The goal of University of Southern Indiana Office of Public Safety is to promote pedestrian, cyclist, and motorist safety while expediting the efficient flow of traffic on University roadways and parking lots.
Disclaimer of Responsibility
The University of Southern Indiana assumes no responsibility for the care or protection of any vehicle or its contents at any time it is operated or parked on University owned or controlled property. The University reserves the right to change any traffic or parking regulation. These regulations can be found online at www.usi.edu/parking.

Traffic and Parking Regulations
- All Indiana laws, county ordinances, and USI regulations pertaining to traffic and parking apply on all University owned or controlled property.
- Traffic and parking regulations are in effect year round unless otherwise noted and apply to all persons who operate motor vehicles, bicycles, or other vehicles.
- It is the vehicle operator’s responsibility to read and comply with the traffic and parking regulations.
- If the identity of the person operating or in control of a vehicle found in violation cannot be determined through normal University methods, the registered owner of the vehicle will be held responsible for any citations, fines / fees incurred.
- The speed limit is 15 miles per hour.
- Parking is allowed only in marked parking spaces and is not permitted on boulevards or roadways, in loading zones, within 10 feet of fire hydrants, blocking walkways or drives, or any other restricted zone identified by signs and/or yellow paint.
- Any vehicle parked so as to obstruct roadways, hinder university operations, and/or represents a hazard to persons or property is subject to being towed at the owner’s expense.
- Pedestrians have right-of-way in crosswalks at all times. Vehicles must stop and remain stopped while pedestrians are in or approaching the crosswalk.
- The Public Safety staff is authorized to conduct traffic stops, enforce Traffic and Parking Regulations, and issue citations for violations.
- A person failing to comply with or verbally/physically abusing (cursing at, threatening, or assaulting in any way) a Public Safety officer or student officer is considered to be in violation of the Code of Student Behavior and University Policy. Students and employees found in violation will be referred to the applicable authority for sanctioning. Visitors violating this policy may be asked to leave campus and may be barred from University property.
- Violations of these regulations may result in issuance of citations, towing of vehicles, sanctioning, and/or revocation of privileges.

Office of Public Safety Location and Hours
- The Office of Public Safety is located in the Security Building west of the University Center West, adjacent to the Liberal Arts Building.
- Fall / Spring Semester hours: Summer hours:
  Monday-Friday: 7:30am – 10:30pm  Monday-Friday: 7:30am – 3:00pm
  Saturday: Closed  Saturday: Closed
  Sunday: TBA  Sunday: Closed
- Hours are subject to change so please call first.

Pedestrians
Pedestrians should strive to remain aware of their surroundings at all times. Pedestrians should use sidewalks and walking trails whenever possible. In instances when the roadway must be used, pedestrians / runners should walk / run on or near the left shoulder of the roadway facing on-coming traffic. At night, bright and/or reflective clothing should be worn to alert motorists of the pedestrian’s presence. Groups of pedestrians / runners on roadways should walk / run in single file to avoid disrupting driving lanes. Pedestrians / runners who act in a manner detrimental to the safety of themselves or others (fail to use marked crosswalks, intentionally/deliberately block or disrupt traffic, etc.) may be sanctioned.

Citation Policy
The traffic and parking fine system established by the University is designed to encourage compliance and citations may be issued to drivers and vehicles. Fines and fees shall be paid at the Cashier’s Office in the lower level of the Orr Center. See Fines and Fees section for current fine rates.
Appeal Process for Citations

- **Students** – Students may appeal a citation via Student Government Association University Court. Appeal forms are available in the Office of the Dean of Students, the Parking Department, and online at the SGA web site.
- **Employees and Visitors** - Employees and visitors may appeal to the Traffic Appeals Committee. Appeal forms are available at the Parking Department office and the Office of Human Resources. All completed appeal forms should be submitted to the Parking Department.
- **The deadline for submitting an appeal for students, employees, or visitors is 10 business days from the issuance of the citation.**

Citations and Habitual Offenses

In instances when the fine system does not accomplish the voluntary compliance, the following procedures will be used to address habitual violations:

- **1st and 2nd citation:** Citation.
- **3rd citation:** Citation and warning letter or email sent to violator.
- **4th citation:** Citation and warning letter or email sent to violator.
- **5th citation:** Citation, vehicle towed, and student will be referred to the Dean of Students. Employee will be subjected to the University disciplinary system.
- **6th citation:** Citation, vehicle towed, student referred to Dean of Students, employee subject to disciplinary process, 5 week suspension of driving and parking privileges.
- **7th citation:** Citation, vehicle towed, student referred to Dean of Students, employee subject to disciplinary process, 10 week suspension of driving and parking privileges. (If violator is currently suspended; suspension may be extended for additional 10 weeks.)
- **8th and subsequent citation:** Citation, vehicle towed, referred to Dean of Students, employee subjected to disciplinary process, and receive a 15 week suspension of driving and parking privileges. (If the violator is currently suspended, each 15 week suspension may be added to the current suspension period).

Suspension of Driving and Parking Privileges

Students, employees, and visitors whose driving and parking privileges have been suspended will be restricted from operating or parking a motorized vehicle on University owned or controlled property.

- The number of tickets accrued during a semester expires at the end of that semester except for those persons on suspension at the end of the semester.
- If a suspension extends past the end of a semester, the balance of the suspension carries over to the next semester in which the student is enrolled. Persons serving a suspension that is carried over to the next semester will have their citation count set to zero at the end of the suspension.
- Suspensions remain in effect during the appeals process.
- Fines / towing fees may be reimbursed if the appeal is granted.
- Employee and visitor suspensions remain in effect throughout the calendar year until their expiration.
- Vehicles found in violation of this policy may be towed.

Towing Policy and Fees

Vehicles may be towed from University property for the following reasons:

- Repeated violations of traffic and/or parking regulations.
- The vehicle is illegally parked in an ADA Accessible parking space.
- The vehicle is abandoned, illegally parked, or in a position constituting a hazard on the roadway, blocking a fire hydrant, etc.
- Any vehicles towed will be at the owner or driver’s expense.
- See Fines and Fees section for current fee rates.

Immobilization of Vehicles

Vehicles found in violation of traffic and parking regulations may be immobilized with a wheel lock (“boot”) in order to determine the identity of the driver/owner of the vehicle or to prevent the vehicle from being moved prior to the arrival of a tow truck. Tampering with, removing, or attempting to remove a wheel lock from a vehicle without authorization is prohibited and may result in criminal charges and/or civil action. See Fines and Fees section for the boot removal fee.
Reporting of Disabled Vehicles
If your vehicle becomes disabled on a roadway or in any position constituting a hazard on University property, contact the Office of Public Safety – Security or Parking Departments for assistance. Turn on your hazard warning flashers and wait for assistance at a safe location near your vehicle.

Long-term Parking / Abandoned Vehicles
Long-term parking is not allowed without prior authorization of the Office of Public Safety. Any unattended or unauthorized vehicle may be considered abandoned and may be towed at the owner’s expense if it is parked in the same location for more than 72 hours.

Campers, Busses, Vehicles with Trailers, and Oversize Vehicles
Campers, busses, vehicles with trailers, and oversize vehicles pose unique parking problems. Drivers of these vehicles should contact the Office of Public Safety for instructions prior to parking the vehicle.

Motorcycles
The Traffic and Parking Regulations define a motorcycle as any motorized vehicle as follows: motorcycle, motorized bicycle, motorized scooter, moped, three-wheeler, four-wheeler, and any other motorized vehicle that does not meet the definition of a car or truck. Motorcycles may only be operated on the roadways and may not be operated on sidewalks or pedestrian paths / sidewalks. Motorcycles must be parked in designated, marked parking spaces or in designated motorcycle parking areas.

Bicycles, in-line skates, skateboards, etc.
Bicyclists and skaters must obey all University traffic regulations and Indiana traffic laws in addition to the following regulations:
- The number of riders on a bicycle shall not exceed the number for which the bicycle was designed.
- Riders shall ride next to the right shoulder of roadways and in the same direction as the flow of traffic.
- Pedestrians have the right-of-way on sidewalks and crosswalks. In areas of heavy pedestrian traffic or while crossing crosswalks, riders shall dismount and walk their bicycle.
- Bicycles may be parked only in bicycle racks or storage lockers provided for that purpose. Bicycles not parked in compliance may be impounded by the Office of Public Safety.
- Cyclists, skaters, etc., must obey all normal traffic regulations including, but not limited to, obeying the on-campus speed limit and observance of all posted traffic signs (stop signs, yield signs, etc.).
- Roller skates, in-line skates, or similar apparatus may not be worn inside buildings.
- Bicycles, roller skates, in-line skates, non-motorized scooters, etc. shall not be ridden inside buildings or on the tennis courts.
- No jumping or stunt-riding is allowed. Wheels must remain in contact with the pavement at all times.
- **Skateboarding is prohibited on campus.**
- Violations of these regulations by USI students or employees may be referred for sanctioning. Visitors who do not comply will be asked to leave University property.

Faculty, Staff, and Commuter Student Vehicle Registration
Faculty, staff, and commuter students are not required to obtain parking permits, but are encouraged to register with the Parking Department any vehicles they intend to park in campus parking lots. Vehicle registration aids in timely notification of the owners in the event of damage to or other urgent issues involving their vehicle. Vehicle registration forms are available at the Parking Department office. Online registration is also available via the Parking Department web site at [www.usi.edu/parking](http://www.usi.edu/parking).

Campus Parking Lots
University campus parking lots A, B, C, D, E, F, G, H, J, K, L, P (Physical Activities Center), and the Orr Center Circle Drive are open lots that do not require a parking permit and may be used, with certain marked restrictions, by commuter students, employees, and visitors. The last two rows of Lot D, the last row of Lot E, the short row in the SW corner of Lot E, Lot M, and Lot O are reserved for Residence Hall resident parking and are marked with signs to that effect. **Resident students may not park in campus parking lots between 6:00 a.m. and 3:00 p.m. on days when classes are in session.** They may park in campus lots on weekends, holidays, or other days when regular classes are not in session.
**Broadway Recreational Complex and USI / Burdette Park Trail Parking**
The parking lot at the Broadway Recreational Complex is open from dawn until dusk. The parking lot entrance and exit gates will be locked shortly after dusk or after any scheduled evening event. The owners of vehicles left in the lot after the gates are locked should contact the Office of Public Safety to request the gates be unlocked to allow their vehicle to be removed. Parking is not allowed on the entrance and exit drives. Vehicles blocking the opening or closing of the gates or otherwise impeding entrance to or exit from the complex may be towed.

**ADA Accessible Parking**
Persons with physical disabilities may use designated ADA Accessible parking spaces by displaying the appropriate state-issued disability license plate or placard or USI Temporary Disability Permit (see below). Disability parking placards must be hung from the interior rearview mirror or displayed on the driver’s side dash. The entire permit must be visible.

**Temporary Disability Permit**
The Parking Department may issue temporary disability parking permits to persons with short-term physical disabilities or medical conditions restricting their mobility. In order to obtain a Temporary Disability Parking Permit, a copy of the Practitioner’s Certification for Temporary Disability Parking form (obtained from the Parking or Security Department offices or online at [www.usi.edu/parking](http://www.usi.edu/parking)) must be completed by the person’s physician and returned to the Parking Department office. For “Short-term or Temporary” disabilities, the “expected to improve by [date]” section of the form MUST be completed by the physician. If the nature of the disability is marked on the form as “Long-term or Permanent” by the physician, the person will be issued a non-renewable 30-day Temporary Disability Parking Permit to give them time to obtain a permanent state-issued disability license plate or placard.

**Housing and Residence Life Parking Permit Decals**
- Parking permit decals are issued by the Parking Department to Residence Hall residents, Housing Apartment complex residents, Housing and Residence Life staff members, and resident faculty / staff members.
- Housing and Residence Hall residents may have only **ONE** vehicle on campus. The vehicle must be registered and have a parking permit.
- Decals must be permanently attached, via the adhesive on the back of the decal, to the outside of the vehicle as indicated on the instruction form furnished with the decal and MUST be displayed on the vehicle in the prescribed manner at all times.
- Parking permit decals are non-transferable, remain the property of the University of Southern Indiana, and shall be returned upon request.
- Parking permits should be removed from a vehicle before ownership is transferred, upon termination of association with the University, expiration of the permit, or receipt of a replacement permit.

**Parking Permit Decals**
Replacement decals are available in the event of change of Housing location, change of vehicle, theft, or loss. Lost or stolen decals should be reported to the Office of Public Safety as soon as possible. A fee may be assessed for decal replacement due to repeated decal loss or multiple changes of vehicles (see **Fines and Fees** section for current fee rate).

**Temporary Parking Permits**
Temporary parking permit placards are available at the Parking Department office for residents who must temporarily drive a vehicle other than the one displaying their normal parking permit decal. Temporary permits are issued for a two week period, with one two week renewal allowed. A fee may be assessed for issuance of multiple temporary parking permits in a single semester. Temporary parking permits may be obtained from the USI Parking Department during normal business hours.

**Deception / Fraud**
Any attempt to circumvent the Traffic and Parking Regulations may result in the offending driver/vehicle being cited and/or towed and result in the responsible person(s) losing their driving and parking privileges. Offending students will be referred to the Dean of Students for violation of the Code of Student Behavior. Deception / fraud include, but are not limited to:
- Displaying a ticket/citation on the windshield that was issued on a different time, day, location, etc.
- Covering parking permit decals with tape, stickers, etc. to allow Housing residents to park on campus before 3:00 p.m.
- Possession of a parking permit that has been reported lost or stolen.
- Displaying a counterfeit or altered parking permit.
- Registering a vehicle that belongs to a non-resident visitor to allow that person to park in Housing resident parking.
Housing and Residence Hall Parking Regulations

- The Housing apartment complex is divided into two neighborhoods: The O’Daniel Neighborhood (O’Daniel South and O’Daniel North) and the McDonald Neighborhood (McDonald East and McDonald West). O’Daniel North and South residents may park in either O’Daniel neighborhood. McDonald East and West residents may park in either McDonald neighborhood.
- Residence Hall residents may park in any of the parking areas designated by signage for that purpose - currently the last two rows of Lot D, the last row of Lot E, and all of Lot M and Lot O.
- All vehicles parked in apartment complex and resident hall lots must be parked “head in”, so the rear of the vehicle, rear license plate, and parking permit decal are visible from the roadway.
- Apartment residents may park in visitor parking spaces in their own neighborhood if no normal resident spaces are available, but MAY NOT park in the visitor spaces in another neighborhood.
- Residence Hall residents MAY NOT park in the apartment complex visitor parking areas.
- Any Housing resident may park in any space marked for Eagle Express Convenience Store or Laundry parking for the time period posted on the sign or in spaces marked for Judicial Affairs / OSCARS visitors or Religious Life visitors while conducting business in those offices.
- There is no parking allowed in Residence Hall circle drives, except short-term parking for service and emergency vehicles.

Housing Visitor Parking

Visitors to any University Housing apartment complex may park only in areas designated for non-resident parking during posted visiting hours. Overnight guests must be registered by their host resident through the Housing and Residence Life Office web site and must obtain a Temporary Parking Permit from the Parking Department office. The guest must be accompanied by the host resident, who must provide a printed copy of the completed online guest registration form in order to obtain the Temporary Parking Permit.

Fines and Fees

Citation Fines

- Illegally parking in an ADA Accessible space: $50.00
- (May be towed and assessed towing fee)
- Speeding (in excess of posted 15mph) $50.00
- Reckless Driving $50.00
- Disregarding a Stop Sign $50.00
- All other Moving Violations (crossing the center line, failure to yield right of way, etc.) $50.00
- Other violations: First offense $10.00
- Second and subsequent offenses $40.00
- Boot Removal Fee $40.00

Towing Fees

Towing fees are paid directly to the towing service by the owner/driver of the vehicle and are subject to change at the discretion of the towing service. Vehicles towed from University property may also incur a Boot Removal Fee if the vehicle was immobilized prior to tow. Effective 06/25/12, the fees for towing by Hamrick’s Recovery Service are:

- Towing: $85.00
- Storage: $20.00/day (+ $25.00 Administration Fee)
- Vehicle is loaded or in the process of being loaded, but has not been removed: $85.00
- Tow Truck called, but loading of the vehicle has not begun: $42.50

Parking Permit/Decal Fee

- Permit/Decal: First issue No charge
- First replacement No charge
- Second and subsequent replacement $10.00