid handicapped tag) must pay. Meters are enforced Monday - Friday, except for the meters located by the Muscarelle Museum in the Morton Lot which are enforced 7 days a week. **Monday through Thursday after 5:00 p.m., customers with a decal or visitor's pass are not required to pay at a meter. All other customers should continue to pay according to usage.***

Pay-by-space kiosks and the lots they serve throughout campus are enforced from Monday at 7:45 am through Friday at 5:00 pm.

What should you do if a meter or Pay-by-space kiosk malfunctions?

Immediately report equipment malfunctions to Parking Services at 221-4764. Provide the lot and the meter number to the customer service rep. A repair technician will be dispatched immediately, upon completion of repairs maximum time will be applied to the meter.

May I tape my decal in my vehicle?

No. All decals must be suspended from your rear view mirror, or affixed to the rear driver's side window with the hologram and decal number facing outward.

Can I transfer my decal to another vehicle?

No, when vehicles are sold, or disposed of the decal may not be transferred to another vehicle or person. You must remove and return your original decal and request a refund of the prorated "residual" value. Hangtags may be moved from car to car as long as the additional vehicle is pre-registered with Parking Services.

If my car breaks down what should I do if I must drive another vehicle?

Contact Parking Services immediately, Parking Services will issue a temporary pass for the needed days. You will need to know the license plate number of the replacement vehicle you are driving. With the exception of a rental car, the vehicle must be family owned.

If I need to load/unload heavy items where can I park?

You may pick up a loading pass, which allows parking in faculty, staff or student parking spaces for 30 minutes to 1 hour. You may not create your own space, park on sidewalks or grass to gain close access to a building.

What should I do if I disagree with a citation?

You have two options:

a. Contact Parking Services (in person) the next business day to review the photos and discuss details of the citation; if you still disagree you may file an appeal. All appeals must be submitted in writing either online or in person; verbal appeals will not be considered.

b. You may file an online appeal of the citation by visiting the Parking Webpage at <http://www.wm.edu/offices/parking/fines/appeals>.

PARKING REGULATIONS

All students, faculty, and staff are responsible for knowing the information presented in the Parking Rules and Regulations. Failure to have knowledge of the rules will not be a valid defense against the issuance of citations. Rules and regulations may be subject to change during the year. Whenever you are in doubt please contact Parking Services at 221-4764.

1. A decal or temporary pass is required to park on campus property at all times, beginning Monday at 7:30 a.m. until Friday at 5:00 p.m., except at metered spaces.

2. Metered spaces are enforced as posted. Spaces marked “Reserved at all Times”, “Faculty/Staff at all Times” and “Service Vehicle” spaces are enforced 24 hours per day, seven days a week. Parking is not permitted in any area not specifically designated for parking. Campus spaces are marked in the following manner: with curb blockers, signs, or striped spaces. Parking is not permitted on sidewalks, brick pathways, grass or seeded or mulched areas. Authorized parking areas are listed on the parking map and further identified with signage by type as Faculty and Staff, Day, or Resident parking.

3. **Grace Periods:** *Students who are eligible to purchase a decal have from August 25, 2014 until September 1, 2014 to purchase a decal without receiving a citation for no decal as long as you park in the **W&M Hall lot only**.* All other rules will be enforced throughout campus during this grace period. **Once a decal is purchased it must be affixed to the vehicle immediately and you must park according your classification.**

4. Citations issued are tracked by license plate and each license plate will be issued one (1) no decal warning. No decal warnings once issued are ***not reset*** and may not be appealed. Each no decal violation after the warning will carry a fine as specified in the Schedule of Fines. Level I Offenses are graduated with an increasing fine value and they reset on Sept 1 each year.

5. Hangtags must be displayed from the rear view mirror, adhesives must be affixed to the rear driver's side window, or bumper so that the side with the hologram & decal number is facing out. **Parking decals cannot be taped inside the vehicle.** A decal is only valid for the vehicle(s) for which it was purchased.

6. An employee or commuter student who wishes to bring an alternate vehicle to campus may use their hangtag in that vehicle, as long as the vehicle is pre-registered with Parking Services. If the vehicle is not pre-registered with Parking Services, a “No Decal” violation may be issued.

7. Students may not park in faculty/staff spaces the Monday and Tuesday before each semester, unless those spaces are designated for loading and unloading. Resident students and Commuter-Day Students must park according to their decal designations.

8. Only Junior, Senior, and Graduate students classified as social (rather than academic) and assigned to campus administered housing may purchase resident decals. Juniors must have completed four regular semesters to be classified as social juniors. Residents who do not require frequent and regular use of their vehicle may opt to purchase a long term storage decal instead at ½ the cost of a full decal, the long-term storage parking lot is located at the Dillard complex.

9. From 5 p.m. until 7:30 a.m., Monday through Friday, permit holders (except those with restricted use decals) are allowed to park in any space not designated as a timed-space subject to a fee or in spaces marked “reserved at all times” or “service vehicle.” Exceptions to this rule are:

- Any Student Permit may be used to park in the Lake Matoaka Boathouse gravel lot from 7:30 am to 5:00 pm only. This area is closed during evening hours.
- Commuter-Day and resident students may move into faculty/staff spaces at the Law School at 4:00 p.m. until 7:30 a.m., Monday through Friday.
- Day students may park in faculty/staff spaces beginning at 3:00 p.m. until 7:30 a.m. Monday through Friday in the Plant Lot.
- Grad Complex residents may park on Level 2 & 3 of the Parking Deck any time.
- Students and staff with Restricted Use Decals must park in the William and Mary Hall lot at all times from Monday at 7:30 a.m. until Friday at 5:00 p.m. Students and staff with Restricted Use Decals may not park at meters or timed spaces, unless the space is also designated as a load/unload space then the specified time limit applies.

10. Parking regulations on the Williamsburg campus are enforced year round, including during Fall Break (Oct. 11-14, 2014) and Spring Break (Mar 7-15, 2015), with the following exceptions: during the Thanksgiving Holiday (Nov 26-30, 2014) and Winter Break (Dec. 22, 2014 - Jan. 16, 2015) while parking designations posted as faculty, staff, resident, and day will not be enforced, decals are still required at all times. However, *parking space designations listed in item #2 **will be** enforced at all times.* Parking regulations at the Virginia Institute of Marine Science are enforced throughout the calendar year.

11. Areas designated by No Parking signs **and/or striped Red, Yellow, or White** indicates an emergency/firelane, or service vehicle only area. Parking is not permitted day or night. Grass, seeded, mulched areas, crosswalks, brick pedestrian paths and pads are designated No Parking zones. Parking in **any portion** of a No Parking zone is a violation.

12. Spaces marked as "Loading Zone" have a **ONE HOUR** limit and vehicles occupying these spaces must relocate within that hour or your vehicle will be subject to ticketing for each expired hour in the space. Loading Zones within the Resident Lots are enforced as a loading zone from 8:00 a.m. until 8:00 p.m. and are regular resident parking spaces from 8:00 p.m. until 8:00 a.m. The use of hazard lights does not preclude the issuance of a citation if the vehicle is in violation of parking rules. Hazard lights should only be used in the event of an actual emergency

13. Spaces marked as "Service Vehicle" spaces may only be used by vehicles displaying a current Faculty/staff or General decal and a Service Vehicle pass issued by Parking Services. These spaces are to be used only for delivery and pick-up and are intended to provide short-term access to congested areas for college business. Vehicles parked in service vehicle spaces must relocate their vehicles within one hour of occupying these spaces or will be subject to ticketing. State and/or College-owned vehicles are not exempt, contact Parking Services for service calls expected to last more than one hour to obtain approval. Contractors are not authorized to use these spaces without prior approval from Parking and special designation on their Contractor pass.

Service Vehicle passes are effective from Oct 1 – Sep 30. Requests for passes must be endorsed by the appropriate department representative and submitted on an as needed basis only.

14. Vehicles that are unauthorized to park in handicapped spaces are subject to a fine of \$100.00 to \$500.00 in accordance with state law and may be towed off campus at the owner's expense.

15. Parking Meters and Pay-by-Space kiosks are located in high demand areas and are intended for high turnover. Anyone, except students with Restricted Use permits, may park at a meter, or timed space and everyone (except those displaying a valid handicapped tag) must pay. Meters are enforced Monday - Friday, except for the meters located by the Muscarelle Museum in the Morton Lot which are enforced 7 days a week. Monday through Thursday after 5:00 p.m., customers with a decal or visitor's pass are not required to pay at a meter. All other customers should continue to pay according to usage. Customers with valid handicapped placards may park at a meter without payment for a period not to exceed four (4) hours, at the end of this period payment is required to remain or you must relocate to another space. **Report equipment malfunctions to Parking Services at 221-4764.**

REMINDER: Multiple citations may be issued at meters and timed spaces. For example, at a 30 minute meter, tickets for expired meter violations may be issued at least 30 minutes apart. Meters by design will only accept the required coinage for maximum time (30 Min, 1hr, or 2hr). Overfeeding a meter will not register

additional time beyond the maximum limit posted. **Vehicles in Pay-by-space lots will be cited for “No decal” if found parked in an unpaid space.**

16. Motorcycle, motor scooter and moped parking permits are available for purchase by students, and members of the College's faculty and staff. The permit entitles the registered vehicle to park on campus. Motorcycles or motorbikes must not be stored inside a building, stairwell, or parked in or near an entrance way. In order to comply with State regulations and to preclude possible fire hazards, these vehicles must be at least 50 feet from a building, motorcycles, mopeds and motorbikes found in violation will be ticketed and moved at the owner's expense when so parked.

17. Motorcycles, moped, or motor scooters must be registered and display a **motorcycle** permit from Monday at 7:30 AM through Friday at 5:00 PM. **Effective July 1, 2014 mopeds must be titled and registered with DMV and will follow W&M Motorcycle rules.**

18. Parking of a motorcycle or moped shall be done *ONLY* in pre-defined and approved motorcycle parking areas. Motorcycles parked in any location other than the pre-defined and approved parking areas are subject to a single warning citation. Subsequent violations will be issued a reserved space citation. Mopeds may park on the end of bicycle racks or moped racks as long as they are more than 50 feet from a building.

19. Motorcycles, mopeds, or motor scooters may park in metered spaces as long as time is kept on the meter.

20. Bicycles must be registered with **Parking Services**; storage is permitted in the bicycle racks provided at various locations on the campus. Do not chain or lock to light poles, trees, shrubs or sign poles. Bicycles found at these locations will be tagged for 24 hours, at the end of this period they are removed and impounded until claimed. Bicycles locked to stairwell rails or walkway hand rails pose a safety hazard and will be impounded immediately. Bicycles may not be chained to fix-it stations at any time. Unclaimed bicycles will be disposed of 90 days after impound or set aside for resale during the annual sale in September.

21. Under no circumstances may any motor vehicle, other than police or emergency vehicles, be operated or parked at any time on the walkways, landscape, grass, or areas designated for grass. . Upon request the Director of Grounds or Parking Services may evaluate exceptions on a case by case basis and grant off-street exception passes for the period required

22. Storage of boats, RV's, PODS, and/or trailers is not permitted on College property without prior coordination with Parking Services at least three (3) days in advance of arrival on campus. The College reserves the right to remove such

vehicles or items at the owner's expense. When authorized to park you must purchase a pass for the equivalent number of spaces occupied.

23. Double parking and parking against the flow of traffic is never permitted. Drivers should not cross the lane of oncoming traffic on two-way aisles within a lot or campus roads to park with the driver's side to the curb.

24. Curb blockers or wheel stops, and white lines establish parking spaces. In lots such as Adair, Yates-Randolph, and Swem Faculty/Staff, where curb blockers are present, you must park at the curb blocker; parking in any other area will result in a citation being issued.

25. Thomas Nelson Community College decals will be honored on the main Williamsburg and VIMS campus in faculty/staff (not reserved at all times), day and resident spaces after 4:00 p.m. until 7:30 a.m. Monday through Friday. Co-enrolled students attending class before 4:00 p.m. must purchase and display a temporary pass or the appropriate student decal. Passes & decals are offered at a reduced rate.

26. The following designations are reserved and enforced 24 hours a day, seven days a week:

- Fire lanes
- Loading zones
- No Parking zones
- Motorcycle spaces
- Official Vehicle spaces
- Service Vehicle spaces
- Faculty/Staff at all times spaces behind Millington Hall
- Faculty/Staff at all times spaces at Jones Hall Lot and on Wake Drive
- Faculty/Staff spaces at The Keck Lab
- No parking on the east side of Brooks St between Compton and McClurg Dr
- No Parking zones on the west (Jamestown dorm) side of Landrum Dr
- Visitor Parking
- Handicapped spaces
- Reserved At All Times spaces
- Time limit spaces
- Meters as posted
- Visitors of the President spaces

27. The William & Mary Hall lot will be controlled through use of Pay-by-Space Kiosks. When parking in these areas you must make note of the space number and input this information into the kiosk in order to apply time. Applicable rates are listed at each location. Faculty, Staff, and Students with valid W&M decals or temporary passes do not have to pay; all other patrons must pay according to usage. **Report kiosk malfunctions to Parking Services at 221-4764.**

DISABLED VEHICLES

The driver of any disabled vehicle is subject to ticketing. A note on a disabled vehicle *does not* preclude ticketing. If the vehicle cannot be moved immediately, notify W&M Police (221-4596) or Parking Services (221-4764) at once and take

steps to have the vehicle removed by the end of the day. **Disabled vehicles not reported to either of the above agencies may be towed at the owner's expense.**

Dillard is designated as a parking area for state vehicle storage; State vehicles awaiting repair or surplus must be removed from the main campus within 48 hours and stored while awaiting disposal or auction. Prior to removal contact the Office of Procurement and in turn Parking services to obtain the appropriate pass and for specific parking instructions.

TRAFFIC REGULATIONS

The W&M Police will enforce moving violations which will be returnable in the respective District Courts. Barriers may be placed by the Police at any point deemed necessary for specific temporary use - most often situated for safety reasons and traffic flow. Removal of any such barriers without permission, except for passage of emergency vehicles, is prohibited. In all cases, the directions of a police or parking enforcement officer supersede the regulations posted by sign or signal.

The above traffic regulations apply equally to anyone parking or operating a motor vehicle on College property.

REGISTRATION OF MOTOR VEHICLES

All motor vehicles, including motorcycles and motorbikes, parked on College property must be registered with Parking Services located at 201 Ukrop Way (Parking Deck). Registration forms are also available at the Watermen's Hall Registration Desk for those individuals at the Virginia Institute of Marine Science Campus. The operator of each vehicle will be issued an appropriate decal. The purchase of a decal entitles individuals to park only in those areas designated for the respective decal. The person registering the vehicle must present a current state registration, proof of insurance, and a W&M ID card or current driver's license.

Students may only register a personally owned or family vehicle; proof of ownership must be supplied upon request. Resident students may only register, or store one (1) vehicle while assigned to campus administered housing.

The purchase of a decal does not guarantee a specific parking space, but affords the registrant an opportunity to park in authorized areas when parking space is available. The responsibility for finding a proper parking space rests with the vehicle operator. Decals are effective for the school year which runs from September 1 through August 31 of the following calendar year. Temporary

passes are issued as necessary for durations appropriate for their purpose. The campus map highlights the major parking lots at the main Williamsburg and VIMS campuses.

Registrants who misstate their classification category will be referred to the Dean of Students. When the classification status of a registrant or the purpose for which a decal was issued changes, and/or the vehicle information changes, it is the sole responsibility of the registrant to notify Parking Services so the decal may be suitably exchanged. Decal replacement carries an administrative processing fee of \$8.

Campus Volunteers and Emeritus Faculty may be issued a decal with appropriate documentation of status. Volunteers require departmental certification and must perform at least 10 hours of service per week. The Provost Office publishes an annual listing of faculty members granted emeriti status; once approved you must visit the parking office to register your vehicles; a processing fee of \$8 is assessed per decal.

PARKING FEES

All vehicles that display decals must be registered with DMV by the operator in his/her family name. No person shall register another non-family member's vehicle, nor allow another person to register his/her vehicle and/or transfer the decal. Additionally, it is a violation to purchase and distribute a decal for other individuals or display a decal on a vehicle not registered with Parking Services. Students in violation of this regulation will be referred to the Dean of Students. Acceptance of a decal by an individual attests to that person's complete understanding of the College of William and Mary Motor Vehicle Regulations and his/her responsibility to adhere to those regulations.

ELIGIBILITY AND CLASSIFICATION FOR DECAL PURCHASE

Should registrants and/or Parking Services disagree as to proper classification, Parking Services may issue a fourteen day temporary pass in favor of the registrant, who shall immediately file an appeal with Parking Services. The registrant is solely responsible for a clear statement of the situation in the appeal and for completing a permanent registration immediately upon receiving a decision from the Parking Appeals Committee.

FACULTY/STAFF (blue)

All faculty, administrative personnel, classified and hourly employees of the College and contract employees are eligible to register motor vehicles under faculty/staff status. William and Mary students who work part-time for the College will have their eligibility determined according to their student status and may only purchase student decals.

Members of the faculty and staff are encouraged not to drive their vehicles point-to-point on campus. Faculty and staff may park only in faculty and staff areas, the William and Mary Hall lot or the Law School overflow lot near the cemetery on South Henry Street.

Exception: Faculty may park in student spaces/areas if they need to teach a class or meet with a student and no faculty/staff spaces are available. Please notify Parking Services of the time and location as soon as possible to preclude issue of a citation. Vehicle must be relocated upon completion of class.

Multiple hangtag decals will be sold at the full tiered price. With the purchase of a hangtag additional adhesive motorcycle or convertible decals may be purchased at a discounted rate only.

RESIDENT (yellow)

All individuals classified as students by the Registrar of the College, who reside in College administered housing and have completed 4 regular semesters (fall, spring). Students who reside at Ludwell and have completed 4 regular semesters also qualify for a Resident decal.

Resident students are encouraged to abstain from driving to class to help reduce parking congestion and to provide other residents across campus with availability of resident spaces.

Students with resident decals may park in permit only spaces at any time and in faculty/staff and day student spaces on the weekends and after 5:00 p.m. Monday through Friday, unless otherwise noted in #9, Parking Regulations. Vehicles must be removed from faculty/staff and day student spaces by 7:30 a.m., Monday through Friday. Exceptions to the aforementioned faculty/staff privilege are the following faculty/staff spaces, which are reserved at all times: Jones Lot, spaces behind Millington Hall, on Wake Drive and the Keck Lab.

Resident students may only register one vehicle.

GRAD PLEX RESIDENTS (brown)

Students who reside at the Grad Plex qualify for a Grad Plex decal. In addition to the rules that apply to a yellow resident decal, this decal is also valid on the second and third level of the Parking Garage marked as Day Student Parking Only.

ONE TRIBE PLACE RESIDENTS (tan)

One Tribe Place residents will be issued a tan colored adhesive decal. In addition to the rules that apply to a yellow resident decal; this decal is also valid in the Red Garage below One Tribe Place.

COMMUTER - DAY (green)

Those students classified as students by the Registrar of the College who do not reside in College administered housing will receive a Commuter (Day) decal upon registering a motor vehicle.

Students with day decals may park in areas marked as day student and permit only. They may also park in resident and faculty/staff spaces on the weekend and in other areas at times excepted in item #9. Students must move their vehicles from faculty/staff and resident spaces by 7:30 a.m., Monday - Friday.

Day students may register multiple family vehicles.

COMMUTER - EVENING (purple)

Students whose classes begin after or have no need to park on campus before 4:00 p.m. and who do not reside in College administered housing qualify for the Evening decal. After 4:00 p.m., they may park in any faculty/staff, resident, day student or permit only space unless posted as faculty/staff at all times. These faculty/staff exceptions at all times include:

- The Jones Lot
- All faculty/staff spaces on Wake Dr
- Spaces reserved for the Keck Lab
- Spaces on Landrum Dr
- Spaces behind Millington Hall

Evening students who have a frequent need to park on campus before 4:00 p.m. may purchase the Day decal, as no provision is made for the Evening designation prior to 4:00 p.m. Evening students who have an occasional need to park on campus before 4:00 p.m. must obtain a temporary Day pass, which allows parking in Day and "Permit Only" areas.

Evening students may register multiple family vehicles under a single hangtag..

RESTRICTED USE (red)

The Restricted Use decal is available for freshmen and sophomores who have obtained permission to have a vehicle registered on campus. It is important to note that no student under consideration for an exception should bring their vehicle to campus unless and until they have been approved to purchase a Restricted Use decal. Students who have obtained this permission will receive the decal at a cost of \$361.00 upon registration.

This decal allows parking only at the William and Mary Hall Lot. Students may NOT park in metered or timed spaces at any time. Individuals with this privilege may register only one vehicle. Forms for this permission are available at Parking Services and on line at www.wm.edu/offices/parking. Permission may be granted for employment reasons (at least 10 hours per week), for medical necessity or for

approved volunteer service (at least 10 hours per week). Please allow two (2) weeks from submission for the approval process.

Requests for exception based on medical necessity, physical disability, or illness requiring transportation off campus should be forwarded to the Office of the Dean of Students. Eligibility determination will be made by a Medical Review Committee and forwarded to Parking Services. Forms for this type of exception are available from Parking Services, the Office of the Dean of Students, and on line.

Requests for exception based on volunteer service should be forwarded to the Office of Community Engagement in Blow Hall. Forms for this exception may be picked up at the Office of Parking Services, the Office of Community Engagement, or on line.

Restricted Use decals are also issued to students and staff members who have had their privileges to park on campus restricted to the William and Mary Hall lot (see "Restricted Privileges"). Persons with restricted privileges and the Restricted Use Decal must park in the William and Mary Hall lot only from Monday at 7:30 a.m. until Friday at 5:00 p.m. They may not park in metered or timed spaces at any time, unless the space is also designated as a load/unload space then the specified time limit applies.

CHRISTOPHER WREN ASSOCIATION (salmon)

This decal allows parking at the William and Mary Hall and School of ED student lots 1-5 only. This decal is not valid in metered or timed spaces at any time. Individuals with this privilege may register up to two vehicles.

Members with DMV issued handicapped credentials and the salmon CWA decal may park in any faculty/staff parking space when standard ADA spaces are not readily available.

During W&M School breaks the CWA decal is valid in student spaces within the Parking Deck and faculty/staff spaces along James Blair Dr. The CWA decal is not valid in off campus paid parking lots. Registration Forms for this decal are available at Parking Services and on line at www.wm.edu/offices/parking.

MOTORCYCLE (orange)

The motorcycle decal entitles the registered vehicle to park on campus. Parking of a motorcycle, moped, or motor scooter shall be done ONLY in pre-defined and approved parking spaces. Motorcycles parked in any location other than the pre-defined and approved parking areas listed are subject to citation. The cost of the Decal will be ½ of the base rate. For safety reasons, unless otherwise noted, these vehicles are not permitted to park on sidewalks, under building overhangs, inside courtyards, in buildings, at any time.

GENERAL (gold)

General decals are intended for non-College affiliated persons who volunteer at the College or have a frequent need to visit and use College facilities. The General decal allows parking in faculty/staff spaces, except:

- The Jones Lot
- All faculty/staff spaces on Wake Drive
- Spaces reserved for the Keck Lab
- Spaces behind Millington Hall

VIMS (teal)

Parking on the VIMS campus is by permit only. Faculty, staff, and students who purchase VIMS only decals may park on the Williamsburg campus at the William and Mary Hall lot only. A temporary pass is required to park in other parking lots on campus.

CONTRACTOR (pink)

Contractor decals are assigned by the project manager and are valid for the duration of the contract. This decal allows parking of personal vehicles only in designated areas of the William and Mary Hall Lot. Contractor Vehicle passes are granted in limited numbers, project managers must submit a request in advance to Parking Services for consideration to park on or in spaces adjacent to the construction site, limit of 5 passes per site.

CARPOOL (navy)

This is an alternative option for Commuter Students Day or Evening, VIMS Students, and Faculty/Staff who desire to carpool and share a hangtag with members of like schemes. Each carpool must contain at least two separate owners but no more than three to register their vehicles under a single carpool agreement. Carpool designated spaces have been placed throughout the campus in high demand areas (Deck, Law School, OD Lot, School of Ed, and Yates/Randolph Lot). See Carpool section for additional details of the program.

VISITING SCHOLAR (indigo)

Visiting Scholars, researchers, lecturers must submit a departmental justification letter from the sponsoring department along with the vehicle registration form. The Visiting Scholar decal allows parking in faculty/staff areas only, except any space marked faculty/staff at all times or in any space marked reserved at all times.

LONG-TERM STORAGE (Black adhesive only)

Residents who do not require frequent and regular use of their vehicle may opt to purchase a long term storage decal instead of a main campus decal at ½ the cost. This decal authorizes long-term storage in designated parking lots located at the Dillard complex. This decal is not authorized on the main campus at any

time without purchase of an additional temporary pass. Students can access the Dillard complex by way of the WATA Red Line daily.

SHORT-TERM STORAGE (Black hangtag only)

Commuter students who do not require access to their vehicles throughout the day may opt to purchase a short-term storage decal at $\frac{3}{4}$ the cost. This decal authorizes parking at the School of Ed parking lots 1-4 from 7:30 am to 4:00 pm; after 4:00 pm this decal is valid in main campus lots. School of Ed lots 3-4 are accessible via the WATA Green Line every 30 minutes.

TEMPORARY PASSES

For customers who do not wish to purchase a decal for year round use, we have a daily temp pass equivalent. The cost of a daily pass is \$5. Temporary faculty and staff may purchase passes on a weekly basis at the approved tiered weekly rate. Freshman and sophomores who do not qualify for a decal may under extenuating circumstances purchase temporary passes for short term periods not to exceed 14 days. All students may purchase a temp pass following the Thanksgiving holiday until Winter break at the prevailing daily rate. Students may also purchase temporary passes for guests in advance; you must have the vehicle license plate number to do so.

DISPLAY OF DECALS

Vehicle registration is not complete until the decal is properly displayed. Decals displayed improperly may result in a citation for improper display. Hangtags must be displayed from the rearview mirror so that the hologram and decal number are facing outward. Adhesive decals must be securely affixed to the rear driver's side window or bumper. **Taping the decal to the inside of the windshield is not permissible.**

Temporary passes are available for specific periods of use. Temporary passes must be displayed on the driver's side dashboard so that the effective dates and authorized location are visible, if issued in hangtag form then it must be displayed from the rear view mirror.

LOST OR STOLEN DECALS

If a decal is stolen, it must be reported immediately to University Police, and a new decal must be obtained from Parking Services. The cost of the replacement decal will be \$8.00. Without a proper decal, a motor vehicle parked on College property is in violation of these regulations and is subject to ticketing, wheel locking and/or towing. If the lost/stolen decal is found it must be returned to Parking as it is no longer valid. Display of a decal that has been reported lost or stolen will result in a citation, referral to the Dean of Students or Honor Council.

DECAL PRICES

The costs of parking decals vary to accommodate various categories of students and staff and are prorated at different times of the year. The following rates apply:

W&M CAMPUS DECAL				
Faculty/Staff/Adjunct Faculty				
CATEGORY	AUG 14	JAN 15	MAR 15	SUMMER
Tier 1 (Less than \$20,000)	\$163.00	(prorated based on hire date)		
Tier 2 (Between \$20,001&\$40,000)	\$244.00			
Tier 3 (Between \$40,001 & \$60,000)	\$344.00			
Tier 4 (Between \$60,001 & \$80,000)	\$368.00			
Tier 5 (Between \$80,001 & \$100,000)	\$387.00			
Tier 6 (More than \$100,001)	\$479.00			
Student				
CATEGORY	AUG 14	JAN 15	MAR 15	SUMMER
Resident/Day Student	\$361.00	\$181.00	\$126.00	\$54.00
Pell Grant Student *	\$181.00	\$91.00	\$63.00	\$54.00
Evening Student	\$181.00	\$91.00	\$63.00	\$27.00
Restricted Use	\$361.00	\$181.00	\$126.00	\$54.00
Other				
CATEGORY	AUG 14	JAN 15	MAR 15	SUMMER
Visiting Scholar, Researcher, or Professor	\$163.00	(prorated based on length of stay)		
Non-College Affiliated	\$479.00	\$240.00	\$168.00	72.00
Motorcycle	\$181.00	\$91.00	\$63.00	\$27.00
Moped	\$27.00			
Replacement Decal	\$ 8.00			
Replacement for vehicle based on Tier 4, see parking for other tiers.	\$197.00			

VIMS ONLY CAMPUS DECAL				
CATEGORY	AUG 14	JAN 15	MAR 15	SUMMER
Faculty/Staff/Adjunct Faculty	\$246.00	(prorated based on hire date)		
Hourly/Part-time Employee	\$123.00	\$62.00	\$43.00	\$19.00
Resident/Day Student	\$241.00	\$121.00	\$72.00	\$36.00
Pell Grant Student *	\$121.00	\$61.00	\$42.00	\$18.00
Motorcycle	\$121.00	\$61.00	\$42.00	\$18.00
Non-College Affiliated	\$246.00	\$123.00	\$73.00	\$38.00
Replacement Decal	\$ 8.00			
Replacement for vehicle	\$131.00			

1. Fees for parking decals are not generally refundable. However, students and faculty/staff who leave the College before the end of the school year may apply for a prorated refund. The decal must be returned when application is made for the refund. No refunds for decals will be issued after March 31, 2015.

2. When vehicle or license plate information associated with a decal changes, the Office of Parking Services **must** be notified at 221-4764. Vehicles that are not registered to the decal they display are subject to a citation.
3. Temporary passes for non-decal holders (other than freshmen and sophomores) are available for \$5.00 per day or \$25.00 per week.
4. Temporary passes at no charge are available for loading and unloading (30 minute – 1 hour limit) for current decal holders. There is a \$5.00 fee for non-decal holders.
5. Guests arriving on campus after 6:00 p.m. when Parking Services is closed must park in the W&M Hall lot and pay the kiosk for the space being used. Non-affiliated Visitor passes valid until 8:00 a.m. weekdays are available at no charge from W&M Police after 6:00 p.m. Visitors who plan to be on campus after 8:00 a.m. must purchase a temporary day pass from Parking Services upon the office opening (7:45 a.m.)
6. Temporary passes for employees and visitors at the Virginia Institute of Marine Science may be obtained from the Registration Desk at Watermen’s Hall.
7. Faculty, staff, and students who purchase VIMS only decals may park on the Williamsburg campus at the William and Mary Hall or Plant lot only unless they obtain a \$2.50 a day pass from Parking Services that allows them to park in other parking lots on campus. Faculty, staff, and students who purchase William and Mary decals may park on the VIMS campus with those decals.
8. Replacement decals are available for \$8.00 WITH THE RETURN of the old decal. Replacement without the original decal being returned will be at the current rate.
9. Emeritus and Volunteer decal recipients must pay the administrative processing fee of \$8.00 to receive a decal. Decals must be picked up in person from Parking Services. Volunteers must serve a minimum of 10 hours per week to qualify for a no-fee parking decal. All others will be issued a discounted temporary pass.

CARPOOL PROGRAM

To help eliminate single occupancy vehicle use and provide better use of spaces during periods of heavy construction on campus Parking Services has expanded the carpool provision to include a unique decal, 23 assigned spaces, and additional daily use passes under a single rate. The program requires a minimum of three (3) individuals to establish a carpool agreement, purchase a single decal at the baseline Tier 4 rate to share. All participants in the carpool must be of the

same scheme (Students may not enter into a carpool agreement with Faculty/Staff). In addition to the decal the carpool will also receive 6 one-day passes for use when it is not practical for the pool to drive together. Passes beyond the initial allocation must be purchased by the individual user at the prevailing daily rate.

All members of the carpool must sign the registration form when the carpool is first formed, a single owner (lead member) must submit in person and take responsibility for the carpool registration and also agree to be responsible for all and any citations issued to any vehicle in the carpool. All members must however be present to terminate a carpool agreement.

The indigo carpool decal will also carry equivalent parking permissions for the applicable scheme of the members; while encouraged you are not restricted to the use of carpool only spaces. The Parking Advisory Committee will review the use of these spaces each semester and if needed adjust the number or reduce and return spaces to their original scheme.

23 Carpool spaces are located in the following high demand areas:
Law School – Parking Deck – Old Dominion Lot - School of Ed – Yates/Randolph Lot

ACCESSIBLE PARKING PERMITS

Individuals who have accessible tags must also display a William and Mary parking decal or a temporary or visitor's pass to park anywhere on campus, except in metered or timed spaces. Code of Virginia subsection B of §46.2-739 states that individuals displaying accessible tags shall be allowed to park for **up to four hours** in metered or timed spaces and are exempted from paying parking meter fees during that time. The display of an accessible tag does not authorize anyone to park in spaces that are reserved at all times or designated as service vehicle spaces. Permanent accessible license plates or placards may be obtained from the Division of Motor Vehicles. Faculty and staff members requiring temporary accessible parking may make application through the Office of Equal Opportunity (**Hornsby House 221-2615**). Students requiring temporary accessible parking may make application through the Office of the Dean of Students (**Campus Center 221-2510**) and employees at the Virginia Institute of Marine Science should contact the Manager of Administrative Services (**Watermen's Hall**). Vehicles displaying appropriate accessible plates or placards may park in any ADA marked, faculty/staff or student space.

VISITOR PARKING

Visitor spaces are provided only for individuals outside the College community who have legitimate business on campus. No vehicle that has, or should have, a

decal is considered a visitor. Spaces reserved for “Visitors To” are intended for non-College affiliated individuals only.

These spaces are enforced at all times. Passes to use these spaces may be obtained from the respective office visited. Visitor parking passes are available at \$5.00 per day.

Visitors with visitor passes may park in any faculty/staff or student spaces unless the area is reserved at all times. Visitor passes are not valid at metered or timed spaces. Faculty and staff at both campuses who have visitors coming to the campus should contact Parking Services for appropriate passes ahead of their arrival. Anyone coming to campus frequently is not considered a visitor and must purchase a pass or decal to park on College property or use metered parking.

VISITING SCHOLAR

A visiting researcher, fellow, lecturer, or professor is a scholar from an institution who visits a host university, where he or she is projected to teach, lecture, or perform research on a topic the visitor is valued for. Visiting scholars are usually on temporary leave from their universities or research centers. They visit the campus for relatively short periods of time, usually no longer than a year. Ordinarily, visiting scholars are self-supported, or have adequate support funds from sources outside the College and are considered peers of the faculty. They collaborate on research projects and publications with faculty members, and pursue independent research. In many cases the position is not salaried because the scholar typically is salaried by his or her home institution.

The following are the minimum eligibility criteria for a visiting scholar/researcher designation at the College of W&M:

1. The individual must be visiting from an outside (U.S. or foreign) university, institution, or business.
2. The individual must have at least a bachelor’s degree.
3. A College faculty or staff member and a College department must agree to serve as the formal sponsors of the visiting scholar/researcher.

If the above criteria are met and the visitor wishes to park an automobile or motorcycle on campus then the Visiting Scholar may apply for a Faculty/Staff parking permit. This can be arranged by the sponsoring department. The appropriate forms are located on the Parking Website. The visitor may be responsible for the cost of the permit.

SHORT DURATION PARKING

Any person or department anticipating a temporary absence from campus regardless of duration should contact Parking Services in advance to seek possible options for parking of vehicles. Unless arrangements are made in

advance vehicles may not be parked in any one location in excess of 7 days. During non-academic sessions Parking Services may grant approval to store vehicles on campus beyond 7 days on a case-by-case basis. A vehicle storage fee may apply and you must have a responsible agent in the local area available to move the vehicle if necessary.

SPECIAL EVENTS

Special events on campus throughout the year require that special accommodations for parking be implemented at times. Such events include, but are not limited to, athletic events, Charter Day, Commencement, Colonial Relays, convocations, construction and parking lot maintenance activities, move-in and move-out periods. *Conference parking, special event parking and all temporary parking requirements of the College are to be scheduled and approved through Parking Services by the College sponsor and/or host.* The online form below is the most efficient way to request parking support for your event. Event coordinators should contact Parking in advance of approval of the final event contract, if parking support is not included then you must advise the requestor to contact Parking Services directly. To request support for a single or multi-day event, visit <https://forms.wm.edu/584>

In addition to the Rules and Regulations, other methods such as social media, e-mail, W&M Digest, Student Happenings announcements, flyers, and ultimately signage at entrances or within a lot will be used to provide the College community with advance notice so that alternate parking plans can be made. Parking Services also hosts a Listserv and encourages all customers to opt in to receive the latest updates and restrictions directly to your e-mail. To join visit <https://lists.wm.edu/wws/info/parking>

Whenever possible, three days notice will be given to the College community regarding special events. Individuals should be alert to posted notices and signage because vehicles in violation may be ticketed and are subject to be towed at the owner's expense.

1. Football Parking - The Stadium/Bryan lot, University Center lot, Old Dominion lot, Camm Lot, Yates-Randolph lot, James Blair lot and spaces on James Blair Drive, the Compton Lot, the William and Mary Hall lot, Rear Frat Lot, Harrison Ave, portions of and the designated and signed spaces on College Terrace and Dawson Circle must be ***vacated no later than seven (7) hours prior to kick-off time on the Saturdays of home football games.*** Vehicles in violation may be ticketed and/or towed at the owner's expense.

HOME FOOTBALL GAMES FOR 2014-15: Sept 13 (7:00pm), Sep 20 (7:00pm) "Family Weekend", Oct 18 (3:30pm) "Homecoming", Oct 25 (12:30pm), Nov 8 (3:30 pm), Nov 22 (7:30 pm). (Night Games in bold)

2. **Basketball Parking** - Brooks Street around William and Mary Hall, the Yates/Randolph lot, the Compton lot, and the Commons lot must be vacated two hours prior to the start of all home men's basketball games. Vehicles in violation may be ticketed and/or towed at the owner's expense.

HOME MEN'S BASKETBALL GAMES FOR 2014-15 (Schedule not available); see Athletics website for schedule of home games season runs (Nov- Mar)

3. **Other Recurring Events** – Homecoming (Oct 2014), W&M Charter Day (Feb 2015), Colonial Relays (Apr 2015), Commencement Ceremonies (May 2014). Signs will be posted to designate the affected areas. Vehicles in violation may be towed at owner's expense.

4. In general Special Events may require entire lots or just a few reserved spaces, when reserving spaces we make every effort not to displace faculty, staff and students during the normal academic sessions. Metered and times spaces are used instead to the maximum extent possible.

Fees:

Special Event fees are assessed dependent on the requirements of the event, lead time and ability to support.

Signage = set of 1-5 single location = \$30, multiple sets or locations = \$40.
Daily space rates (reserved) = \$13.50 per day, \$8 evening only, \$5 weekends
Metered Spaces = \$.75/hr per space
Lot attendants = \$15/hr regular time, \$22.50/hr overtime, \$30/hr holidays
Lot supervisor = \$20/hr regular time, \$30/hr overtime, \$40/hr holidays
Barricades = \$25 per set

Event planners also have the option of purchasing custom passes for the event rather than reserving spaces, day passes are \$5 ea. evening passes are \$2 ea.

ENFORCEMENT

Every attempt will be made to maintain consistency of enforcement. Citation fines must be paid or appealed within ten working days from the date of the ticket.

1. W&M Police will enforce all appropriate provisions of the motor vehicle laws described in the Code of Virginia, the City of Williamsburg Traffic Regulations and the Motor Vehicle Regulations of the College of William and Mary. Parking Services will enforce the Motor Vehicle Regulations of the College of William & Mary.

2. The person in whose name a parking decal is issued will be held responsible for any violation involving the vehicle. In instances where there is no decal, the

registered owner will be considered responsible for the citation unless a different determination can be made. Citations are not excused on the plea that another person was driving at the time the citation was issued.

3. and Parking Services are authorized to remove by towing or immobilize by wheel lock, at the owner's expense, any vehicle which is in violation of these regulations.

4. With the exception of timed spaces, meter violations, and loading zones issuance of citations will be limited to one (1) per **calendar day**, unless the vehicle has been moved.

5. Vehicles that are towed off campus will be held at the owner's expense at a private, licensed garage until the owner presents a paid receipt from the College for outstanding fines, proof of ownership of the vehicle and payment of the towing fee. In addition, the garage may also charge a storage fee.

6. The owner or operator of a vehicle that has been wheel locked must contact parking services within 48 hours, pay any outstanding fines, and the additional wheel lock fee of \$60.00 before the wheel lock will be removed. **Unauthorized removal or tampering with a wheel lock will result in a fine. Such action may also result in criminal prosecution, felonious charges and/or judicial action by the Honor Council.** Vehicles wheel locked in excess of 48 hours will be towed off campus to a private licensed garage at the owner's expense or to an area determined by Parking Services.

SCHEDULE OF FINES

Level 1 (Graduated Fines) - First Offense: \$10 Second Offense: \$30 Third Offense: \$50	
Improper Parking	Loading Zone
Reserved Space	Improper Display
Expired Meter	Visitor Space
Overtime Parking	Parked Against Flow
No Parking Zone	Reserved Space - Motorcycle
Level II - \$30	
Move In/Move Out	Service Vehicle Space
Reserved At All Times	Special Event - Not Towed
Level III - \$60	
Crosswalk	Fire Lane
Sidewalk/Brick/Grass	Wheel Lock
Special Event –Towed <i>(When applicable a \$25 Locksmith fee will be added)</i>	
Level IV - \$110	
Accessible Space	Illegal Parking with Restricted Privileges
Decal Offenses - \$181 &/or Revocation of Parking Privileges	
No Valid Decal	Display of Lost/Stolen/Fraudulent Decal

Tampering w/Wheel Lock Offenses - \$275 and up	
First Offense: \$275	Second Offense: \$500

PAYMENT POLICY FOR PARKING FINES

The following policy establishes the accepted payment methods for outstanding parking fines:

1. Payment may be made by cash, personal check, cashier's check, money order, credit card (American Express, Discover, Visa, or Master Card only) or William and Mary Express card. Coins must be appropriately rolled and are not accepted in bulk. Checks will not be accepted from seniors after May 1, through graduation.
2. Employees at the VIMS Campus may mail checks, money orders or cashier's checks to the Office of Parking Services. Checks should be made payable to the College of William and Mary. Alternatively, they may use the Campus Mail.
3. Owners of vehicles that have been towed must pay all outstanding fines and fees by one of the methods in #1. If payment is made at the W&M Police office, the William and Mary Express card may not be used. The towing contractor must be paid the towing fee and storage fees, as well.
4. Payment for fines for wheel locked vehicles may be accepted in the Office of Parking Services by cash, check, and credit card or W&M Express card. The wheel lock fee is not reducible. Owners of wheel locked vehicles who have lost their privileges to park on campus must surrender their decals to Parking Services and may not pay at W&M Police to have their wheel lock removed.
5. Each license plate will receive one no decal warning which does not require payment of a fine. After the first warning violation, subsequent citations must be paid. Warning citations are recorded permanently and are not reset each semester.
6. Fines are payable within 30 days of the offense. Non-payment of past due fines will result in an "administrative hold" in Banner. This may preclude students from registering for classes or from receiving diplomas and transcripts. Holds will only be removed upon payment of all past due items. At the end of each semester unresolved debt will be posted to student accounts for collection. Non-payment of past due fines will prevent faculty and staff from purchasing a new decal or pass, each year in April Parking Services will submit a list to payroll of all outstanding debt for collection through payroll deduction.

RESTRICTED PRIVILEGES

An individual with a decal who receives six (6) tickets (excluding voids and warnings) during an academic year will have their parking privileges restricted to the William and Mary Hall parking lot. The following steps will be taken to implement this policy:

- Upon receipt of the 4th ticket within the same academic year, the decal holder or vehicle owner may be sent a warning notice from the Parking Services Office, alerting them that their privileges to park on campus with a decal will be restricted to the William and Mary Hall parking lot if they receive a total of six (6) tickets before the end of the academic year. The six ticket rule applies to citations issued to any vehicle registered to a family unit and/or to the decal holder, regardless of who was driving at the time the citation was issued.

Accrual of six tickets under this rule begins with the beginning of the academic year even if a decal is purchased after that time. Substitution of another vehicle on campus in an attempt to avoid having privileges restricted due to excessive tickets will not be permitted. It is the individual's responsibility to keep count of his tickets as we cannot guarantee mail delivery.

- Upon receipt of the 6th ticket the vehicle will be wheel locked and the individual must return their decal, pay all outstanding fines and the wheel lock fee. Return of decal and payment of fines must be done during the business hours of 7:45 a.m. to 4:30 p.m., Monday through Friday, at the Parking Services Office. Upon receipt of fines and decal the Parking Services Office will remove the wheel lock and issue a restricted decal for the William and Mary Hall parking lot.

- Individuals who have had their parking privileges restricted will receive a \$110.00 fine for each subsequent violation. Parking will be restricted to the William and Mary Hall lot. Such individuals are not allowed to use meters or timed spaces.

- Freshman and sophomores who were approved to have a restricted use decal through an exception to policy and who have received six (6) tickets will lose their decal and must remove their vehicle from the campus for the remainder of the academic year.

- The (6) ticket provision does not apply to individuals that have not purchased a decal. Non-decal holders will be cited at the appropriate rate of \$181.00 with the exception of metered parking. If a decal is purchased after an individual receives (6) tickets subsequent tickets will be issued at the restricted rate of \$110.00. Students who continue to violate this rule will be reported to the Dean of Students.

- The rights to have a vehicle on campus may be revoked by the Parking Appeals Committee, Dean of Students, or Parking & Transportation Manager.

WHEEL LOCK POLICY

Vehicles become liable for wheel lock when they meet any of the following criteria:

1. Three (3) outstanding tickets which have not been paid or appealed within 14 days of the date of the latest ticket or
2. Two (2) tickets which have not been paid within 30 days of the date of the later ticket or
3. Have exceeded the six (6) ticket limit and selected for a restricted decal
4. Are found displaying lost, stolen, fraudulent, or altered decals/passes or
5. Are not registered and have been issued a warning and two (2) No Decal Citations or
6. Have an outstanding citation balance of \$350 or more.

Vehicle owners with a vehicle that is wheel locked must pay all outstanding fines, plus a \$60.00 wheel lock fee, within 48 hours of the wheel lock. Acceptable payment methods are cash, check, and money order, Visa or MasterCard. The William and Mary Express card may only be used when paying at Parking Services from 7:45 a.m. to 6:00 p.m., Monday – Thursday, 7:45 a.m. to 4:30 p.m. on Friday. Vehicles wheel locked in excess of 48 hours will be towed to a private, licensed garage at the owner's expense or other location as determined by Parking Services.

APPEALS

Community members at the College of William and Mary have the right to appeal any parking citation within 10 days of receiving the citation. The operation of a motor vehicle on campus constitutes implied consent for responsibility for parking violations. The Parking Appeals Committee composed of presidential appointed William and Mary community members will handle all appeals within 30 days of their receipt. A successful appeal may result in repealing of the ticket or a decrease in fined amount. A driver wishing to appeal a citation may submit an appeal using the form available at www.wm.edu/offices/parking within 10 days of receiving the contested citation. **Verbal appeals will not be considered.** A citation may be appealed once and all committee decisions are final. You may request a second appeal provided there is new relevant information not available during the original appeal. **Members may choose to appear in person before the committee, under these circumstances a written appeal is still required and must state the desire to appear in person.**

If an appeal is not made in a timely manner or if payment is past due, the appeal will be denied. Failure to appear at a scheduled hearing without justifiable cause will be grounds for appeal denial without reconsideration.

The following situations and reasons are not acceptable grounds for appeal and will not be considered by the Parking Appeals Committee.

- Ignorance of regulations
- Lost ticket
- Citation for parking in accessible space
- Citation for stolen, altered, or fraudulent decal
- Convenient space availability
- Only parked illegally for a few minutes
- Financial hardship
- Bad weather or darkness
- Running late
- Unread or misunderstood signs

MOTORIST ASSISTANCE PROGRAM (MAP)

The Parking Services Office operates an on-campus Motorist Assistance Program (MAP) for valid decal holders, this service provides: jump starts, assistance with keys locked in vehicles with manual locks, access to an air pump, gas can and transportation to the nearest gas station, if needed. Call 221-4764 and assistance will be provided as soon as possible. This service is available from 8:00 a.m. to 5:30 p.m. Mon - Fri.

For the safety of Parking Services personnel and to prevent damage to your vehicle, the Motorist Assistance Program may not be available for all makes and models, and certain services may be limited during inclement weather when lightning is present.

DEFINITIONS

Boot: A device used to immobilize a vehicle for violation of the regulations, excessive debt, or unpaid citations (also known as a “wheel-lock”).

Curb Marking: Color-coded regulatory designations that identify service areas or no-parking zones, used when placement of a sign is not practical.

Commuter: A student not assigned campus administered housing.

Double-parked: A vehicle parked in a manner so as to block another vehicle, obstruct a fire lane, fire hydrant, or obstruct normal flow of traffic.

Grassy Area: These areas are considered to be grass, mulched, or any non-paved area or unimproved area where it is intended or desirable to grow grass.

Load/Unload Area: Parking spaces designated for loading/unloading heavy, bulky or voluminous material. Requires a decal or loading zone pass and is limited to 30 minutes unless otherwise designated.

Metered Spaces: Parking spaces in high demand areas designed for short-term use and require payment.

Motor Vehicle: All self-propelled vehicles that require state licensing to operate.

Parked Vehicle: Any vehicle that is stopped and has no driver, regardless of whether flasher is on or motor is running.

Resident: A student assigned campus administered housing.

Visitor: Individuals outside the College community who have legitimate business on campus. They may not be affiliated as a faculty/staff member, student, parent, scholar, or volunteer.

Volunteer: A person who performs an act without being under any legal obligation to do so and without remuneration of any kind for their services.