

# Motor Vehicle Permits

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## Scope: Who is Covered by this Policy?

Employees, Students, Vendors and Visitors

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## Policy

### Permit Required

A permit is required at all times to park in a University parking lot or on a University drive, except as noted in these regulations. No permit is required for daytime parking in the garages or at parking meters; fees for facility use must be paid. A permit is required to park on city streets that run through or adjoin campus from 7:00 a.m. to 6:00 p.m., Monday through Friday. At other times a permit is not required to park on city streets that run through or adjoin campus.

Miami University uses license plate recognition (LPR) technology to assign parking privileges to motor vehicles. Vehicle license plates must be properly registered or a vehicle will not be recognized as having permission to park on campus. Physical parking permits are not distributed for use on the Oxford campus. Vehicles must be parked so that an unobstructed view of the vehicle's license plate is visible to the drive aisle so that vehicle-mounted LPR cameras can read license plates.

### Permit Eligibility

First-year students are not permitted to bring a car to campus without express University authorization (exceptions listed below). Sophomores, juniors, and seniors are permitted to bring a car, but are required to register the vehicle with the University and obtain a parking permit.

# How to Apply for a Permit

Students, faculty, and staff may apply for a permit and obtain a copy of the parking map through Parking and Transportation Services website or in person at Parking and Transportation Services. Each semester, for seven (7) calendar days after the start of classes, students may park in the Ditmer, Chestnut Fields, or west Millett parking areas without a permit. Visitors may apply for a permit in person or online; vendors and contractors may apply for a permit in person at Parking and Transportation Services. Some offices on campus may offer one-day visitor parking permits (see the section of this policy titled “Departmental Visitor Parking Permits”).

Students may not register vehicles belonging to other students unless they are siblings who are also Miami students. Students may register only one vehicle; to change vehicles the first vehicle must be removed from the parking account before adding another.

Faculty, staff, visitors, vendors, and contractors may not register vehicles belonging to students who are not immediate family members. Employees and visitors may register up to four vehicles to use the same permission; only one vehicle is permitted to park on campus at any time for each permission.

Permit colors correspond to specific parking areas indicated on the parking map.

## Qualifications for RED Permit Parking

1. Faculty
2. Staff
3. Graduate assistants
4. Visitors
5. Vendors
6. Contractor superintendents.
7. Parking and Transportation Services will confirm eligibility. A RED permit is restricted for use only by the individual to whom the permit is assigned.
8. A RED hangtag permit is transferable only to another vehicle being used by a faculty, staff member, or graduate assistant which has also been registered with Parking and Transportation Services.

9. A RED permit may park in any color (RED, BLUE, YELLOW, WHITE) parking area on campus at all times.
10. Employees may elect to form a carpool (2 employees) or vanpool (3+ employees) to reduce the cost of their RED parking permit. Each member of the car/vanpool will receive 5 temporary daily parking permits per semester for the occasions when a car/vanpool is not convenient ~~and only 1 RED hangtag permit will be issued to the group.~~ Members of the car/vanpool are not eligible to purchase any other parking permits and must register with parking services to receive discounted parking rates.
11. Only one vehicle registered to a RED area parking permit is permitted to park on campus at a time unless a temporary daily parking permit has been purchased for the additional vehicle on campus or the additional vehicle is parked in a paid parking area (i.e. garage or parking meter). Each vehicle is subject to citation (Reproduction/Illegal use of Permit, \$300) for violations.

## Qualifications for BLUE Permit Parking

1. Students with a demonstrated exceptional transportation need. See the section of this policy titled “Exceptional Transportation Needs”.
2. A BLUE permit is not transferable to another vehicle.
3. A BLUE permit may park in BLUE, YELLOW, or WHITE parking areas on campus during restricted hours.

## Qualifications for YELLOW Permit Parking

1. Students who reside on campus or commute from the home of a parent or guardian.
2. Students who reside off campus.
3. A YELLOW permit is not transferable to another vehicle.
4. A YELLOW permit may park in YELLOW or WHITE parking areas on campus during restricted hours.

## Qualifications for WHITE Permit Parking

1. Faculty
2. Staff

3. Graduate assistants
4. A WHITE permit is transferable only to another vehicle being used by the faculty, staff member, or graduate assistant which has been registered with Parking and Transportation Services.
5. Only one vehicle registered to a WHITE area parking permission is permitted to park on campus at a time unless a temporary daily parking permit has been purchased for the additional vehicle on campus or the additional vehicle is parked in a paid parking area (i.e. garage or meter). Each vehicle is subject to citation (Reproduction/Illegal use of Permit, \$300) for violations.
- 5.6. \_\_\_\_\_ A WHITE permit may park only in WHITE parking areas on campus at all times.

## Qualifications for TEMPORARY Permit Parking

1. A student may obtain up to four weeks of temporary permit privileges each semester.
2. Any student may obtain a temporary permit for his or her own vehicle only.
3. Temporary permits may be purchased ~~and printed~~ through the online parking services portal.

## Qualifications for GREEN Permit Parking

1. Regional campus students
2. GREEN hangtag permits may be obtained from the Office of Business Services on the regional campuses
3. A GREEN hangtag permit is transferable only to another vehicle being used by a regional campus student which has also been registered with Parking and Transportation Services.
4. A GREEN permit may park only on regional campuses at all times.

## Exceptional Transportation Needs

Parking and Transportation Services recognizes that in some instances, there exist exceptional transportation needs for students who do not otherwise qualify to have a motor vehicle on campus or for an elevated level of parking privilege. To make an application based on an exceptional transportation need, students must provide a

statement of need at the time of application along with any supporting documentation which will justify the request. If the conditions which permit the exceptional transportation need to be granted change or no longer exist, it is the responsibility of the student to notify Parking and Transportation Services of the change.

Conditions which will be considered as reasons for an exceptional transportation need request include:

1. Nontraditional student – Age 25 or married at time of registration
2. Distance – Permanent residence outside of a 200-mile radius of Oxford (not driving distance)
3. Regional campus class – Parking and Transportation Services will verify enrollment
4. Commuter– Student who resides in the home of a parent or guardian
5. Internship –Student shall provide verification from the instructor indicating academic credit for the internship
6. Employment
7. Health – A student with a medical need that requires the use of a vehicle
8. Military

## Permit Revocation

Obtaining a permit by providing false information or violating this policy's restrictions will result in revocation of the permit with forfeiture of the permit fee. Unauthorized transfer of a permit to another vehicle will result in revocation of the permit with forfeiture of the permit fee.

The permit holder shall notify Parking and Transportation Services of any change in the conditions under which the permit holder qualified for the permit and surrender the permit to obtain an exchange. Failure to report a change in qualifying conditions is a violation of the Motor Vehicle Regulations and will result in revocation of the permit with forfeiture of the permit fee. Parking and Transportation Services will work with individuals who need a parking privilege in the event their circumstances change.

## Duration of Permits

## Annual permits

Student permits: Valid from the first day of class in the fall semester through Monday following May Commencement.

Faculty, staff and graduate assistant permits: Valid from July 1 through June 30 each year.

Fall Semester permit: Valid from the first day of the fall semester through the first day of the spring semester.

Spring Semester permit: Valid from the first day after final examination week of the fall semester to the Monday following May Commencement.

Summer Term permit: From the Monday following May Commencement to the first day of the fall semester.

One-Week Temporary permit: Minimum of seven calendar days from date of issue.

One-Day Temporary permit: Expires at 11:59 p.m. on the date of issue.

## Special Circumstances

### Special Events

Ordinarily, all permits are accepted in most areas of the Ditmer, west Millett, and Chestnut Fields parking lots. However, *on dates of home football games, all student cars must be removed from the west Millett lot. Other special events may require removing vehicles from the west Millett lot or other parking areas on campus as needed. Advance notice will be provided by Parking and Transportation Services at least 72 hours in advance of such a need. Students may park in other student holding lots (Ditmer, and Chesnut Fields) on campus all day on those dates. Student vehicles may return to the west Millett parking lot on the day following a home football game.* On home football game weekends, a permit is not required from noon Friday to 7:00 a.m. the following Monday.

### Log-In Privilege

Students or employees who require a parking privilege that is not granted by their parking permit, including the use of service drives or loading areas, must call Parking and Transportation Services for permission *prior to parking on campus*. Telephone call

(during office hours), voice mail, and email are all acceptable means of notification. The vehicle must have a valid parking permit in order to use this privilege. Students or employees with extenuating circumstances may receive permission to park on campus up to four times in the semester. If a parking citation is issued during the time of the log-in after permission has been granted, the student must call or present the citation on the date of issue or the next business day to request cancellation of the citation. Log-in privileges will not exceed 20 minutes in duration.

## Disabled Vehicles

Please advise Parking and Transportation Services or the Miami University Police if your vehicle becomes disabled while parked on campus. Permit holders will be allowed 24 hours to have the vehicle removed from a restricted lot and will be responsible for citations issued to the vehicle in that lot after that time.

## Hazard Lights or Stopping and Standing

Use of vehicle hazard flashers or stopping and standing does not permit a vehicle to park in violation of posted restrictions and the parking policy. *Violators may receive a parking citation even if hazard flashers are in use.*

## Handicap Accessible Parking

Handicap accessible parking is available throughout the campus. A valid parking permit and a state-issued disability placard is required in order to park in a handicap accessible parking space in a campus parking lot or street adjacent to or running through the campus. Students with a state-issued disability placard may park in any available handicap accessible parking space, regardless of the restriction on the remainder of the parking lot or area.

## Departmental Visitor Parking Permits

Departments and offices on campus may ~~purchase~~request an account from Parking and Transportation Services to issue visitor parking permits ~~to distribute~~ to their guests and University visitors subject to the following conditions:

1. Visitor parking permits are issued for only one day. Ranges of dates are not permitted. Visitors should be referred to Parking and Transportation Services to request permits for up to six months in duration.

2. Visitor parking permits may not be issued to or used by any Miami University student, faculty, or staff member.
- ~~3. No corrections, strikeouts, or alterations are permitted. If there is an error, destroy the permit and use another.~~
3. No reproductions of the permits are permitted. Departments will be charged monthly for visitor parking permissions issued.
4. For large events, contact Parking and Transportation Services at least ten days in advance for assistance.

Violations of the conditions of use above may result in ~~a parking citation for Reproduction or Illegal Use of Permit (see policy "Violations" section "Restricted Area") and may also result in the immediate immobilization of the vehicle, regardless of the number of previous violations~~revocation of departmental permit account. Accuracy of the information recorded is essential to ensuring that guest vehicles are properly registered. Departments will be responsible for any fines that result from improperly registered vehicles.

## Contractor/Vendor Parking Permits

All contractor vehicles (excluding cranes, dump trucks, front-end loaders, etc.) are to ~~display~~have a valid parking permit issued from Parking and Transportation Services while parked on campus outside of a designated construction site.

1. A specific number of RED permits will be approved for project supervisors, managers and foreman of the primary contractor. This permit may also be issued to vendors, time and materials contractors, and those with University approval.
2. All other construction personnel, contractors, and subcontractors may park in the Fryman parking lot on Bonham Road between 6:00 a.m. and 10:00 p.m. daily. No permit is required, and no vehicles or materials may be left in the lot overnight. Violations will result in citations and removal of vehicles and/or property at the owner's expense. Transportation to and from the job site is the responsibility of the contractor.

Contractor/Vendor Parking Registration Forms may be obtained from and submitted to Parking and Transportation Services.

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## Related Form(s)

Not Applicable.

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## Additional Resources and Procedures

Not Applicable.

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## FAQ

Not Applicable.

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## Policy Administration

### Next Review Date

7/1/2023

### Responsible Officer

- ~~• Director of Housing, Contracts and Meal Plans~~
- Miami University Police Captain

### Legal Authority

Not Applicable.

### Compliance Policy

No

# Revision History

[Amended July 2019](#)

## Reference ID

Student Handbook 6.2

## Reviewing Bodies

Student Affairs Counsel

Administrative

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