

2011 – 2012

Motor Vehicle & Parking Regulations

Norfolk Campus Main Office:

4310 Elkhorn Avenue

Norfolk, VA 23529-0450

(Located on the bottom floor of Garage A, entrance on Elkhorn Ave at 43rd Street)

Email: parking@odu.edu



:Old Dominion Parking and Transportation Services

Phone: (757) 683-4004

Fax: (757) 683-3194

Hours: 7:45 a.m. – 6:30 p.m. Mon – Thu

7:45 a.m. – 4:00 p.m. Fri

Norfolk Campus Visitor Booth:

49th Street next to Garage E “Football Garage”

Hours: 7:00 a.m. – 10:00 p.m. Mon – Thu

7:00 a.m. – 5:00 p.m. Fri

VBHEC Campus:

1881 University Drive

Virginia Beach, VA 23453

Phone: (757) 368-4138

Fax: (757) 368-4137

Hours: 9:00 a.m. – 7:00 p.m. Mon – Thu

8:00 a.m. – 4:00 p.m. Fri

Old Dominion University has approved the following regulations for the operation of motor vehicles on the Norfolk campus by all students, faculty, staff and visitors.

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General Information

Principles

The purpose is to reduce traffic congestion and facilitate orderly parking. It is necessary and desirable to make and enforce these regulations for the safety and welfare of students, faculty, staff members, and visitors of the University.

Introduction

In accordance with Section 23-9.2:3 of the Code of Virginia, the ODU Parking and Transportation Services Department adopted the following regulations for parking a vehicle(s) in/on ODU property. These regulations apply to all vehicles operated or parked on ODU property regardless of who operated the vehicle.

Under certain circumstances, parking designations may change. A sign labels the entrance to each lot. All posted signs supersede any listed designation or map in these regulations. Signs may at times be removed or missing from some locations; these facilities remain University property and are still subject to enforcement. Lot designations are annotated on the parking map available at www.odu.edu/parking.

Permit Owner Responsibilities

The individual in whose name the permit is held, the registered owner of the vehicle, and/or the operator of the vehicle is responsible for adhering to regulations. Parking on University property is by permit only, except at meters. The responsibility for finding a proper parking space rests with the vehicle operator. All motor vehicles parked on property owned or maintained by ODU must be registered and display a valid permit. The registered owner of a motor vehicle is responsible for all violations incurred by the vehicle regardless of who is operating the vehicle. However, persons who register vehicles with the University or the most current University affiliate of the household will incur secondary responsibility, and may be subject to University administrative action for parking violations.

Student Code of Conduct

We, the students of Old Dominion University, aspire to be honest and forthright in our academic endeavors. Therefore, we will practice honesty and integrity and be guided by the tenets of the Monarch Creed. We will meet the challenges to be beyond reproach in our actions and our words. We will conduct ourselves in a manner that commands the dignity and respect that we also give to others.

Parking and Transportations Responsibilities

Parking and Transportation services are responsible for the implementation and enforcement of these regulations. Law enforcement agencies are also enabled with the authority to enforce these regulations at their discretion.

The Commonwealth of Virginia and Old Dominion University do not assume responsibility for any damage, theft, or loss of a motor vehicle or its contents when it is parked or being operated on

University property, or for damages from being immobilized or towed. The registered permit owner and vehicle operator share the responsibility for safeguarding their property from theft, accident and/or vandalism.

Registration of Motor Vehicles

General

Except at meters or in attended facilities, all staff, faculty, students, and other University affiliated personnel must purchase and display a parking permit in order to park in University controlled facilities.

Office Hours of Operation:

Subject to change due to inclement weather. Visit www.odu.edu/parking for the most up to date schedule.

Norfolk Campus

Monday – Thursday	7:45 a.m. to 6:30 p.m.
Friday	7:45 a.m. to 4:00 p.m.

Hours during semester breaks and summer session

Monday – Thursday	7:45 a.m. to 5:00 p.m.
Friday	7:45 a.m. to 4:00 p.m.

Visitor Booth Hours (Norfolk Campus)

Monday – Thursday	7:00 a.m. to 10:00 p.m.
Friday	7:00 a.m. to 5:00 p.m.

Virginia Beach Higher Education Center (VBHEC)

Monday – Thursday	9:00 a.m. to 7:00 p.m.
Friday	8:00 a.m. to 4:00 p.m.

Hours during semester breaks and summer session

Monday – Thursday	9:00 a.m. to 5:00 p.m.
Friday	8:00 a.m. to 4:00 p.m.

Faculty and Staff Parking

Faculty or staff members desiring to park on ODU campuses must purchase a faculty/staff permit or daily rate pass.

1. A fee is charged for each vehicle permit and must be paid at time of vehicle registration.
2. You may register up to three vehicles.
3. University faculty and staff personnel who qualify may elect to purchase permits through payroll deduction.
4. Payroll deduction forms must be submitted between August 15th and no later than September 30th of each fall semester.
6. Payment by payroll deduction is not available to Adjunct Faculty, ROTC, CEPS, Retail or Research Foundation employees.
7. Persons seeking an adjunct faculty permit must be certified in advance by the department chair and present appropriate identification at time of vehicle registration.
8. Faculty/staff may register annually starting in September.

9. If you have dual status, then the higher grade prevails on permit cost.

Student Parking

Students desiring to park on ODU campuses must purchase a University permit, daily rate pass or park and pay the meter.

1. A fee is charged for each vehicle permit and must be paid at time of vehicle registration.
2. Students over the age of 60 who are enrolled for classes receive a free permit. Class schedule and proof of age must be presented.
3. Registered permits must be displayed not later than 7:45 a.m. of the first day of class.
4. Permits may be purchased online, by mail or in person at the Parking and Transportation Services office in Parking Garage A or VBHEC
5. Transferable permits may not be sold, traded or discarded without Parking and Transportation Services approval. Prorated refunds are given for returned permits.

Visitor Parking

All visitors parking on campus must either have a valid parking pass, be parked in the visitor parking lot, or pay a parking meter. Visitors may park in faculty/staff, commuter or perimeter designations with a valid visitor pass. Visitor passes are not valid in Resident or metered spaces. Visitors may not park at meters or meter controlled areas without paying the meter fee.

Visitors may park in the visitor lot on 49th Street just west of Hampton Blvd (1241 West 49th St), park in a metered space, or get a visitor pass.

Short Term Visitor Parking

For visitors who are only going to be on campus for a short period of time should use the Visitor Lot located on the corner of 49th Street and Hampton Blvd or any of meters located around campus.

Long Term Visitor Parking

Visitors who are going to be on campus all day or for an extended amount of time should obtain a visitor pass to park at ODU. The visitor may obtain a pass from the parking office or the visitor booth during normal visitor hours.

Campus Tours

Visitors taking a campus tour may get a visitor pass at the Connie & Marc Jacobsen Welcome Center (located inside the Ted Constant Convocation Center, 4320 Hampton Blvd. Norfolk, VA 23529) from 8 a.m. to 5 p.m.

Hosting a Visitor on Campus

Hosts of University guests may obtain a visitor pass from the Parking and Transportation office

- Guests of the University will be providing complimentary parking during the period of their visit. The host organization is responsible for arranging receipt of passes.
- Requests for guest passes must be submitted in writing to Parking and Transportation Services at least 48 hours prior to guest visit. E-mail requests to specialpass@odu.edu.
- Requests to reserve specific parking areas for guests will be considered on a case-by-case basis. Written requests must be submitted to Parking and Transportation Services. Charges may be levied for services. Child Study Center clients may obtain a visitors' pass at the center.

Visitors Who Receive a Citation

The Director of Parking and Transportation Services may upon certification of visitor status, rescind citations issued to visitors for not displaying a permit or parking in an unauthorized zone.

- Only one such claim per license plate and/or visitor will be honored for authorized visitors.
- Vehicles registered to immediate family members of students may never be considered as visitors unless the visitor first obtains an appropriate visitor's pass prior to parking the vehicle.

Parking Permit and Pass Types

Faculty/Staff Permit

F/S permits are available only to employees and PHD candidate Teaching Assistants (documentation of TA status required). Valid in any lot and parking deck. Special events are excluded.

Faculty/Staff Carpool Permit

The Faculty/Staff Carpool program is designed to be a more affordable option for parking at ODU and reduce congestion.

Faculty/Staff Reserved Permit

Reserved permits are available only to Faculty and Staff of ODU. The parking permit is included in the cost of the reserved space fee.

Commuter Permit

Available to students who do not reside in University residence facilities. They are valid in commuter and perimeter designations; also valid in faculty staff/evening program facilities after 3:45. p.m. Commuter permits are not authorized in Residential locations Monday – Friday.

Perimeter Permit

Are available to students who do not reside in University residence facilities. They are valid in perimeter designations and after 3:45 p.m., staff/evening program and commuter locations. Perimeter permits are never valid in Resident parking facilities.

Resident Permit

There are three types of resident permits available to students who live in ODU residence halls.

Evening Permit

Are available to students who only need to park on campus after 3:45 p.m.; valid in any commuter, perimeter, and faculty/staff evening program designations only after 3:45 p.m. Evening permit owners must use a daily rate pass or pay at a meter to park on campus before 3:45 p.m.

Daily Rate Pass

Daily Rate passes are available to any student or faculty/staff member who does not own a permit. The fee is \$7.00 each. The pass has access equivalent to a commuter permit. (The owner is ultimately responsible for proper validation of the pass).

Temporary Faculty/Staff or Students Pass

-Are available to students, faculty, or staff members who own a valid permit.

Visitors Pass

-Are available only to visitors of the University.

Continued Education Pass

-Are issued by Continuing Education Department (commuter rules apply).

Extended Passes

-Issued to persons not Faculty/Staff or students at ODU. They can be issued to persons that are affiliated with the University, but not employed by ODU. Passes are issued for up to six months and may be renewed thereafter.

Loading Zones Passes

-Are issued in addition to ODU parking permits. Loading zone passes are required to park in loading zones and are only valid for 20 minutes. For more information email specialpass@odu.edu

Proper Display of Permits and Pass

Transferable-hanging permits must be hung from the rear view mirror with permit number facing forward. Sticker permits may be affixed to the vehicle (by its own adhesive) on back of the rearview mirror. Free permit extenders are available at the Parking and Transportation Services office and Visitor Booth on 49th street.

Permit and Pass Replacement

Lost or stolen permits must be reported immediately and a missing permit statement filed with Parking and Transportation Services. Lost or stolen permits may be replaced by paying a replacement fee. When a vehicle is sold or traded it must be reported to the Parking & Transportation Office at once or any fines accrued by that vehicle will be the responsibility of the owner/permit holder.

Refunds for Parking Permits

Parking permits may be returned for a pro-rated refund. Transferable permits or identifiable remnants of the sticker permit must be returned to the parking office.

Note: Student summer permits are not refundable

Permit Fees:

Current permit prices are posted online at <http://www.odu.edu/af/parking/registration/decal.shtml>.

REGULATIONS AND RESTRICTIONS

General

All motor vehicles parked in facilities owned or operated by the ODU must be registered and display a valid permit. The registered owner of a motor vehicle is responsible for all violations incurred by the vehicle regardless of who is operating the vehicle. However, persons who register vehicles with the University or the most current University affiliate of the household will incur secondary responsibility, and may be subject to University administrative action for parking violations.

Time of restrictions

Regulations may be enforced at any time on any day. Valid permits must be displayed when parked on campus (see www.odu.edu/parking for holiday enforcement policy)

Faculty/Staff Facilities

Facilities designated as faculty/staff are restricted to the use of vehicles displaying a faculty/staff permit, or vehicles displaying a visitor pass issued by Parking & Transportation Services.

Facilities specifically designated faculty/staff evening programs are available for vehicles bearing faculty/staff permits. Vehicles bearing evening, commuters, residents, daily rates, and continued education permits may park after 3:45 p.m.

Commuter Facilities

Available for the use of any vehicle displaying a commuter, faculty/staff, visitor, or daily rate pass.

Perimeter Facilities

Available for the use of any vehicle displaying a valid perimeter permit. All other valid permits are also authorized to park in perimeter facilities

Resident Facilities

There are three types of Resident facilities on campus; Quad, Village and General. Each type has its own type of permit that is zone specific. No other permit than the specific zone permit is authorized to park in the zone.

Faculty/Staff Evening Program Facilities

Available for the use of vehicles displaying a faculty/staff permit or evening permit (valid after 3:45 p.m. only). Facilities are also available for vehicles displaying evening, commuter, visitor, and resident or daily rate permits after 3:45 p.m. only.

Parking Garages

The parking garages located on ODU are zoned as mixed use. Each garage has different zones and is subject to change. During special event, sections of each garage are subject to being blocked off in support of the event. During home Football games all "Core" garage are closed.

Core Garages

Garage Alpha "A" (7'1" clearance)

Located at the corner of 43rd St and Elkhorn Ave. The garage is zone Faculty/Staff, Quad Resident student and Commuter student.

Level 1: Faculty/Staff (includes 1st ramp)

Level 2: Commuter Student

Level 3: Commuter Student

Level 4: Commuter Student

There are meter spaces located on the north side of the 1st level that are controlled by a multi-space meter located at the pedestrian exit in the northeast corner of the facility.

Garage Bravo “B” (8’2” clearance)

Located on 43rd St next to the Library. The garage is zoned Faculty/Staff and Commuter student

Level 1: Faculty/Staff (includes 1st ramp)

Level 2: Commuter Student

Level 3: Commuter Student

Level 4: Commuter Student

There are meter spaces located on the north side of the 1st level that are controlled by a multi-space meter located at the pedestrian exit in the northeast corner of the facility.

Garage Echo “E” (1st floor 8’6” clearance, all other areas 7’2”)

Located on the 49th street and Bluestone Ave. The garage is zoned Faculty/Staff, Resident and Commuter student.

Pit Area: Faculty/Staff

Level 1: Faculty/Staff (includes 1st ramp)

Level 2: Faculty/Staff

Level 3: Quad Resident Student

Level 4: Quad Resident Student

Level 5: Quad Resident Student

There are meter spaces located on the south side of the 1st level that are controlled by a multi-space meter located at the pedestrian exit in the southwest corner of the facility.

Special Event Garages

Garage Charlie “C” (1st floor 8’2” clearance, all other areas 6’10”)

Located at the corner of the 43rd Street and Hampton Blvd with entrances off 41st & 43rd Streets. The garage is zoned as Perimeter and special event parking with the exception and the 4th floor (reserved).

Level 1: Metered

Level 2: Commuter/Perimeter Student

Level 3: Commuter/Perimeter Student

Level 4: Reserved (Reserved Permit Required)

Level 5: Commuter/Perimeter Student

There are metered spaces on the north side of the 1st level that are controlled by a multi-space meter located at the pedestrian exit on the north side of the facility.

Garage Delta “D” (8’2” clearance)

Located at the corner of 45th Street and Hampton Blvd with entrances off 45th and 46th Streets. The garage is zoned Commuter student and special event parking.

Level 1: Hotel guests only

Level 2: Commuter Student
Level 3: Commuter Student
Level 4: Commuter Student (With the exception of 54 Faculty/Staff spaces located on the outside walls)
Level 5: Commuter Student

There are meter spaces on the perimeter of the 2nd level that are controlled by a multi-space meter located at the stair tower on the south side of the facility.

Meter Parking

Coin operated meters placed on the University are intended to provide short-term parking in high-demand locations. All motor vehicles except those with a valid HC placard or license plate for the disabled must pay the meter fee.

- University permits and passes are not valid at meters
- Loading zone passes are not valid at meters
- Vehicles may not remain parked after an expired time flag
- Vehicles may receive multiple citations at meters (one hour interval)
- Meters will accept nickels, dimes, & quarters
- Meters are enforced:
 - Monday – Thursday 7:30 am – 8:00 pm
 - Friday 7:30 am – 4:00 pm
 - Meters are not enforced on Saturday or Sunday

Reserved Parking

Reserved parking spaces are located throughout the University and identified by signs that read “Reserved/Towing Enforced”. Parking in a Reserved space without permission will result in a \$77 fine and immediate towing of the vehicle. See Reserved parking section.

Loading Zone Parking

Special areas throughout the campus are set aside and marked as loading zones. Parking in these areas is by special pass only. Authority to exceed time restrictions printed on the pass will be granted solely by the Director of Parking and Transportation Services. The Loading Zone Pass will be placed on the driver’s side of the dashboard and must be readily and entirely visible. Loading zone pass must be accompanied by a **valid** parking permit.

Loading zone passes are not valid at:

- Parking meters (must pay meter)
- Fire lanes
- Reserved spaces
- Handicapped spaces

Handicapped Parking

Designated accessible spaces are restricted to the exclusive use of vehicles displaying a valid parking-for-the-disabled license plate or placard issued by the Commonwealth of Virginia or other state in addition to a current ODU Permit.

1. Vehicles bearing a valid ODU permit and authorized disabled placard identification may not use any restricted parking spaces such as: loading zones, reserved or service vehicle spaces.

2. An unauthorized vehicle in parking spaces designated for the disabled is subject to citation and immobilization or towing at the owner's expense.
3. Vehicles displaying handicap placards or plates are allowed to park at meters without payment for 2 hours. Meters are for short term and visitor parking.

Motorcycle Parking

Motorcycles require a separate parking permit. Motorcycles may not be registered as your second vehicle. Standard vehicle permits are not valid on motorcycles. The price of secondary motorcycle permits is due to processing, permit production costs and maintenance. The sticker permit is to be displayed on the fork. Motorcycles are required to park in motorcycle spaces. They are not permitted to park in normal vehicle parking spaces. Please see map for locations of motorcycle parking areas.

Non ODU/Off Campus Students

- Tidewater Consortium students enrolled at ODU under the consortium agreement may purchase a University commuter permit at a reduced rate.
- Graduate Center students may purchase a commuter permit or may elect to use a daily rate pass when at the main campus.
- Reciprocal Agreement. Norfolk State University and Old Dominion University have agreed that each institution will honor parking permits issued by the other for the parking in equivalent designations. Under this agreement, the Norfolk State student permit will be honored in commuter and perimeter facilities and in faculty/staff evening facilities after 3:45 p.m.
- Students must purchase permits at their home institution.
- A person who may be enrolled as an undergraduate or graduate student at one institution and who may be participating in an internship or similar program at the other institution must purchase the permit at the home institution.
- The University does not honor the permits from other campuses or institutions, except those mentioned above.
- The District or other off campus apartment permits are not valid on ODU Campuses.

Special Event Parking

Throughout the year there are several large-scale events that are hosted by ODU which require a comprehensive reserved parking plan (examples are graduation, job fairs, state visits, freshman orientations etc.). Parking and Transportation Services attendants are required to staff key areas in accordance with an operation plan developed by the Parking and Transportation Services office.

1. Special Events Request:

- Written request must be submitted to the parking office in sufficient time to obtain necessary approval. E-mail requests to eventparking@odu.edu. Approval to reserve spaces in Lots 5, 8, 9, and the 49th Street Plaza must come from the President's Office. There may be a service fee.
- Special event assignments. Posted officers will screen guests as they arrive to verify their authorization to park.
- Special Event Signs. Signs can be released to members of the University for Special Events by signing a release form. Event signs may be returned to Parking and Transportation Services during regular business hours or Public Safety after closing.

2. Special Events parking locations may be closed two hours prior to an event.

Coordination with University Athletics

Football Parking

Parking Services participates in the football parking and traffic plan by ensuring the staff at the Ted has adequate parking for the game. To do this, parking will turn over control of part or entire designations /garages to the Ted, including reserved parking spaces on or before game days.

Basketball

Parking Services participates in the basketball parking and traffic plan by ensuring the staff at the Ted has adequate parking for the game. To do this, parking will turn over control of part or entire facilities to the Ted, including reserve parking spaces on game days.

Other Events

Parking Services will assist Athletics with finding adequate parking for every athletic event.

VIOLATIONS AND FINES

Vehicles in violation of these regulations are subject to citations, immobilization, and/or towing at owner's expense.

Description Violations and Fines

Listed below are the violations of the regulations with the fines indicated. *A penalty surcharge of \$10 will be added to all citations not paid within 60 calendar days from date of issue.*

1. Parking without a valid permit\$75
Parking anywhere on ODU without a valid permit or pass
2. Parking outside of parking stall\$15
Parking in more than one stall; to include parking with at least one tire touching or overlapping any stall line(s)
3. Parking in an reserved space\$77
Parking in a space marked "Reserved" by either a sign or paint
4. Parking in an unauthorized zone\$35
Parking in an area where permit/pass is not valid or parking an oversized vehicle in a compact vehicle space
5. Parking in a prohibited zone\$30
Parking in an area that is not authorized for parking
6. Parking on the grass\$35
A grassy area is considered to be grass, mulched or any non-paved or unimproved area where it is intended or desirable to grow grass
7. Blocking another vehicle\$73

Double-parking, block another parked vehicle or parking in a manner that obstructs another vehicle

- 8. Parking in a loading zone without permit\$30
Parking in a signed loading zone without a loading zone permit
- 9. Parking on a sidewalk or in a crosswalk.....\$35
- 10. Obstructing traffic\$30
Parking in a manner that obstructs the normal flow of traffic
- 11. Parking In a space for the disabled\$250
Parking in a space marked for the disabled or the hashed area adjacent to spaces marked for the disabled
- 12. Illegal disposal, acceptance or use of pass or permit\$73
Displaying a counterfeit, altered, defaced, or illegally transferred permit or pass
- 13. Improper or failure to display authorized pass or permit\$15
- 14. Parking over the limit\$15
Parking at an expired meter, parking at a meter longer than max time, parking in a loading zone more than 15 minutes, and parking longer than any posted sign permits
- 15. Using evening permit before 3:45 p.m.\$19
Parking on campus before 3:45 p.m. in commuter and perimeter lots with an evening permit. Note: Parking in Faculty/Staff lots prior to 3:45 p.m. with an evening permit will result in an unauthorized zone citation
- 16. Improper validation of use of daily rate pass\$15
Parking without properly validating daily rate parking pass
- 17. Parking in Fire Lane\$100
Parking a vehicle in a manner that obstructs fire lanes and/or fire hydrants
- 18. Motorcycle parked in a car space or a car parked in motorcycle space\$15
- 19. Boot removal fee\$30
Removal of immobilization device

Fine Payment

Fines may be paid with Visa, MasterCard, Monarch Plus card, cash, money order, and check. Checks tendered in payment of parking fines should be made payable to Old Dominion University, and include license plate and citation number in memo.

Online Payment

Online citation/fee payment is available at www.odu.edu/parking. Due to automated process, citations paid online can take up to 48 hours to process administrative hold removals on student, staff and faculty accounts. Citations paid online may also incur a process fee.

In Office Payments

Citations/fees may be paid in person either at the Norfolk or VBHEC Parking and Transportation Services offices. Due to automated process, citations paid in person can take up to 48 hours to process administrative hold removals on student, staff and faculty accounts.

Mailed Payments

Citations/fees may be paid by mail. Mailed payments should be addressed to "Parking and Transportation Services, Old Dominion University, 4310 Elkhorn Ave, Norfolk, VA 23529. Do not send cash through mail. If mailed payments are not received and processed within 60 days of citation issue date a late fee will be imposed.

Faculty/Staff Fines

If a faculty or staff member is cited in violation of the above regulations and fails to file an appeal, or pay the fine within seven business days, a Leo Online hold will be placed until fines are paid. No F/S decal can be purchased until all fines are cleared. The registered owner of a motor vehicle is responsible for all violations incurred by the vehicle regardless of who is operating the vehicle. However, persons who register vehicles with the University or the most current University affiliate of the household will incur secondary responsibility, and may be subject to University administrative action for parking violations.

Student Fines

If a student fails to pay a fine or appeal a citation within seven business days, the Parking & Transportation Services office will initiate appropriate administrative procedures to deny the student enrollment in subsequent semesters and to withhold grades, official transcripts and diplomas, until all fines are paid. The registered owner of a motor vehicle is responsible for all violations incurred by the vehicle regardless of who is operating the vehicle. However, persons who register vehicles with the University or the most current University affiliate of the household will incur secondary responsibility, and may be subject to University administrative action for parking violations.

Immobilization & Towing

Vehicles parked anywhere on University property may be immobilized or towed at owner's expense under the following conditions:

- Illegally parked in a space reserved for the disabled.
- Parked in a designated reserved space
- Abandoned vehicle
- Parked in an area designated as no-parking or tow-away zone
- Blocking traffic or fire lanes, or obstructing flow of traffic for fire/safety reasons
- Use of an illegal, altered, stolen permit or pass
- Excessive citations (three or more)
- Parked in facilities/areas that have been designated for football (vehicles will be towed to lot 43 at owner's expense)

1. The option to tow or boot is at the discretion of the Director of Parking and Transportation Services.

2. Vehicles may be immobilized with a "wheel boot" as an alternative to towing. Immobilization devices will be removed only upon payment of all outstanding fines. Owners of immobilized vehicles may contact the Parking and Transportation Services office, during business hours or Public Safety at (757) 683-4000 after closing.
4. Vehicles removed by towing are stored at Jack's Towing, 1114 Harmony Road, Norfolk, VA 23502 (757) 461-5765.
5. Towed vehicles may be reclaimed from the towing company and the towing fees are charged by the towing company.

Abandoned Vehicles

Parking Services follows the state statute § 46.2-1213 for the removal of abandoned vehicles from campus facilities.

Citation Appeals

First Level Appeals:

The University provides a structured means to appeal a citation. Failure to follow the procedures for appeal will result in the assessment of appropriate fines and waiver of the right to appeal. Appeals Process:

1. A person who receives a University parking citation may appeal the citation.
2. Appeals must be made within seven business days after issuance of the citation.
3. Persons with a Midas ID must submit their appeal online at www.odu.edu/parking. Paper appeals will not be accepted by customers with a Midas ID.
4. Persons not affiliated with ODU must submit a paper appeal form available at the Parking and Transportation Services
5. Persons must submit an appeal by the deadline, up to 7 calendar days after a citation has been issued.
6. Parking and Transportation Services will mail the forms if a telephone request is made.
7. Appeals received after the deadline will result in forfeiture of the right to appeal. Only the director, assistant director, appeals manager or an authorized Parking & Transportation Services staff member will grant exception.

Second Level Appeals:

The last step in the appeals process is the re-appeal. The Re-Appeal Process:

1. Pay fine.
2. Submit completed reconsideration form (same steps first level appeals)
3. Submit appeal within 14 days after receiving decision of first level appeal.
4. Appellant may choose to present their case in person or by letter. However, the board will review the case whether or not appellants choose to attend the hearing.
5. If the Re-Appeals Committee decides in the appellant's favor, a refund check will be mailed to the appellant.
6. The Boards' decision is final.
7. The Board meets once at the end of the Fall and Spring semesters.

ALTERNATIVE TRANSPORTATION

ODU Shuttle Bus

Parking Services offers 2 routes for students, faculty and staff. For complete information on each route and route cards which contain stops, days and hours of operation and the route map, please visit www.odu.edu/parking.

Monarch Loop

The Monarch Loop is designed to service the perimeter of the campus and all the residence halls. A bus leaves Whitehurst, Gresham and the District every 5-7 minutes starting at 7:30am. The route takes approximately 20-25 minutes to complete.

Wal-Mart/Kroger Route

The Wal-Mart/Kroger Route is designed to take students off campus to go shopping for groceries and other supplies. The route takes approximately 60 minutes to complete.

HRT Go-Pass Program

Hampton Road Transit (HRT) in conjunction with Old Dominion University (ODU) offers free HRT services through the Go-Pass program to the ODU community. The ODU Go-Pass program is designed to assist ODU students, faculty, and staff to get to and from the University. These services include the Tide, Max, Ferry, and all HRT buses. The service is provided seven days a week. **All you need to access this service is to show the driver your ODU ID card.**

The easiest way to plan your trip is to visit www.gohrt.com or www.maps.google.com.

For a complete list of all HRT routes please visit www.gohrt.com or call 222-6100. For University program information please call 683-4004.

Handi-Ride Information

Students, faculty, and staff assigned to the Norfolk campus can use the Handi-Ride free of charge with a Handi-Ride pass booklet. To receive the booklets come to the Parking & Transportation Services office with a valid University identification card and proof of certification through the HRT Disabilities Program. Disabled customers will be issued Handi-Ride booklets based on their class or work schedule. There are ten passes per booklet. Booklets will not be replaced if lost or stolen.

ZIPCAR

Zipcar is wheels when you want them. We've parked Zipcars on campus, now all you have to do is decide where you want to go and when.

Zipcar's cutting-edge technology means you can reserve your car online, or on your mobile device, 24/7. Low hourly rates include gas, insurance and 180 miles per day.

Where can I find Zipcars?

Cars are parked all around campus. For specific locations go to <http://www.zipcar.com/odu>. Members age 18-20 can use the Zipcars that live on campus. Members age 21+ also have access to thousands of Zipcars all around Washington DC, Atlanta, Boston, Chicago, London, New York, Philadelphia, Pittsburgh, Portland, San Francisco, Seattle, Toronto and Vancouver.

What does it cost to join?

Students, faculty and staff can join Zipcar for only \$35/year! University partners also enjoy \$35 driving credit in their first month of membership.

How do I learn more and sign up?

Visit Zipcar online at www.zipcar.com/odu.

For general Zipcar information please visit www.zipcar.com/how/faqs.

Students under 21 can learn more about our 18-20 year old program at www.zipcar.com/universities.

NURIDE (RIDESHARE MATCHING)

Reward yourself with every ride. NuRide is the nation's first ridesharing network that rewards every time you share a ride. For every 10 rides, you'll receive \$10 gift cards to places like TGI Friday's and Old Navy. NuRide enables you to electronically link up with other riders/drivers and make arrangements to share the ride. Getting started is easy. Just sign up for a free account at www.nuride.com. Use your ODU email address. Once your account is set up, you'll be able control your entire NuRide experience online, from any computer, anywhere, 24/7/365.

Here's How it Works**Plan a Trip**

Pick a day on your NuRide trip calendar and select "Plan a Trip". Then specify where you want to go (each trip must cover at least five miles in order to earn points), how flexible you are, and whether you want to drive or ride. It's just like booking an airline ticket on line – you call the shots. Just remember, the more flexible you are regarding ride characteristics, the more opportunities you will have for matches!

Share a Trip

Once your trip is planned, NuRide shows you a list of people going your way. Click the names to see each person's work and travel information, as well as how other NuRider's have rated them, then choose who you want to share the ride with. Ride with your friends or meet new ones. Travel once a month or every day – it's always up to you.

Earn Rewards

Confirm your completed trips to earn NuRide Miles – at least 100 per trip – then cash those miles in whenever you want. Rewards start at 1,000 miles (good for a \$10 gift card), so if you ride to and from work with just one other person, you could earn your first reward in only one week! Share rides to places other than work, or ride with more than two people in one vehicle, and you can earn rewards even faster.

CALL 757-462-0034 FOR MORE INFORMATION OR VISIT ONLINE AT www.NuRide.com.

Faculty/Staff Carpool Program

The Faculty/Staff Carpool program is designed to be a more affordable option for parking at ODU and reduce the amount of vehicles on campus. In order to participate in the program the following criteria must be met:

- Two or more full time faculty/staff employees who choose to ride together and share one permit may register to be in a carpool.
- Carpoolers must register together. Each person in the carpool must complete a Commuter Alternatives Program Form and present a valid Faculty/Staff ID.
- Each registrant must provide proof of separate vehicle ownership.
- Each carpool participant must have an on-campus (Norfolk) office address.
- Registration for the carpool program must be done at the 4310 Elkhorn Ave (Garage Alpha).

If approved for a Faculty/Staff Carpool Permit, participants will receive the following:

- One Faculty/Staff Carpool Permit at the same rate as a Group II permit – For prices please visit www.odu.edu/parking.
- Parking and Transportation Services will locate an F/S Carpool space in the parking lot selected based on the carpool preference and feasibility.
 - The F/S Carpool Permit may also be used to park in the regular F/S spaces if all the carpool spaces are taken.
 - Spaces are not guaranteed to be open as other carpool permit holders may use these spaces if they wish.
 - Only F/S Carpool permits are authorized to park in carpool spaces.
 - Carpool spaces are reserved for carpools only from 7:00am – 2:00pm.
 - A minimum of 1 space per lot can be assigned up to a maximum of 10% of a lot
- Twelve free daily rate permits per carpool participant per year.
 - An optional 6 more may be purchased at ½ cost.
- Emergency (Guaranteed) Ride Home service is available through HRT’s Traffix. For more information on this program visit: www.traffixonline.org.

Carpool participants are not eligible for any other parking permit, but may purchase daily rate permits or park at meter locations.

Rideshare matching is available through NuRide. Please see NuRide section for more information on rideshare matching though Nuride.

ODU RESIDENT PARKING

Campus Housing

Students who live on campus are eligible to purchase a parking permit for areas associated with their resident halls. There are three types of residential permits - General Resident, University Village Apartments and Quad Housing.

On Campus housing:

- Rogers Hall
- Rogers Hall Annex
- Nusbaum Apts. (A, B, C)
- Gresham Hall
- Gresham Hall Annex
- University Village Apts. I, II, & III

(Restricted parking: see below)

- Monarch House
- Powhatan Apts. I & II
- Whitehurst Hall
- Quad Housing (Ireland, Virginia, Scotland, England, France, Dominion)

Students with On Campus Housing

Parking & Transportation Services offers three permit types to students living in on campus housing: the General Resident permit, University Village permit and Quad Housing permit.

- University Village: available to students who reside in the University Village Apartments only.
- Quad Resident: available to students who reside in Ireland House, Virginia House, Scotland House, England House, France House, and Dominion House.

General Resident Permits

Available to students who reside in Rogers Hall & Annex, Nusbaum Apts. (A, B, C), Gresham Hall & Annex, Monarch House, Powhatan Apts. (I & II) and Whitehurst Hall.

The permit is valid only in lots marked Resident and Perimeter lots (please see map for lot locations) at any time.

The General Resident permit is never valid in University Village Apartments lots.

General Residential Parking Facilities

Parking areas are adjacent to the residence halls, Monarch House and Powhatan Apartments. These are residential lots at all times and a residential parking permit is required. These lots are #11 and #33 at Rogers Main, #28 and #16 at Gresham Hall, #32 behind Powhatan Apartments, #42 at Whitehurst Hall, and #50 at the Monarch House. The University Village Apartments and Quad permits are never valid in these lots.

Residential permits are not valid in any Commuter or Faculty-Staff/Evening Program lots before 3:45 p.m. Residential permits are never valid in lots marked Faculty/Staff only.

University Village (UV) Permits

Available to students who reside in the University Village Apartments only. You must have a valid University Village permit to park in the University Village Apartments parking lots. The University Village permit is never valid in General Resident or Quad lots.

University Village parking Facilities

The University Village (UV) permit is only valid in University Village Lots and perimeter lots. UV permits are valid in Commuter lots after 3:45 pm and in Faculty/Staff Evening Program lots after 3:45 pm. The UV permit is never valid in the Quad parking areas, Faculty/Staff Only lots or the General Resident parking areas. University Village parking facilities are monitored day and night every day, including weekends and holidays for permits. There is no visitor or event parking at any time in UV lots.

City of Norfolk Zone 13 Permits

A City of Norfolk Residential Parking Permit (RPP) will be issued with each Annual or Spring Semester University Village Apartments parking permit (Zone 13 permits will not be issued with Fall only permits). Vehicles that display the RPP and a valid University Village Apartments permit may park within the Residential Parking District without regard for the two-hour limit. The Residential Parking District includes 41st Street, 43rd Street and 45th Street between Monarch Way and Killam Avenue. There is a

\$23 replacement charge if your RPP is lost or stolen. The RPP can only be replaced once. Place the RPP on the driver's side rear bumper. If RPP is placed in any other location, it may result in a City of Norfolk citation.

Quad Resident Parking

Available to students who reside in Ireland House, Virginia House, Scotland House, England House, France House, and Dominion House. Students living in the Virginia House, Ireland House, Scotland House, England House, France House, and Dominion House may purchase a Quad parking permit.

Quad Parking Facilities

The Quad permit is valid only in parking lot 42, Garage E and lots designated perimeter. Quad Parking permits are valid in Commuter lots after 3:45 pm and in Faculty/Staff Evening Program lots after 3:45 pm. The Quad Parking permit is never valid in the Village Apartment parking areas, Faculty/Staff Only lots or the General Resident parking areas.

Resident Hall Visitors

Visitors (parents, family and friends) should obtain a visitors' parking permit from the Parking and Transportation Services office during normal working hours. For complete visitor information see visitor section.

Freshmen Resident Parking Policy

Freshmen resident students are not permitted to bring cars to campus for the duration of their freshman year (fall through spring semesters). This policy does not apply to non-traditional freshmen. Non-traditional freshmen are students who are 21 years of age or older.

Rationale

An initiative of Old Dominion University's strategic plan is to create a more pedestrian-friendly, residential campus. Reducing the number of cars on campus, strengthening the variety and number of social activities available to students, and offering alternate methods of transportation are some of the methods identified to accomplish this goal. Limiting parking privileges to upperclassmen and non-traditional or commuter students affords residential freshmen with more opportunities to focus on academics and integrate themselves into the campus community by encouraging them to take full advantage of the on-campus social activities designed with their needs and interests in mind.

Interpretation and Enforcement of This Policy

The Office of Parking & Transportation Services (PTS) will not sell parking decals to resident freshmen, and other members of the community who are eligible for a parking decal will not be permitted to purchase one for resident freshmen. Attempts to do so will result in having any future parking privileges of both parties revoked.

In addition, we ask that students comply with the spirit of this policy by not bringing cars to campus with the expectation that they can be parked on the streets or public areas of our neighboring communities.

ODU works with its neighbors to reduce traffic flow and parking in nearby off-campus neighborhoods, and students are expected to help ODU be a good neighbor.

Exceptions

In our efforts to support the continued growth and development of Old Dominion University and to facilitate the goal of a pedestrian-friendly, residential campus, residential freshmen will be restricted from parking vehicles on campus. A limited number of exceptions to this policy may be granted on a yearly basis with restricted deadlines established during the year.

Definition: A Residential Freshmen is a student living on campus who is in their first year of college. Non-traditional freshmen are 21 years or older. Non-traditional freshmen do not fall under this policy. Freshmen living off-campus do not fall under this policy.

Pre-college credits, advanced placement credits, CLEP credits, and the like are not relevant to this regulation. Any credit awarded for coursework taken prior to high school graduation, or during the summer following graduation, does not change student status as a freshman or first year college student.

Students entering their second year (i.e. third semester) at the University are eligible to register a vehicle on campus even if they have not completed enough credits to obtain sophomore standing. They are no longer considered first year college students. Students who begin as freshman in the spring semester of an academic year are permitted to register a vehicle on campus for the coming fall semester, even though they may not have accumulated sufficient credits to attain sophomore standing.

Definition: New Applicants are residential freshmen who are new to campus starting the spring 2011 semester and are in their first year of college.

Students who can demonstrate a **compelling** need or who would suffer **undue hardship** due to the restriction on residential freshman cars can petition for a waiver. Waivers are reviewed by a committee of staff and students and will be kept to an absolute minimum.

Waiver Request Deadlines Submission via online	
Fall Semester	August 29
Spring Semester (New Applicants Only)	January 9

Waiver requests must be approved prior to bringing the vehicle to campus. If approved, the student will be able to purchase a parking decal permit for the academic year. To submit a request for a waiver, students must complete the online waiver request form.

After the waiver request deadlines, the application process is closed.

Submit waiver requests through the freshmanParkingWaiver@odu.edu email address:

Waiver Request Exceptions
<ul style="list-style-type: none">• Off-campus employment (minimum 20 hours)• Medical - documented medical condition• Extenuating Family Circumstances• University Obligation or Commitment

After assessing required documentation, the committee may grant a waiver based on space availability and level of hardship. If waiver is granted, a permit to park in a designated lot may be considered in lieu of close-in or residence hall parking. **Decisions determined by the Committee are FINAL.** No further waiver requests will be accepted for review. It is vital to provide the necessary documentation at the time of the request. Once the request has been reviewed and a decision rendered, there is no further appeal. Decisions of the committee are usually available 2 weeks after the request deadline. All materials including waiver request and supporting documents must be in the hands of the committee by the designated date to be considered.

Falsifying information: The Honor Code encompasses a wide range of behaviors which have specific importance to your waiver request. Honesty in presenting all the facts necessary for the Committee to make an informed evaluation and decision is expected. Your signature verifies your understanding of the Honor Code as stated in the ODU Student Handbook and its relevance to the waiver request.

Freshmen who obtain a parking permit by providing falsified information, as well as upperclassmen who attempt to purchase a permit for a freshman will have future parking privileges revoked and may face judicial action.

The resident decal is available for residential freshmen 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 a vehicle to campus until approval to purchase a residential decal has been granted. Please allow two (2) weeks for the approval process.

The resident decal allows parking at designated locations.

Students who wish to petition for a waiver may do so by completing and submitting a Residential Freshman Waiver Request and other supporting documents. Documents must be submitted to the Office of Parking and Transportation Services (PTS). Submitting a request for a waiver **does not** guarantee approval nor should acceptance of the request by PTS be construed as a commitment to approve the waiver.

Exceptions are granted for the following reasons, with documentation that positively demonstrates the need for the request. It is the student's responsibility to provide the necessary documentation to support part-time employment (at least 20 hours per week), medical reasons or extenuating family circumstances. Individuals with this privilege may register only one vehicle and must display the parking decal provided. Specific information for each exception is listed below:

Grounds for a valid petition must fall under one of the following categories:

REASON	DOCUMENTATION REQUIRED
Part-time employment minimum of 20 hours/week	Supporting documentation on official letterhead provided *Letter from Supervisor on Letterhead
Medical	Supporting documentation on official letterhead provided *Doctor's letter on Letterhead (prescription notes are insufficient documentation)
Extenuating Family Circumstances	Supporting documentation on official letterhead provided
University Obligation or Commitment	Supporting documentation on official letterhead provided

Requests for exception based on part-time employment should be submitted online once employment has been secured. Approval will be granted upon successful verification of employment and schedule meeting the minimum 20 hours per week requirement. The Freshman Resident Parking Waiver Committee reserves the right to verify continuation of employment throughout the semester. Decal holders are responsible for ensuring that the most current employment information is on file. Updated information may be provided via an electronic document or may be faxed to 757-683-3194. Failure to provide updated information may result in suspension or loss of privileges. Petitions for approval are not automatic and are generally given only when a student's transportation circumstances cannot be accommodated by local Transit Service or the Campus Connect Program. Freshmen are strongly encouraged to find employment either on campus or in the local community. Appeals will be granted in this category on a very limited basis. Appeals should include a signed, notarized letter on company letterhead from employer stating days and hours of employment. Letter shall include employer's telephone number. A current payroll stub may also be required.

Requests for exceptions based on medical reasons (physical disability or illness) of the student requiring transportation off campus should be submitted online and must provide the necessary documentation to positively prove the need. Students requesting a waiver in this category must register with the Office of Disability Services prior to submitting waiver request. Petitions for approval are not automatic and are generally given only when a student's medical appointments cannot be accommodated by local Transit Service or the Campus Connect Program. Medical reasons require a letter from a licensed physician indicating a legitimate medical need. This letter should explain in detail the nature of the problem, the reason(s) for the student to have ready access to their own transportation and the time-frame being projected for this need.

Requests for exceptions based on extenuating family circumstances requiring transportation off campus should be submitted online and must provide the necessary documentation to positively prove the need. Petitions for approval are not automatic and are generally given only when a student's family circumstances cannot be accommodated by local Transit Service or the Campus Connect Program.

Requests for exceptions based on University obligation or commitment requiring transportation off campus should be submitted online and must provide the necessary documentation to positively prove the need. University obligations or commitment reasons require a letter from a University sponsor/coach/instructor indicating a legitimate need. This letter should explain in detail the nature of the problem, the reason(s) for the student to have ready access to their own transportation and the time-frame being projected for this need. Petitions for approval are not automatic and are generally given only when a student's transportation circumstances cannot be accommodated by local Transit Service or the Campus Connect Program.

Academic - requires a legitimate written justification from faculty member stating the reason for exception and must include description of approved off-campus credit-bearing program.

Other exceptional circumstances are at the discretion of the Parking Appeal Board.

RESERVED PARKING SPACES

Reserved parking spaces are located throughout Old Dominion University and identified by signs that read, "Reserved". The parking permit is included in the cost of the reserved space fee. Interested Faculty/Staff should contact the Assistant Director of Parking & Transportation Services by email at reservedparking@odu.edu or by fax at 683-3194. The request should include three parking lots of choice. Parking in a reserved space without permission will result in a \$77 fine and immediate towing of the vehicle.

Locations

Reserved spaces are located throughout the campus within multiple surface locations and garages.

Eligibility

Most faculty or staff members are eligible to purchase a reserved parking space (See "Who Can And Cannot Purchase a Reserved Space" for exceptions).

Reserved Space Registration

Every vehicle that is parked in a paid reserved parking space must be registered with Old Dominion University Parking and Transportation Services office and display a valid university permit, with the following exceptions:

1. Vehicle parked in a reserved parking space leased by a department.
2. Reserved space owner gives guest permission to park in reserved space.

- Unless otherwise noted on the permit itself or in the instructions issued with the permit, permits must be affixed behind the rear view mirror, so as to be clearly visible from the front of the vehicle.
- Once the reserved space owner registers their permit with Parking and Transportation Services, officers will not monitor reserved spaces for non-display of parking permit.
- If the reserved owner moves his/her vehicle to a regular parking space without a permit displayed, a citation will be issued for failure to display authorized permit.

Requesting a Reserved Space

- List three locations, by lot, indicated by 1st, 2nd, and 3rd choices, where you would like to have your reserved space.
- Send a correspondence memo to the Assistant Director of Parking & Transportation Services by email: reservedparking@odu.edu or by fax to (757) 683-3194.
- The email / fax memorandum will secure your position on the waiting list.
- The Assistant Director will notify the next person in line when a reserved space becomes available for a particular lot in question.

Wait Listing

There is a growing demand for reserved parking at Old Dominion University. Each year the Parking and Transportation Services office maintains a waiting list for reserved parking on the main campus only. New applicants are placed on a waiting list according to request date.

Exceptions: Deans and higher ranked reserved owners that have left the university and are being replaced by an incoming dean or higher. This person would get first choice to purchase the reserved space. If that person refuses the reserved space, the next individual in line will have an opportunity to reserve the space.

Turning in a Reserved Space

If you no longer wish to have a reserved space you must submit in writing by an email or fax memorandum to the Parking Services. The decal must be returned before full termination granted if leaving the university or school year still in session.

Renewal of Reserved Space

Reserved spaces are valid from October 1st through September 30th. All reserved owners must purchase a valid parking permit. An email is sent to reserved space owners prior to current permit expiration. The owner must inform Parking and Transportation Services of their intention to renew his/her purchase of the reserved space for the new school year. Failure to reply by a specified date is deemed a "NO" response and the space is released for sale to a new owner.

Parking permits expire on September 30th each year and must be renewed annually. In the event a reserved owner has any outstanding parking citations, the renewal process will be delayed. Payment of outstanding parking violations must be submitted to the Parking Office prior to renewing a reserved space.

Can you purchase a reserved space?

- Faculty/Staff at the Virginia Beach Higher Education Center – (No) Reserved spaces are only maintained at the main campus of Old Dominion University.
- Off Campus, Old Dominion University Facility – (No) Reserved space will only be maintained on the main campus at Old Dominion University.
- Research Foundation – (Yes) The reserved space can only be placed on university property.
- University Webb Center Vendors – (Yes) The reserved space can only be placed on university property.
- Faculty/Staff at the Main Campus- (Yes)
- Student(s) – (No)

Parking Elsewhere on Campus

Reserved space owners may park their vehicle in any parking lot on campus with proper display of their faculty/staff parking permit.

Football Parking

Parking services participates in the football parking and traffic plan to ensure the event parking staff has adequate parking for game day. To do this, parking will turn over control of entire lots/garages to the event parking staff, including reserved parking spaces on game days.

Guest Use of Reserved Spaces

Reserved owners may allow any guest with or without a permit to park in his/her space in their absence.

Placement of Reserved Signs

Reserved spaces may be placed in any faculty/staff or student lot at the discretion of the director of Parking Services.

Ticketing and Towing from Reserved Spaces

Parking in a reserved space without permission from the reserved owner will result in a \$77 fine and immediate towing of the vehicle subject to the reserved space owner's discretion.

Gratis Reserved Spaces

Gratis reserved spaces do not have towing privileges. Violators will be ticketed only.

Maintenance of Reserved Spaces

Occasionally lots/garages/spaces will have to be blocked off for maintenance. Parking and Transportation Services will make every effort to try and relocate the reserved owner. Occasionally, there may not be time to arrange for an alternative location. In such cases, reserved owners will have to park in a general use space.

DEFINITIONS

1. Licensed Motor vehicle: all self-propelled vehicles that require state licensing.
2. Unlicensed Motor vehicle: mopeds/scooter, golf-carts, motorized bicycles, etc
3. Parked vehicle: any vehicle that is stopped and has no driver, regardless of whether flasher is on or motor is running.
4. Academic year: the school year beginning with the fall semester of one calendar year until the end of summer semester the next calendar year.
5. Boot: a device used to immobilize a vehicle for violation of the regulations.
6. Campus/University: defined as all properties owned and/or operated by Old Dominion University.
7. Construction workers: any person performing construction work under contract with the University.
8. Crosshatch: an area that has been marked with stripes denoting a no-parking zone or turnaround area.
9. Crosswalks: marked and unmarked walkways or mall areas designated for pedestrian crossing.
10. Curb marking: color-coded regulatory designations, (such as: yellow curbs, cross hatches) that designate service areas or no parking zone. Unmarked curbs may be signed indicating parking restrictions.
11. Employee: any person employed by the University (faculty/classified staff or hourly employee).

12. Holiday: applies only to official legal University holidays such as Christmas, Thanksgiving, Memorial Day and Independence Day, not to academic recess periods such as semester breaks and the days between the end of classes and the beginning of finals.
13. Impoundment: the removal of a vehicle by towing, or immobilizing by booting for violation of these regulations.
14. ODU parking space: a space designated by three stall lines (or other markings) in paved areas and unpaved areas
15. Load/unload areas: parking spaces designated for loading/unloading heavy, bulky or voluminous material. Requires a loading zone pass and is limited to 20 minutes unless otherwise designated.
16. Metered spaces: parking spaces that require payment.
17. No parking zone: any area or space not defined as a legal space.
18. Parking control device: any object (such as: barricades, gate, or reserved parking sign) used to prohibit or restrict access to certain areas.
19. Permit: the proof of payment that allows authorized parking on campus based on allowed use, which may or may not include parking at athletic or special events
20. Permit Owner: any person who has registered a vehicle with the University.
21. Restricted space: parking space designated for specific purposes such as service, disability, loading, unloading, and reserved spaces.
22. Service area: specially designated areas reserved for vendors servicing buildings at the University. (such as: physical plant, contracted vendors).
23. Special event parking: the use of campus parking facilities (any facility at any time) for special events.
24. Stall line: the surface striping used to designate a parking space.
25. Student: any person enrolled in any class at the University.
26. Temporary worker: administrative employees under contract through the materiel management office.
27. Vendor: any person coming to campus to perform a service requested by a University unit.
28. Visitor: any person visiting the campus who is not a student, faculty member or staff.
29. F/S: Abbreviation for faculty/staff.
30. PTS: Abbreviation for Parking and Transportation Services.
31. Oversize Vehicle: Vehicle measuring over 18 feet from front bumper to rear tail hitch and/or over 6'10" in height

FREQUENT QUESTIONS AND ANSWERS

1. **I just received a parking ticket that I feel was unjustly given, what should I do?**
The university provides a structured means to appeal citations. Appeals must be filed online or in writing within seven business days from the issue date. Individual appeals to members of the parking staff will not be entertained. For complete information please see appeal section.
2. **What methods of payments do Parking Services accept?**
We accept Master Card, Visa, check, cash and Monarch Plus Card.
3. **I have a resident hall permit and I can't find a place to park what should I do?**
Please refer to your parking map and the summary of motor vehicle and parking regulation that were supplied to you at the time the permit was purchased. Check to make sure you are familiar with all the lots that are available for parking with your resident permit.
4. **I have a commuter permit and cannot find a place to park, what should I do?**
The time of day you arrive on campus has a big impact on where you will find parking. It may not be close to your destination as you would prefer. We have found that 10am - 2pm is the highest

demand time for parking. We suggest you park your car in one of the perimeter lots and either walk to class or catch the Monarch loop at the closest stop.

5. If I put my flashers on, will I still get a ticket?

Yes. If you are parked illegally you will receive a ticket.

6. If I put a note on the window of my car telling you that I will only be in the building for two minutes, will I get a ticket?

Yes, if you are parked illegally with or without a note you will receive a ticket. Notes are not valid passes.

7. Another member of my family took my car and parking permit and left me with another car to drive, can I park on campus?

You can receive a temporary parking pass from Parking Services. If the situation is for an extended time we can make other arrangements.

8. I lost or misplaced my parking permit, what do I do?

Report the loss or theft to public safety if on campus and bring the case number to Parking Services and you will be issued a replacement permit. There is a \$22.00 replacement fee.

9. Do I have to pay the parking meter if I display my Loading Zone Pass or my Extended Parking Pass?

Yes.

10. Do I need an ODU parking permit if I have handicap plates or a handicap parking pass?

Yes. The handicap spaces are on campus for the use of university students, faculty and staff. To ensure they are not being abused we must see a valid ODU permit. Handicap visitor and university personnel can park at any meter without paying the meter. However, you must have a valid handicap pass or plates properly displayed.

11. Can I park anywhere on campus with my handicap pass?

No, you cannot park in prohibited zones or reserved spaces. You can park in any parking lot.

12. What are some reasons that probably will not be looked upon favorably during the appeals process?

- I didn't know I was not supposed to park there.*
- I was only in there for two minutes.*
- That reserved spot is always open.*
- I have parked in that spot for the last two years.*
- I was late for class.*
- The person in the parking lot told me I could park there.*
- I don't think it's fair.*
- There was no fire so I parked in the fire lane.*
- I had to go to the bathroom really bad.*
- There was no sign saying I can't park there.*
- My roommate was driving my car.*

13. My car was broken down on campus. What should I do?

First, notify Parking Services and Public Safety. Parking and Transportation Services will work with you to resolve the problem.

14. The top of my windshield is tinted which makes the permit hard to see, will I get a ticket?

Parking and Transportation Services has extenders which allow your permit to hang a little lower from the rear view mirror making the permit easier to see. Bring your permit to the Parking and Transportation Services Office and it will be fitted with the extender free of charge.

15. If my permit is turned sideways on the mirror making it hard to see, will I get a ticket?

Yes. The enforcement officers must be able to see the expiration date, permit number, and the design on the front of the permit.

16. I have a resident permit . Can I park in a faculty/staff lot?

No. You can only park in any commuter and faculty/staff/evening program lots after 3:45pm. However, Vehicles must be removed from these lots by 6:00am the next day.

17. Who can park in the Parking Garages?

Each parking garage on campus is different. Please see parking garage section for complete rules on each garage.

18. How do the multi-space meters work?

- 1. Enter your parking space number .*
- 2. Insert payment (U.S. coins only, machine will accept U.S. \$1.00 bills)*
- 3. Press green button & take receipt.*

Things to remember: a) the machine does not give change or refunds. b) Parking Services does not give refunds. c) Have money ready, the machine times out in forty (40) seconds and will automatically give you a receipt. Once the machine times out it will not add to the existing time. HAVE YOUR MONEY READY!

19. Who set the prices for permits and fines?

All University fees and fines are set by the Board of Visitors.

20. Where does all the money go and what is it used for?

Parking Services is part of Auxiliary Services and therefore receive no state or federal funds. All fines and fees go to pay direct and indirect costs associated with running Parking Services.

21. I have a loading zone pass. How can I use it?

Special areas throughout the campus are set aside and marked as loading zones . Parking in These areas are by special permit only. There is a twenty (20) minute time restriction for loading and unloading. Emergency flashers must be flashing on all vehicles while parked in designated loading zones. Loading zone passes are not valid unless accompanied by a valid ODU permit.

22. Can I get more than one ticket for overtime at a parking meter?

Yes. Multiple citations, not to exceed one hour, may be issued for parking overtime at a parking meter.

23. There was no sign stating that parking lot belonged to ODU and I parked there with no permit and got a ticket. Is that legal?

Yes. Signs may at any times be moved or missing from some lots; these lots remain university property and subject to enforcement of the rules. Lot designations are also annotated on the parking map provided with the Summary of Motor Vehicle and Parking Regulations.

24. What is reserve parking?

Paid reserve parking is designed for those who prefer the convenience of having a parking space available at all times.

25. Where are reserve parking spaces?

Signs marked "Reserved" are located throughout the University, lots identify reserve spaces.

What are the consequences if I should park in a reserve space?

Parking in a reserve space without permission from the reserve owner will result in a \$77 fine and immediate towing of the vehicle at the reserve space owner's discretion, regardless of time of day.

26. Who is eligible to buy a reserve space?

Most faculty/staff member is eligible to purchase a reserve parking space. Students are not eligible to purchase reserved spaces. Please see reserved section for more information.