

# Traffic and Parking Regulations

## Introduction

The parking regulations set forth herein are designed to control the flow of traffic, to protect pedestrians, to permit access for emergency vehicles, and to provide parking spaces as fairly and as conveniently as possible for students, faculty, staff and campus visitors. *These regulations apply to anyone operating a motor vehicle on campus.*

The president and directors of The Catholic University of America, its agents and employees hereby disclaim responsibility, expressed or implied, to protect against theft or damage to vehicles or their contents. However, the university makes every effort to protect motor vehicles parked on campus.

The Department of Public Safety at The Catholic University of America is responsible for administering the provisions of these regulations. The regulations prevail at **all times**, including nights, weekends and holidays. *Violation of the regulations can result in parking citations, immobilization or towing of your vehicle, or loss of parking privileges on campus.*

## General Information

Parking permits are required to park at The Catholic University of America 24 hours a day, seven days a week. Permit types are used to designate parking locations on campus; please refer to the map legend. Students, faculty and staff may purchase either a surface parking permit or a garage permit. Residential students must purchase a resident permit. Parking is available on a “first-come, first-served” basis. Individuals may purchase only one vehicle hangtag permit. Permits are transferable between different vehicles owned or operated by the individual registering. A maximum of three vehicles can be registered per owner/operator and complete vehicle information must be submitted in order for the vehicle to be recognized as an alternate.

## **RESIDENT FRESHMEN ARE NOT PERMITTED TO BRING VEHICLES TO CAMPUS**

## Where to Purchase a Permit

Permits may be purchased at the Campus Transportation Management & Identification Office located in 121 Leahy Hall. Normal business hours are Monday through Friday 7:30 AM to 5:00 PM.

## Cost & Type of Parking Permits

Permits vary in price according to the type of permit and date of expiration. Information on the cost of permits may be obtained by visiting the Department of Public Safety website at <http://publicsafety.cua.edu> or by contacting the Campus Transportation Management & Identification Office at 202-319-5113.

## Types of Parking Permits

For purposes of these regulations, the term FACULTY includes all full-time members of the academic community so defined by the university (vice presidents, deans, professors, associate professors, assistant professors, instructors, professional librarians). Those who are neither faculty nor registered students are termed STAFF. RESIDENTS are members of the faculty, staff or student body who reside on premises owned or leased by the university and located within the main campus boundaries. Full-time or part-time students who are not residents on campus are COMMUTING STUDENTS.

**General Surface:** General parking permits should be purchased by commuting students. They entitle the holder to park in any available parking space on campus, except in areas limited to faculty/staff or residents and in restricted parking spaces which are marked “Reserved.”

**Garage:** The university garage provides indoor parking for faculty, staff and students on a “first-come first-served” basis. The garage is open for use from 6:45 AM until midnight, Monday through Friday; Saturday and Sunday, 8:30 AM until midnight; closed Thanksgiving, Christmas break and July 4th. Residents will have twenty-four hour a day access to the garage during the academic year, excluding Christmas break. Any request for special use of the garage must be made in writing at least five days in advance of the activity excluding Saturday, Sunday and university holidays. All requests shall be directed to the director of public safety.

**Faculty/Staff:** Faculty/Staff parking permits may be purchased by full-time faculty, full-time staff, deans, professional librarians and university vice presidents. These permits entitle the holder to the same privileges as the general parking permit and also to limited faculty/staff areas on campus.

**Evening:** Evening parking permits may be purchased by those who attend classes in the evening. This permit entitles the holder to the same privileges as the general parking permit, but is restricted to the hours between 4 PM and midnight, Monday through Friday, when the university is in session. On Saturdays, Sundays and holidays, it allows the same privileges as the general parking permit.

**Resident:** Resident parking permits may be purchased only by resident students. This permit entitles the holder to park in residential areas at all times and to park on campus in the general parking areas between the hours of 4 PM and 8 AM, Monday through Friday, and on weekends.

**Handicapped Parking:** Handicapped parking is available throughout the university campus. Vehicles displaying valid state or District of Columbia issued handicapped licensed tags and/or window placards identifying the driver or passenger as handicapped will be authorized to park in designated handicapped spaces.

- A valid CUA-issued parking permit must be displayed in conjunction with the state or District of Columbia issued handicapped licensed tags or hanging placard.
- Fraudulent use of handicap placards or vehicle tags is prohibited.
- DAV (Disabled American Veteran) tags will not be recognized for this purpose.
- Temporary on-campus handicapped permits may be issued to those who provide verification from a licensed physician stating the nature of their incapacity and the amount of time they are expected to be incapacitated. Temporary handicapped permits will not be issued for longer than thirty day increments and are subject to department approval and verification.

- Vehicles displaying state-issued handicapped tags or placards or CUA handicapped permits are exempt from meter fees.
- A map detailing the full handicap accessibility of the campus is available through the Disability Support Services website at <http://disabilityservices.cua.edu/>

**Visitor Parking:** Visitors may park in metered parking spaces or they may obtain a visitor's parking hangtag permit from the Campus Transportation Management & Identification Office.

- Visiting lecturers, speakers and consultants wishing to park without charge must obtain a visitor parking pass from the department they are visiting. Faculty, staff and students are not considered visitors and shall not be issued departmental visitor parking passes by any university department. Fraudulent use of visitor permits is prohibited.
- Resident student *GUEST* permits are available any time at the dispatcher's desk, Department of Public Safety in 120 Leahy Hall. They are issued to the resident after he/she makes proper identification and provides the required information on the guest's vehicle. Both the host and the guest must be present in order to obtain a guest permit.

**Contractors:** Contractors may purchase special parking permits for use when they are working on campus. On-campus contract employees may purchase parking passes with restricted provisions.

### **Metered Parking**

Metered spaces are provided for visitors to the campus, and may be utilized for the period indicated on the meters, without regard to registration requirements. Parking meters are located throughout the campus. The meters are enforced between 8 AM and 9 PM, Monday through Friday, and 8 AM to 1 PM, Saturday. Vehicles with state-issued handicapped tags or placards are exempt from meter fees. Vehicles displaying a CUA parking permit along with a state issued handicapped tag or permit are also exempt. Malfunctioning meters should be reported immediately to the Department of Public Safety. **Motorists are prohibited from parking in spaces with defective meters.**

**THE SPEED LIMIT ON THE CUA CAMPUS IS  
15 MPH AT ALL TIMES**

### **Violation Penalties and Payment of Fines**

The Department of Public Safety assesses fines for violations of parking and traffic regulations. All fines are payable at the Campus Transportation Management & Identification Office. Violations must be paid in full within 10 calendar days of the date of issue. A \$10 late fee is added to all fines unless they are paid or appealed within this period. Payments for fines can be made using cash, check, credit/debit cards (Visa, MasterCard, and Discover), Cardinal Cards and money orders. Checks are not accepted for immobilized vehicles.

### **Appeals**

The Traffic Appeals Board is organized with representation from the university community. The director of public safety is responsible for the administration of the

board. If the violation is paid within 10 calendar days of issuance an appeal may be requested. Appeal forms must be submitted at the time the fine is paid.

### **Immobilizing/Towing of Vehicles**

The Department of Public Safety immobilizes vehicles that have accumulated three or more violations. Vehicles may also be immobilized for displaying a counterfeit, stolen, altered, lost or revoked permit. Immobilized vehicles will not be released until the owner/operator pays all fines and fees associated with the vehicle at the Campus Transportation Management & Identification Office during normal business hours. Vehicle owners/operators can pay in the form of cash, credit card or debit card. All major credit cards are accepted. All after-hours transactions are handled by the Department of Public Safety in 120 Leahy Hall; the only acceptable form of after-hours payment is cash. Vehicles immobilized for a period of time in excess of 72 hours may be towed at the owner's expense if the owner fails to pay violations that are due.

Vehicles causing hazardous conditions, parked in violation of signs or left for extended periods of time without permission will be towed. Towing fees are determined by university-negotiated contracts with private towing firms.

Vehicle owners/operators can request a summary of the violations assigned to their vehicle by contacting the Campus Transportation Management Office at 202-319-5113.

### **Snow Emergency**

A snow emergency route has been established for the CUA campus. The snow emergency route will allow for the expeditious removal of snow and ice, and subsequent treating of roadways and parking areas throughout the campus. The snow emergency route for CUA is designated in red on the campus map (see map legend). All vehicles are prohibited from parking along the snow emergency route during a snow emergency. A snow emergency on campus will be declared any time the District of Columbia government declares a snow emergency. Vehicles parked along a snow emergency route during a declared snow emergency will be fined \$100 and will be subject to towing.

### **Vehicle Parking and Traffic Regulations inside the Garage**

Only duly registered vehicles displaying a residential parking permit for the garage are authorized to park overnight in the garage. No other vehicle is to be left in the garage overnight without express permission from the director of the department of public safety. Vehicles in violation of this section will be ticketed. Vehicles parked in the garage without proper authority beyond 24 hours will be towed at the owner's expense.

The maximum speed limit for vehicles operating inside the garage is 5 miles per hour. Vehicles operated inside the garage must obey all university traffic and parking regulations at all times. Where applicable, the university parking and traffic regulations for surface parking shall apply to the university garage. All vehicles are required to come to a complete stop upon approaching stop signs erected at the various intersecting driving lanes. The following conditions should be reported to Campus Police at 202-319-5111 or through the emergency phones located throughout the garage:

- Any operator who collides with another vehicle, pedestrian or fixed object inside the garage;
- Any vehicle that becomes disabled while inside the garage;
- Any oil, gasoline or other slippery substance that is present on any of the surfaces of the garage.

### **Requirements for Parking in the Garage**

To park in the garage, a vehicle must be registered with the Department of Public Safety and display a valid parking permit. **Vehicles bearing garage parking permits are prohibited from parking in McMahan and Pangborn lots between 8 AM and 6 PM.**

The following vehicles are authorized to park in the garage:

- Full-size passenger vehicles;
- Mid-size and compact passenger vehicles;
- Passenger vans with a maximum height not exceeding 77 inches may enter and exit the top level of the garage through the main entrance. Under no circumstances is a van to be driven to the lower level of the garage;
- Passenger vans equipped with handicapped lifts that do not exceed a maximum height of 92 inches may enter and exit the garage via the auxiliary entrance that is located to the immediate right as one approaches the main entrance to the garage. Signs are posted in the garage indicating where vans equipped with handicapped lifts must park. Under no circumstances shall vans equipped with handicapped lifts attempt to drive to the lower level of the garage. The height of the lower garage will not accommodate vans.

### **Procedure for Entering and Exiting the Garage**

All vehicles, except vans with a maximum height of 92 inches, shall enter the garage through the main entrance, which is at the end of Law School Road, on the south side of the Law School. The operator shall drive the vehicle to the pedestal equipped with a card reader. When the Cardinal Card is presented, the overhead door or traffic control arm, depending on the time of day, will raise and the operator shall enter the garage.

Vans that do not exceed a maximum height of 92 inches shall enter and exit the garage via the auxiliary entrance located to the immediate right as one approaches the main entrance. All vehicles that exceed the maximum height of 92 inches must utilize available surface parking in the areas outside of the garage.

### **Emergency Evacuation of Law School**

During an emergency evacuation of the building, no attempt shall be made to drive a vehicle from the garage. Should you exit the building via the garage, go to the nearest stair tower and proceed to the outside to the designated assembly area. During fire and other emergency building evacuation, do not use the elevator.

### **Safety Precautions**

- Use emergency telephones throughout the campus or call 202-319-5111 to report any crime or suspicious activity to the Campus Police immediately;

- Use of an anti-theft locking device such as a club lock is recommended.

**PUBLIC NOTICE**

**CHANGES IN THESE REGULATIONS WILL NOT BE ENFORCED UNTIL THIRTY (30) DAYS AFTER SUCH CHANGE(S) HAVE BEEN PUBLISHED IN THE WEEKLY CAMPUS NEWSLETTER, "CUA THIS WEEK"**

August 2008