



PARKING SERVICES

Parking and Traffic
Regulations

2009 – 2010

**Parking Services
Champions Drive Parking Deck, MSC 1301
381 Bluestone Drive
Harrisonburg, VA 22807
(540) 568-3300
Fax (540) 568-8060**

Website: <http://www.jmu.edu/parking>

Office Hours: Monday through Friday, 7:00 AM – 5:00 PM

These rules and regulations have been prepared and distributed to encourage the responsible use of parking facilities and roadways for the benefit of James Madison University faculty and staff members, students, alumni and visitors; to ensure access at all times for emergency vehicles; and to protect all persons on the campus from injury by vehicles. Operating and parking motor vehicles on university-owned or leased property is permitted only in accordance with university motor vehicle regulations as outlined in the "Parking and Traffic Regulations" or at the direction of parking and public safety officials.

Written procedures for enforcement assure the campus community of consistent application of the university's rules and regulations, related fire codes and accessibility laws for disabled individuals. Knowledge of these regulations is assumed and will be enforced by Parking Services and the Office of Public Safety.

James Madison University reserves the right to set aside parking in areas owned or leased by the university to support special activities. Contingent on space availability, parking priority is in the following order: the physically disabled (DMV or JMU permit), faculty members, staff members, commuter students, resident students and approved freshman students.

James Madison University assumes no responsibility for any motor vehicle or its contents at any time.

For the latest information concerning modifications to parking regulations, refer to the Parking Services website at <http://www.jmu.edu/parking>.

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Appealing Parking Citations

- All appealed parking citations are reviewed by the Parking Appeals Committee, a committee composed of faculty, staff and students that operates independent of Parking Services. Employees of Parking Services do not serve on the Parking Appeals Committee.
- The appellant has the option to appear before the Appeals Committee to present his or her case. Appearances before the Appeals Committee will be limited to a maximum of five minutes.
- Appeals must be filed within 10 calendar days of the date the citation was issued.
- Citations that have not been resolved within 10 calendar days after the citation issue date must be paid in full prior to an appeal review.
- Citations that have previously been paid must be appealed within 30 days of payment.
- Citations that have been transferred to the University Business Office cannot be appealed. Citations are transferred to the University Business Office 30 calendar days after the issue date.
- All student appeals must be submitted online. The parking citation appeal form can be accessed via the Parking Services website at: <https://t2.jmu.edu/myaccount>.
- A citation may be appealed a second time. However, the appellant must pay the citation in full prior to requesting a second appeal review and the second appeal should include additional information or documentation in support of the appellant's appeal.
- Notification of the Parking Appeals Committee's decision will be sent to the student's e-mail address or the faculty or staff member's campus mailing address. Responses may be mailed to an alternate address at the appellant's request. It is the appellant's responsibility to notify Parking Services of the address change.
- If an appeal is denied, the appellant has 10 calendar days including the date on the notification letter to pay the fine or the 10-day (\$5) penalty will apply. If Parking Services is closed, submit payment online at <https://t2.jmu.edu/myaccount> or deposit payment in the drop box at the front of the Parking Services office located on the ground level of the Champions Drive Deck. Do not insert cash in the drop box.

Authority of Parking Services

- In accordance with Section 23-9.2:3 of the Code of Virginia, the Parking Advisory Committee has approved the regulations contained herein for the operation of motor vehicles by all students, faculty, staff and visitors of James Madison University.
- The president of James Madison University and the Board of Visitors have given Parking Services the responsibility and authority to enforce parking rules and regulations.
- Section 2.2-4800 of the Code of Virginia and University policy 3107 support the collection of parking fines.
- Parking Services makes recommendations to the Parking Advisory Committee regarding parking policies and procedures. The recommendations of the Parking Advisory Committee are forwarded to the administration for approval.

Basketball Game Parking

- Convo B and Convo E Lots are reserved from the beginning of basketball season in November through the end of basketball season in late February or early March. Any student vehicle parked in Convo B or Convo E Lots during this period is subject to a parking citation. Refer to posted signs.

- On dates when the university hosts a home men's basketball game, parking is restricted in the lots surrounding the Convocation Center as posted (Convo A through Convo F). Refer to the men's basketball schedule posted on the JMU Sports website: <http://www.jmusports.com> for men's home game dates and times.
- All vehicles not displaying a valid basketball parking permit must vacate the lots surrounding the Convocation Center (Convo A through Convo F) three hours prior to the start of any home men's basketball game.
- Vehicles parked in violation of the posted restrictions are subject to parking citations.

Bicycles

- All bicycle owners are strongly encouraged to register their bicycles with the JMU Office of Public Safety or the City of Harrisonburg. When owners register their bicycles, they will receive permits that should be displayed on their bicycles at all times.
- Bicycles should not be ridden, pushed, carried or stored in any university building, or secured to any object other than a university bicycle rack.
- For additional information regarding the university's bicycle policy, please refer to section J1-100 of the JMU Student Handbook.

Bus Service

- Parking Services encourages JMU students, faculty and staff to take advantage of the safe, reliable bus service provided by Harrisonburg Transit.
- JMU students, faculty and staff may ride Harrisonburg Transit buses free of charge upon presenting a valid JAC card.
- For information concerning Harrisonburg Transit bus routes and schedules, refer to the Harrisonburg Department of Public Transportation website at <http://www.hdpt.com>.

Carpool Permits

- The carpool program allows commuters, faculty and staff or affiliates to share one parking permit.
- Carpool permits cannot be purchased via the web. All participants must visit Parking Services together to complete the registration application.
- In order to be eligible to participate in the carpool program, all members of the carpool group must return current parking permits (if applicable).
- Carpool permits are not transferable.
- Participants will receive one hangtag and a bumper permit for each participant's vehicle. The hangtag must be displayed in conjunction with a corresponding carpool bumper permit to be valid.
- Participants will also receive three free scratch-off parking permits per semester for occasions when they cannot carpool due to scheduling conflicts, personal appointments, etc. Once a carpool participant's three free day permits have been utilized, he or she may obtain additional day permits at a reduced rate of \$3.00 per day at the parking office. Scratch-off permits must be completely scratched off and should be hung from the vehicle rearview mirror facing out. Carpool day permits must be displayed in conjunction with the corresponding carpool bumper permit to be valid.
- If a carpool participant alters or abuses a day parking permit in any way, day parking permits for all members of the carpool group will be revoked.
- A carpool vehicle displaying a bumper permit without the corresponding hangtag or scratch-off permit is subject to a parking citation.

- If any of the participants decide they no longer wish to carpool, they may re-establish their prior parking privileges and corresponding parking fee but all carpool permits will have to be returned prior to doing so.

Commuter Carpool Permits:

- The semester carpool permit fee is \$96.
- Commuter participation in the carpool program requires three participants at all times.
- A commuter carpool permit is valid for commuter parking lots and affords parking privileges identical to a conventional commuter parking permit.
- Parking Services personnel will verify commuter status before issuing a carpool permit.
- A prorated refund will be issued only when all commuter carpool permits have been returned. The refund will be issued to the primary applicant.

Faculty and Staff Carpool Permits:

- Faculty/staff participation in the carpool program requires two to three participants at all times.
- The annual carpool permit fee is one half to one third of each faculty and staff member's payroll deduction according to their salary range.
- Carpool permits are sold and must be renewed on an annual basis.
- Participation in the carpool program requires the submission of a new payroll deduction form for each member of the carpool group.
- All members of the carpool group will be assigned to one zone.

Faculty and Staff Carpool Permit Fees:

Annual Salary:	Original Payroll Deduction:	Carpool Payroll Deduction:
\$0 - \$2,499	N/A	N/A
\$2,500 - \$19,999	\$4.50	\$2.25 (1/2) or \$1.50 (1/3)
\$20,000 - \$39,999	\$8.33	\$4.17 (1/2) or \$2.78 (1/3)
\$40,000 - \$59,999	\$12.08	\$6.04 (1/2) or \$4.03 (1/3)
\$60,000 - \$79,999	\$15.92	\$7.96 (1/2) or \$5.31 (1/3)
\$80,000 - \$99,999	\$19.50	\$9.75 (1/2) or \$6.50 (1/3)
\$100,000 and over	\$23.50	\$11.75 (1/2) or \$7.84 (1/3)
Part-time	\$2.25	\$1.13 (1/2) or \$0.75 (1/3)
Wage	\$2.25	\$1.13 (1/2) or \$0.75 (1/3)

Affiliate Carpool Permits:

- The affiliate carpool permit fee must be paid in full at the time the permit is issued.
- The full-time affiliate carpool permit fee is \$192 per year.
- The part-time affiliate carpool permit fee is \$96 per year.
- A prorated refund will be issued only when all affiliate carpool permits have been returned. The refund will be issued to the primary applicant.

Certification

- By purchasing a parking permit, the purchaser agrees to comply with the regulations set forth in the "Parking and Traffic Regulations."
- Upon request from Parking Services, the purchaser must be able to provide a valid motor vehicle registration for each vehicle registered with Parking Services.
- By purchasing a parking permit, the purchaser certifies to being the registered owner of the vehicle or the spouse or dependent of the registered owner.

Commuter Parking Areas

- The following commuter parking lots are available for commuter parking 24 hours a day, 7 days a week: C1 through C17.
- The following commuter parking lots are available for commuter parking between 7:00 AM and 11:00 PM, 7 days a week: Convo A, Convo B, Convo E, Convo F, Convo G, levels 2 through 5 of the Champions Drive Deck and upper levels of the Warsaw Ave Deck as indicated by the sign, "Commuter Parking Begins Here." Parking at the Convocation Center is restricted during basketball season and for some special events. Refer to the "Basketball Game Parking" section of the "Parking and Traffic Regulations" and posted signs for additional information. Parking in the Champions Drive Deck is restricted on the Friday before and the Saturday of home football games. Refer to the "Football Game Parking" section of the "Parking and Traffic Regulations" and posted signs for additional information.
- The following resident parking lots are available for commuter parking 24 hours a day, 7 days a week: R1, R2, R4 and R9 - R11. If all commuter lots are full, commuter students may proceed to one of these resident lots for overflow parking.
- Parking lot R6 is available for commuter parking between 12:00 PM and 9:00 AM Monday through Friday and all day on weekends. Between 9:00 AM and 12:00 PM Monday through Friday, R6 Lot is for high occupancy commuter vehicles only. Commuter vehicles that are parked in R6 lot during H.O.V. hours that have not been granted access by a parking attendant are subject to parking citations.
- The following faculty and staff parking lots are available for commuter parking between 4:00 PM and 7:30 AM Monday through Friday and all day on weekends: Convo D, D2, D3, D5, D8, E, G, H, J, K, L, M, N, O, P, Q East, Q North, Q West, S, T, W and Y. Parking lot V is available to commuters between 4:00 PM and 7:00 AM Monday through Friday and all day on weekends.
- The following faculty and staff parking areas are available for commuter parking between 4:00 PM and 11:00 PM Monday through Friday and between 7:00 AM and 11:00 PM on weekends: Champions Drive Deck Level G and Warsaw Ave Deck Levels G and 2.
- B Lot is available for commuter parking beginning at 8:00 PM Monday through Thursday, beginning at 4:00 PM on Friday and all day on weekends.
- The following parking lots are never available for commuter parking: A, Convo C, D6, Eastover, I, R7, R8 and X.
- For information regarding parking restrictions in areas other than those specifically mentioned here, please refer to posted signs. Signs are prominently displayed at the entrances to all parking lots on campus.
- Students may also search for available commuter parking areas at a specific time of day or day of the week by visiting the Parking Services website at:
http://web.jmu.edu/parking/search_parking_lot.asp.

Cross-Zone Permits

- Departmental cross-zone permits are available upon request. Cross-zone permits are intended to facilitate departmental operations when staff members are occasionally required to use their personal vehicles on campus in pursuit of university business. Contact Parking Services for a cross-zone permit request form.
- Use of cross-zone permits by students currently enrolled at James Madison University is strictly prohibited.
- Faculty and staff are required to display a valid JMU parking permit in conjunction with the cross-zone permit.
- Vehicles displaying cross-zone permits are required to park in accordance with the markings on the asphalt and posted signs at all times.

Disabled Vehicles

- Disabled vehicles parked in areas not intended for vehicular parking or parked without the proper permit are subject to parking citations unless the vehicle operator notifies Parking Services immediately upon the vehicle becoming disabled. If Parking Services is closed, the owner or operator is required to contact Parking Services the following business day at 7:00 AM to report the disabled vehicle.
- Employees of Parking Services do not consider notes placed on disabled vehicles to be notification of a vehicle being disabled.
- Disabled vehicles must be removed within 24 hours of notification.
- Parking citations received prior to notification will not be dismissed.
- Parking Services reserves the right to immediately tow disabled vehicles from areas that pose a threat to public safety (i.e. fire lanes, roadways, traffic lanes, etc.)

Display of Permits

- Any vehicle parked on university-owned or leased property is required to display a valid JMU parking permit.
- Decal permits must be displayed in the lower right hand corner of the rear window or rear bumper. In the event that the vehicle's rear window defroster prevents installation on the inside of the window, the permit may be adhered to the outside of the rear window.
- Applying a decal permit by means other than the adhesive backing on the permit constitutes a parking violation. JMU parking permits may not be laminated or taped to prevent adhesion to window surfaces. Decal backing must be completely removed and the permit completely adhered to the window or bumper in order to be recognized as a valid permit.
- Bumper permits should be displayed on a clearly visible flat surface on the passenger's side rear bumper (right rear) of the vehicle.
- Hangtag permits should be displayed from the rear view mirror with the permit number clearly visible through the front windshield.
- If displaying both a handicap permit and JMU parking permit from the rearview mirror, the information printed on the handicap permit should be visible through the front windshield. The JMU parking permit should be displayed directly behind the handicap permit and face the rear of the vehicle so that the permit number remains unobstructed.
- The Commonwealth of Virginia requires that obstructions such as parking permits be removed from the rearview mirror whenever a vehicle is in motion.
- Expired parking permits should be removed from vehicle windows and bumpers.

Emeritus and Retiree Permits

- Retired employees of James Madison University who require parking privileges on university-owned or leased property are required to obtain an Emeritus Permit, free of charge, from Parking Services. Contact Parking Services at (540) 568-3300 for additional information.
- Persons currently enrolled at, compensated by or employed as a full-time affiliate of James Madison University are ineligible to receive or display an Emeritus Permit.
- Former full-time faculty and staff that have retired with full benefits are eligible to receive an Emeritus Permit, free of charge, if they return to work in an hourly or wage position.

Enforcement

- Parking regulations are enforced 24 hours a day, 365 days a year.
- The enforcement of the parking regulations is primarily the responsibility of Parking Services. However, the Office of Public Safety has also been vested with the authority to enforce the parking regulations.
- Any vehicle parked on university-owned or leased property that fails to display a James Madison University parking permit is subject to a parking citation.
- Inability to locate a vacant parking space in an assigned area does not constitute justification for parking illegally.
- Parking regulations remain in effect and continue to be enforced during weekends, breaks, holidays, summer sessions and when classes are not in session.
- Parking meters are enforced 24 hours a day, 7 days a week.
- Avoid parking on the grass, in fire lanes, in handicap access aisles or at any other location that is not intended for vehicular parking.
- In paved areas, park in accordance with the markings on the asphalt and posted signs.
- In gravel areas, parking blocks are placed to indicate parking spaces. Only one vehicle per parking block is permitted. Vehicles must be parked perpendicular to a parking block. Parking blocks that have been painted yellow indicate a traffic or fire lane and are not intended for vehicular parking.
- Under no circumstances should a vehicle be parked, stopped or left standing in a fire lane for any length of time.
- Parking is not permitted in locations that obstruct traffic or block driveways, doorways, loading docks, trash dumpsters, manhole covers, building sprinkler connections, etc. Failure to observe these restrictions will result in immediate towing of the vehicle without warning at the owner's/operator's expense.
- Any unauthorized vehicle that has disregarded barricades, traffic cones or temporary signage and parked in an area reserved for construction or special events is subject to a parking citation and may be towed at the owner's/operator's expense.
- Students are prohibited from parking in faculty and staff lots during restricted hours. Refer to signs posted at lot entrances for specific commuter and resident hours.
- Parking enforcement officers do not have the authority to void citations once they have been issued. Visit the Parking Services office or telephone (540) 568-3300 with questions or concerns.

Evening Permits

- Evening permits are available for purchase by commuter students only.
- Evening permits are valid from 7:00 PM to 7:00 AM Monday through Friday, and during the weekend, from 4:00 PM Friday through 7:00 AM Monday.

- During hours when the evening permit is valid, parking privileges are identical to those of a conventional commuter permit. During hours other than those stated above, all lots are restricted.
- For specific information regarding parking restrictions for commuter permits please refer to signs posted at each lot entrance.

Event Parking

- All parking accommodations for campus events must be requested through Parking Services at least 10 days prior to the date of the event.
- Requests from departments or organizations for parking permits for five or fewer visitors should be made via the "Visitor Permit Request Form," which is available on the Parking Services website at http://web.jmu.edu/parking/visitor_permit_request_form.asp.
- Requests from departments or organizations for event parking for six or more visitors should be made via the "Event Parking Request Form," which is available on the Parking Services website at http://web.jmu.edu/parking/event_parking_request_form.asp.
- For additional information regarding procedures for requesting event parking call (540) 568-7202.
- Changes to parking restrictions due to campus events will be indicated by the placement of temporary signs, barricades or traffic cones.
- To expedite traffic flow and accommodate parking demands, parking regulations, in whole or in part, are often modified during major campus events. The Chief of Police has been authorized by Parking Services to make any necessary changes. The direction of public safety personnel supersedes written regulations.
- Tune to AM 1610 for up-to-date information concerning traffic, campus events, parking and inclement weather closings.

Faculty and Staff Parking Areas

- **Purple Zone Permit Lots:** all university parking lots unless otherwise specified. Refer to posted signs for additional information.
- **Red Zone Permit Lots:** A, B, Champions Drive Deck Level G, Convo C, Convo D, C6, D2, D3, D5, D6, D8, Eastover, H, I, J, K, L, M, N, O, Q East, Q North, Q West, R4, S, T, V, W, Warsaw Ave Deck Levels G and 2, X and Y.
- **Blue Zone Permit Lots:** Champions Drive Deck Level G, Convo C, Convo D, C5, D2, D3, D5, D6, D8, E, Eastover, G, J, N, P, Q East, Q North, Q West, R4, T, Warsaw Ave Deck Levels G and 2, X and Y.
- Vehicles displaying a valid Blue Zone or Red Zone permit may park in all faculty and staff lots after 4:00 PM Monday through Friday and all day on weekends.
- JMU Red Zone, Blue Zone and Purple Zone permits are not valid on streets in the City of Harrisonburg (i.e. Harrison Street, Grace Street, etc.).

Faculty and Staff Permit Fees

Annual Salary:	Annual Permit Fee:	Payroll Deduction:
\$0 - \$2,499	\$24.00	N/A
\$2,500 - \$19,999	\$108.00	\$4.50
\$20,000 - \$39,999	\$199.92	\$8.33
\$40,000 - \$59,999	\$289.92	\$12.08
\$60,000 - \$79,999	\$382.08	\$15.92
\$80,000 - \$99,999	\$468.00	\$19.50
\$100,000 and over	\$564.00	\$23.50
Part-time	\$54.00	\$2.25
Wage	\$54.00	\$2.25
Affiliate - Full-time	\$192.00	N/A
Affiliate - Part-time	\$96.00	N/A

Faculty and Staff Vehicle Registration

- Faculty and staff who park on university-owned or leased property are required to display a valid JMU parking permit.
- All new employees of James Madison University are required to purchase parking permits by payroll deduction. Tax codes allow parking fees to be deducted from pre-tax dollars. If an employee does not wish to have fees deducted from pre-tax dollars he or she will have the opportunity to indicate his or her preference on the payroll deduction authorization form at the time of vehicle registration.
- Salary ranges are verified for employee vehicle registration purposes at the time a permit is issued.
- Salary ranges are verified annually during the month of September. Permit fee deductions are adjusted accordingly.
- If an employee's salary decreases to such an extent as to move him or her into a lower salary range, he or she should contact Parking Services regarding reduction of the parking fee.
- Payroll deduction is not available to affiliates of James Madison University. Affiliates may purchase parking permits by cash, check, FLEX, MasterCard, Visa or Discover.
- Faculty and staff parking is assigned by zone. Faculty and staff must submit written documentation from their department head before an exception will be considered.
- The annual cycle for employee permits begins September 1, 2009 and ends August 31, 2010.
- Faculty and staff who require parking permits for motorcycles, soft-top sport-utility vehicles or convertibles will be addressed on an individual basis.
- Faculty and staff parking permits can be transferred from vehicle to vehicle provided all vehicles are currently registered with Parking Services.
- Vehicles displaying a valid Blue Zone or Red Zone permit may park in all faculty and staff lots after 4:00 PM Monday through Friday and all day on weekends.
- Faculty and staff who have forgotten their hangtag or are driving an unregistered vehicle are required to obtain a free temporary parking permit at Parking Services.

- Parking attendants will not grant access to faculty and staff lots to faculty and staff members who fail to display a valid permit.
- Employees are required to return parking permits to Parking Services immediately upon separation from employment with James Madison University. Under no circumstances should parking permits be transferred to another individual.
- The notation of applicable date and expiration date indicated on a faculty and staff parking permit is not intended in any way to imply a guarantee of employment for the recipient, and the university specifically disavows any such implication. Upon severance of employment with the university for any reason, the permit holder must surrender this permit immediately to the university.
- Student employees are never authorized to use a faculty or staff member's parking permit.
- Student employees are not eligible for faculty and staff parking privileges.

Football Game Parking

- When the university hosts a home football game, parking is restricted in the lots surrounding Bridgeforth Stadium. Refer to posted signs. Home football game dates and times are available on the JMU Sports website at <http://www.jmusports.com>.
- Beginning at 4:00 PM on the Friday before each home football game, G Lot, P Lot and the Champions Drive Deck are reserved and access is restricted through the conclusion of the football game on Saturday. Only those vehicles displaying a valid football parking permit or authorized permit issued by Athletics Facilities and Events will be granted access.
- Beginning at 7:00 AM on the Friday morning before each home football game, three rows of parking in the south end of G Lot (near the exit) will be reserved for setup of the Duke Club Hospitality Tent and will remain reserved through the conclusion of the football game on Saturday.
- On game day, all vehicles parked in reserved areas that are not displaying a valid football parking permit or authorized permit issued by Athletics Facilities and Events are subject to towing and a \$100 fine.

Freshman Parking

- In general, freshmen are not eligible to obtain parking privileges on university-owned or leased property. However, Parking Services may grant parking privileges to freshmen when extenuating circumstances exist.
- In the event of special circumstances, Parking Services may require written documentation describing the circumstances surrounding the request from a parent, legal guardian, employer or other involved parties. Required documentation may be mailed to Parking Services, faxed to (540) 568-8060 or e-mailed to parkingquestions@jmu.edu. Once the required documentation has been received and reviewed, Parking Services will contact the parent or legal guardian with a decision.
- Beginning at 7:00 AM on Monday through 7:00 PM on Friday, those freshman students that have been granted parking privileges on campus are required to park in R2 or R10 Lots.
- Beginning at 7:00 PM on Friday through 7:00 AM on Monday morning, freshman students displaying a JMU parking permit may park in lots R1, R2, R4, R6 through R11, C1 through C10 and C12 through C17, Convo A, Convo B, Convo D, Convo E, Convo F and Convo G. Parking at the Convocation Center is restricted during the basketball season and for certain special events. Refer to posted signs for additional information.

Gravel Parking Areas

- In gravel areas, parking blocks are placed to indicate parking spaces. Only one vehicle per parking block is permitted. Vehicles must be parked perpendicular to a parking block at all times.
- Parking blocks that have been painted yellow indicate a traffic or fire lane and are not intended for vehicular parking.

Handicap Parking

- Refer to sections 46.2-1240 through 46.2-1259 of the Code of Virginia for information pertaining to the state regulations governing the use of handicap permits or license plates as well as the enforcement of parking spaces for the handicapped.
- Refer to the JMU Student Handbook for sanctions resulting from the misuse of DMV and JMU handicap permits.
- Parking spaces designated for the handicapped are exclusively intended for use by vehicles displaying a valid handicap permit (i.e. dash card, hangtag or license plate(s)) issued by a state, province or James Madison University.
- In accordance with Section 46.2-1242 of the Code of Virginia, no person without a disability is permitted to display a handicap permit or park in a space reserved for the handicapped except when transporting a disabled person in the vehicle.
- All vehicles displaying a valid handicap parking permit on university-owned or leased property are required to display a valid JMU parking permit in conjunction with the handicap permit. Convo G Lot remote parking permits are not valid in conjunction with handicap permits.
- Parking spaces for the handicapped are clearly marked throughout campus. If handicap parking spaces are unavailable, proceed to the nearest unreserved parking space.
- Handicap permits do not authorize the user to park illegally. Park in accordance with the markings on the asphalt and posted signs at all times.
- Parking in handicap access aisles is strictly prohibited.
- Parking illegally in a handicap space or adjacent handicap access aisle or blocking access to a handicap space or handicap accessible route will result in a \$150 fine, and the vehicle may be towed at the owner/operator's expense.
- Persons in illegal possession of a handicap permit are subject to fines, towing and prosecution.
- JMU-issued handicap permits are available to students upon certification by Parking Services.
- JMU-issued handicap permits are available to faculty and staff upon certification by the employee's physician.

High Occupancy Vehicle Parking

- The High Occupancy Vehicle (H.O.V.) parking area is located in R6 Lot across from the tennis courts on Duke Drive.
- The H.O.V. lot is available only to commuter students and faculty and staff members during H.O.V. hours.
- H.O.V. hours are 9:00 AM through 12:00 PM Monday through Friday.
- Parking attendants will only allow those vehicles with a minimum of three occupants and a valid commuter parking permit entry to R6 Lot during H.O.V. hours.
- Vehicles parked in R6 Lot during H.O.V. hours that have not been granted access by a parking attendant are subject to parking citations.

Liability

- James Madison University assumes no responsibility for any motor vehicle or its contents at any time.

Loading and Unloading Permits

- Temporary loading and unloading permits are available for use by students and employees of James Madison University.
- A fee of \$2 will be charged for a loading and unloading permit if the student or employee requesting the permit does not possess a current JMU parking permit.
- Loading and unloading permits are issued for a maximum of 30 minutes.
- Vehicles displaying loading and unloading permits must be parked in accordance with markings on the asphalt and posted signs.
- Under no circumstances should a vehicle be parked in a fire lane, handicap space or handicap access aisle for the purposes of loading or unloading.

Lost or Stolen Permits

- Lost or stolen permits should be reported to Parking Services immediately.
- When a parking permit is reported stolen, a police report must be filed before a replacement permit will be issued. Contact the Office of Public Safety at (540) 569-6913 for more information about reporting a stolen parking permit.
- Parking Services may require a copy of the police report before replacing a permit that has been reported stolen.
- Securing vehicle doors and windows whenever a vehicle is left unattended may deter permit theft.

Lot Closings and Disruptions

- Information concerning parking lot closings and disruptions may be found on the JMU homepage under the "Latest News" section (www.jmu.edu), in the "Announcements" section of the Parking Services website (www.jmu.edu/parking) or on the Facilities Management website under "Customer Service Information" in the "Campus Outages and Closures" section (http://facmgt.jmu.edu/web/calendar_month).

Makeup Day Parking Restrictions

- If Saturday or Sunday is declared a makeup day then the parking restrictions for Monday through Friday apply. Refer to posted signs.

Map

- <http://web.jmu.edu/parking/parkingmap2009.pdf>

Metered Parking

- Metered parking is enforced 24 hours a day, 7 days a week, 365 days a year.
- Metered parking is intended for short-term parking only. The duration for which a vehicle may be parked at a meter is posted and may not be exceeded regardless of the amount of money inserted into the meter.
- No JMU parking permit is required to park in a metered space as long as the meter has not expired.
- A vehicle parked at an expired meter is subject to a \$25 fine.
- If a meter malfunctions, it should be reported to Parking Services immediately at (540) 568-3300. Parking citations received at a malfunctioning meter prior to notification will not be dismissed.
- A vehicle parked at a malfunctioning parking meter is subject to a \$25 fine.
- Parking meters accept U.S. quarters, dimes and nickels only (6 minutes per nickel, 12 minutes per dime and 30 minutes per quarter up to the maximum time allowed). Pennies are not accepted.
- Parking meters at the following locations are limited to a 30-minute maximum: A Lot, B Lot, Champions Drive Deck Level G, Chandler Bus Lane, C4 Lot, C6 Lot, C8 Lot, D2 Lot, E Lot, East Campus Library, Gibbons Service Area, Greek Gate, Greek Row, H Lot, Ikenberry Service Drive, J Lot, M Lot, Mr. Chips, Music Loop, P Lot, Q Lot East, R7 Lot, S Lot and W Lot.
- Parking meters at the following location are limited to a 45-minute maximum: G Lot (adjacent to the JMU bookstore).
- Parking meters at the following locations are limited to a 60-minute maximum: Alumnae Hall Service Drive, D3 Lot and G Lot.
- Parking meters at the following location are limited to a 120-minute maximum: Convo D.
- Employees of Parking Services will not deposit coins left in the vicinity of parking meters or on vehicle windshields in order to extend time. Meters are intended for short-term use only.

Motorcycle Parking

- Motorcycles parked on university-owned or leased property are required to display a valid JMU parking permit.
- Faculty and Staff: motorcycles displaying a valid faculty and staff motorcycle permit may park in any faculty and staff parking lot provided the motorcycle is parked in accordance with the markings on the asphalt and posted signs.
- Commuters: motorcycles displaying a valid commuter motorcycle permit may park in any commuter parking lot provided the motorcycle is parked in accordance with the markings on the asphalt and posted signs.
- Residents: motorcycles displaying a valid resident motorcycle permit may park in any resident parking lot provided the motorcycle is parked in accordance with the markings on the asphalt and posted signs.
- Students: motorcycles displaying a valid commuter or resident motorcycle permit are prohibited from parking in faculty and staff parking lots during restricted hours. Refer to posted signs.
- Motorcycles parked on lawns, sidewalks, porches, and patios, at bicycle racks, in buildings or in any other area not designated as motorcycle parking are subject to parking citations.
- Motorcycles parked in such a manner as to prevent another vehicle from exiting a parking space are subject to a \$25 fine.

- Motorcycle parking spaces are available in the following lots: 1070 Virginia Avenue, C11 Lot, Convo D Lot, N Lot, Q Lot East, R4 Lot, Warsaw Avenue Parking Deck Levels 2 – 5.

Payment of Fees and Fines

- Payment of parking fees and fines may be made by utilizing the electronic citation payment option available on the Parking Services website at www.jmu.edu/parking. Payments may also be made at the Parking Services office during regular business hours or after hours by inserting payment in the citation payment drop box located at the front of the Parking Services office. Do not insert cash in the drop box.
- Vehicle registration fees and parking fines may be paid by cash, check, FLEX , Visa, MasterCard or Discover. Do not send cash through the mail.
- Payments made via the Parking Services website at <http://www.jmu.edu/parking> may be made by Visa, MasterCard or Discover.
- Coins will not be accepted as payment for vehicle registration fees or parking fines.
- A parking fine will be considered delinquent and a late fee of \$5 assessed if it is not paid within 10 calendar days after the citation issue date.
- If the citation is appealed and denied, it will be considered delinquent and a late fee of \$5 assessed if not paid within 10 calendar days from the appeal hearing date.
- Student citations delinquent for more than 30 days will be transferred to the University Business Office for collection (<http://www.jmu.edu/ubo>). Delinquent citations are included in future student financial bills.
- Citations paid within the first 30 days may be paid directly at the Parking Services office or via the Parking Services website at <http://www.jmu.edu/parking>.
- **Students:** Ten days after a citation is issued, the student will be sent a written notice via their campus e-mail account regarding the necessity of satisfying the outstanding fine provided the vehicle is registered with Parking Services. A service indicator will be placed on the official records of any student who has delinquent fines. This service indicator will prevent a student from registering for courses, making course adjustments, obtaining transcripts or receiving a diploma. In most instances the service indicator can be removed within one hour of satisfying the delinquent fines.
- **Faculty/Staff Members:** Ten calendar days and again 45 calendar days after a citation is issued to a registered faculty or staff vehicle, a written notice will be sent via campus mail regarding the necessity of satisfying the outstanding fine. Ninety days following the citation issue date, a letter will be sent via campus mail detailing the amount of the delinquent fine to be deducted from the employee's next paycheck. Section 2.2-4800 of the Code of Virginia and JMU Policy 3107 have authorized this action.

Permits (General Information)

- Any vehicle parked on university-owned or leased property is required to display a valid JMU parking permit.
- The first unregistered vehicle citation received in an appropriate lot within the current academic year (August 18th, 2009 through August 17th, 2010) will be considered a warning and carry a \$0 fine. Subsequent unregistered vehicle citations received within the same academic year will carry the \$100 fine.
- The first three citations received by a registered vehicle for failing to display the assigned permit within the current academic year (August 18th, 2009 through August 17th 2010) will be considered warnings and carry a \$0 fine. Subsequent citations for failing to display the assigned permit within the same academic year will carry a \$5 fine.
- Possession of a parking permit does not guarantee the vehicle operator a parking space.

- Parking permits issued by Parking Services remain the property of James Madison University.
- Parking permits are valid through the printed expiration date.
- Parking permits and privileges are not transferable.
- Misuse of parking permits subjects the offender(s) to a \$100 fine, judicial charges, criminal charges and/or possible revocation of parking privileges. Examples of misuse include but are not limited to possession of a permit that has been reported lost or stolen; alteration of a permit; duplication of a permit; unauthorized transfer of a permit; etc.
- Lost or stolen permits must be reported in person to Parking Services immediately. When a parking permit is reported stolen, a police report must be filed before a replacement permit will be issued.
- Proceed to the Convocation Center if no other parking space is available. Refer to posted lot restrictions.
- Persons in illegal possession of a parking permit are subject to fines, towing and prosecution.
- Parking Services reserves the right to temporarily restrict parking as needed.
- To deter theft of parking permits, vehicle windows and doors should be secured at all times.

Refunds

- Refunds will be prorated according to the date returned and a \$10 administrative fee will be deducted from the refunded amount.
- No refund will be issued for fall semester permits returned after November 30, 2009.
- No refund will be issued for annual or spring semester permits returned after March 31, 2010.
- No refund will be issued for summer sessions permits.

Remote Lot Permits

- Faculty and staff are eligible to purchase permits valid for Convo G Lot only at a reduced vehicle registration fee. The fee for the remote lot will be equal to three-fourths of an employee's current permit fee.
- The remote lot permit is available on an annual basis via payroll deduction.
- If Convo G Lot is full, proceed to Convo F Lot for overflow parking.
- A Convo G permit is not valid if displayed in conjunction with a handicap parking permit.

Rental Vehicles

- Any rental vehicle parked on university-owned or leased property is required to display a valid JMU parking permit.
- Members of the university community who possess a current JMU parking permit are required to obtain a free temporary permit when driving a rental vehicle.
- Vehicle operators will be held accountable for citations issued to rental vehicles.

Replacing or Exchanging Permits

- Permits from previously registered vehicles are required before replacement permits may be issued at no charge.

- In the event that the original permit is not returned to Parking Services, DMV registrations for both the original and replacement vehicle are required before a replacement permit may be issued at no charge.

Resident Parking Areas

- Resident students are limited to the purchase of one permit per academic year.
- The following resident parking lots are available for resident parking 24 hours a day, 7 days a week: R1, R2, R4 and R7 through R11.
- Parking lot R6 is available for resident parking between 12:00 PM and 9:00 AM Monday through Friday and all day on weekends. Between 9:00 AM and 12:00 PM Monday through Friday R6 is for high occupancy commuter vehicles only. Resident vehicles parked in R6 lot during H.O.V. hours are subject to parking citations.
- The following commuter parking lots are available for resident parking between 7:00 PM and 7:00 AM Monday through Friday and from 7:00 PM on Friday through 7:00 AM on Monday: C1 through C10 and C12 through C17.
- The following commuter parking areas are available for resident parking between 7:00 AM and 11:00 PM 7 days a week: Convo A, Convo B, Convo E, Convo F and Convo G. Parking at the Convocation Center is restricted during basketball season and for some special events. Refer to the "Basketball Game Parking" section of the "Parking and Traffic Regulations" and posted signs for additional information.
- The following faculty and staff parking lots are available for resident parking between 4:00 PM and 7:30 AM Monday through Friday and all day on weekends: Convo D, D8, E, G, J, K, O, P, Q East, Q North, Q West and T.
- The following faculty and staff parking lots are available for resident parking between 8:00 PM and 7:30 AM Monday through Thursday, beginning at 4:00 PM on Friday and all day on weekends: B, D2, D3, D5, H, L, M, N, S, W and Y. Parking lot V is available to residents between 8:00 PM and 7:00 AM Monday through Thursday, beginning at 4:00 PM on Friday and all day on weekends.
- The following parking lots are never available for resident parking: A, C11, Champions Drive Deck, Convo C, D6, Eastover, I, Warsaw Ave Deck and X.
- For information regarding parking restrictions in areas other than those specifically mentioned here, please refer to posted signs. Signs are prominently displayed at the entrances to all parking lots on campus.
- Students may also search for available resident parking areas at a specific time of day or day of the week by visiting the Parking Services website at:
http://web.jmu.edu/parking/search_parking_lot.asp.

Scratch-Off Permits

- Scratch-off permits are available at a cost of \$4.00 per day. The permits will allow customers who do not have their vehicles permanently registered the ability to purchase permits to park as needed.
- A maximum of five scratch-off permits will be sold at one time per customer.
- Scratch off permits must be purchased in person at the Parking Services office in the Champions Drive Parking Deck.
- Scratch off permits may be purchased with cash, check, Flex, Visa, Discover or MasterCard. Payroll deduction for scratch off permits is not available.
- All sales are final; refunds are not available.
- Scratch off permits sold during the 2009-2010 academic year expires on August 17, 2010.

- The scratch off permit is valid for one single day (12:00 AM to 11:59:59 PM). The appropriate month and day must be completely scratched off when permit is displayed in a faculty, staff, resident or commuter parking lot to be considered valid. Failure to completely scratch off the month and day will result in a \$100 fine.
- Scratching more than one month or more than one date makes the permit invalid and subject to an invalid permit citation.

Service Rep and Contractor Permits

- Contractors and vendors who provide services on university-owned or leased property are required to obtain a Service Rep permit, free of charge, from Parking Services. Contact Parking Services at (540) 568-3300 for additional information.
- Employees of James Madison University seeking a Service Rep permit must obtain written justification from their immediate supervisor and submit the supporting documentation to Parking Services for review.
- Emergency and Service Vehicle spaces are not intended for personal use. Please refrain from parking in Emergency and Service Vehicle spaces when utilizing UREC or other athletic facilities, attending sporting events, utilizing the library, eating in dining facilities or conducting any other personal business on campus.
- Use of service representative and contractor permits by students currently enrolled at James Madison University is strictly prohibited.

Speed Limit

- The speed limit campus wide is 15 mph unless otherwise posted.

Student Permit Fees

Permit Options:	Permit Fee:	Expiration Date:
Full-Time Annual Permit*	\$192.00	08/17/09
Full-Time Fall Semester Permit*	\$96.00	12/31/08
Full-Time Spring Semester Permit*	\$96.00	08/17/09
Part-Time Fall Semester Permit*	\$48.00	12/31/08
Part-Time Spring Semester Permit*	\$48.00	08/17/09
Commuter Evening Permit (Fall Semester)**	\$48.00	12/31/08
Commuter Evening Permit (Spring Semester)**	\$48.00	05/16/09
Car Pool Permit (Fall Semester)**	\$96.00	12/31/08
Car Pool Permit (Spring Semester)**	\$96.00	08/17/09
Summer Sessions Permit	\$25.00	08/17/09
Permit Reissue fee	\$10.00	N/A

*Full-time enrollment is defined as 12 or more credit hours per semester for undergraduate students and 9 or more credit hours per semester for graduate students.

** Evening and car pool permits are available to commuter students only.

Student Vehicle Registration

- Students who park on university-owned or leased property are required to display a valid JMU parking permit.
- All delinquent parking citations must be resolved prior to vehicle registration.
- Semester permits are available to the following students: students graduating in December, students studying abroad during spring semester, part-time students and continuing education students. Study abroad and part-time student status will be verified prior to issuing a semester permit.
- Temporary permits are available for \$4 per day for students who do not possess an annual or semester permit. Students wishing to obtain a temporary permit are required to present a valid driver's license and vehicle registration.
- Commuter students who move onto campus are required to exchange their commuter permit for a resident permit. Failure to do so may result in the revocation of parking privileges, judicial charges or other actions deemed appropriate by Parking Services.
- Resident students who move off campus should exchange their resident permit for a commuter permit.
- Students displaying handicap license plates or a handicap hang tag are required to register their vehicles and display a valid JMU parking permit in conjunction with their handicap permit. Refer to the "Handicap Parking" section of the "Parking and Traffic Regulations" for additional information.
- Students are responsible for the operation of their vehicle and any violations related to its use on university-owned or leased property regardless of whether or not the vehicle is registered with Parking Services.
- Under no circumstances can one student register another student's vehicle. This restriction applies to all students including those of married status.
- The permit must be displayed on the vehicle registered with Parking Services at all times.
- Requests for parking privileges are subject to student status, address and vehicle ownership verification.
- Use of faculty or staff permits by students currently enrolled at James Madison University is strictly prohibited.
- Persons in illegal possession of a parking permit are subject to fines, towing and prosecution.

Summer Parking Information

- Students who purchased annual parking permits for the 2009-2010 academic year are not required to purchase additional parking permits for the summer sessions. Annual permits expire on August 17th, 2010. Please continue to display your current permit.
- All parking regulations are in effect and continue to be enforced throughout the summer sessions.
- Vehicles displaying valid resident permits (including freshman permits) are permitted to park in both resident and commuter lots during the summer sessions. It is not necessary for those who have changed status from resident to commuter to obtain a commuter permit for the summer sessions.
- Vehicles displaying valid commuter permits may park in R7 and R8 lots during the summer sessions. These lots are designated as "Resident Only" during the fall and spring semesters. Commuters are always permitted to park in all other resident lots (R1, R2, R4, R9 through R11) throughout the academic year.

- R6 Lot (the HOV parking lot located on Duke Drive across from the tennis courts) is open to all vehicles displaying a valid commuter or resident permit during the summer sessions. Vehicles do not need to meet the three-occupant minimum required during the fall and spring semesters.

Temporary Permits

- Temporary parking permits are available for \$4 a day to faculty, staff, affiliates and students who do not purchase a permanent permit.
- Vehicle operators wishing to obtain a temporary permit are required to present a valid driver's license and vehicle registration.
- Faculty and staff who have forgotten their hangtag or are driving an unregistered vehicle are required to obtain a free temporary parking permit at Parking Services.
- Scratch-off permits are available for \$4 a day to faculty, staff, affiliates and students. See "Scratch-Off Permits" in the Parking and Traffic Regulations for more information.

Tips to Avoid Receiving a Citation

- Pay close attention to the restrictions posted at the entrance to every JMU parking lot.
- Always park in accordance with the markings on the asphalt and posted signs when in paved parking lots and in front of a parking block when in gravel lots.
- Remember that no vehicle may be left unattended in a fire lane for any length of time, regardless of the circumstances. Emergency flashers are not considered justification to park illegally.
- Obtain a temporary permit if you need to park an unregistered vehicle on campus. Temporary parking permits are available for purchase at Parking Services for a fee of \$4 per day.
- Report a disabled vehicle to Parking Services immediately. Citations issued to disabled vehicles may be dismissed only if Parking Services is notified prior to the time the citation is issued.
- Do not park your vehicle in a metered parking space if the parking meter is malfunctioning.
- If you need to load or unload items from a vehicle, obtain a loading and unloading parking permit from Parking Services. Remember that loading and unloading permits do not allow drivers to park vehicles in fire lanes, handicap spaces, expired meters, etc.
- Do not assume it's okay to park illegally even if others are doing so.
- Remember that notes left on vehicle windshields are not justification to park illegally. Enforcement officers will disregard notes left on vehicles.
- Read and understand the complete "Parking and Traffic Regulations."
- Plan to arrive early to campus during times of high traffic in order to allow sufficient time to locate an appropriate parking space.
- Consider alternative transportation, such as the Harrisonburg Public Transit System, if you have a class or event during a particularly busy time of day.
- Adequate parking is available year round but a shortage of convenient parking spaces commonly exists. When parking is unavailable in close proximity to your destination, proceed to parking areas on the periphery of campus where vacant spaces are almost always available and walk or ride the bus to your destination.
- If you are at all uncertain about whether or not it is appropriate to park your vehicle at a particular location, contact Parking Services at (540) 568-3300 to inquire before parking your vehicle.

Towing Policy

- University-empowered parking and police personnel are authorized to tow vehicles immediately and, if necessary, without warning, when a vehicle poses a threat to public safety or block access to facilities.
- Vehicles parked on university-owned or leased property are subject to towing upon accumulating ten unpaid parking citations.
- Towed vehicles are stored off campus at the owner/operator's expense.
- The following violations subject a vehicle to immediate towing at the owner/operator's expense: parking in a handicap access aisle; parking in a handicap space; parking in a fire lane; removing barriers to park in areas reserved for construction or special events; misuse of a permit issued by Parking Services or another state agency.
- Parking is not permitted in locations that obstruct traffic or block driveways, doorways, loading docks, trash dumpsters, manhole covers, building sprinkler connections, etc. Failure to observe these restrictions will result in immediate towing of the vehicle without warning at the owner/operator's expense.

Trailer Policy

- A JMU parking permit entitles the holder to no more than one parking space on university-owned or leased property at any given time.
- According to section 46.2-100 of the Code of Virginia, a trailer is defined as "every vehicle without motive power designed for carrying property or passengers wholly on its own structure and for being drawn by a motor vehicle".
- Any member of the JMU community who wishes to park a trailer on university-owned or leased property other than Convo F Lot is required to purchase a \$4 a day parking permit for each parking space occupied by the trailer.

Violations and Fines

Violation Description:	Fine:	Fine After 10 Days:
Failing to park in a designated space	\$25.00	\$30.00
Parking in a restricted lot or area	\$25.00	\$30.00
Parking in a fire lane	\$75.00	\$80.00
Parking in a prohibited area	\$25.00	\$30.00
Parking in a striped zone	\$25.00	\$30.00
Parking in a hall director space	\$25.00	\$30.00
Parking in a housekeeping space	\$25.00	\$30.00
Parking in a motorcycle space	\$25.00	\$30.00
Parking in a visitor space	\$25.00	\$30.00
Parking in more than one space	\$25.00	\$30.00
Parking in a service vehicle space	\$25.00	\$30.00
Parking on the sidewalk	\$40.00	\$45.00

Parking on the grass, mulch, dirt, etc.	\$25.00	\$30.00
Parking in a loading zone	\$25.00	\$30.00
Parking in a bus zone	\$25.00	\$30.00
Parking overtime at a meter	\$25.00	\$30.00
Parking overtime at a timed space	\$25.00	\$30.00
Parking in a handicap space	\$150.00	\$155.00
Parking in a handicap access aisle	\$150.00	\$155.00
Unregistered vehicle	\$100.00	\$105.00
Invalid permit	\$100.00	\$105.00
Improperly displayed permit	\$25.00	\$30.00
Failing to display permit	\$5.00	\$10.00

Visitor Parking

- Any vehicle parked on university-owned or leased property is required to display a valid JMU parking permit.
- Visitors must present a valid driver's license and vehicle registration in order to obtain a visitor parking permit.
- All visitors to campus (persons not currently enrolled at, compensated by or employed as an affiliate of James Madison University) are required to obtain a free temporary parking permit at Parking Services located on the ground level of the Champions Drive Deck. Parking Services' business hours are Monday through Friday, 7:00 AM to 5:00 PM.
- Vehicles displaying valid handicap parking hangtags or license plates are required to display a valid JMU parking permit in conjunction with the handicap permit when parked on university-owned or leased property.