

Employee Parking Policies

All Queens University of Charlotte employees are expected to follow the policies and guidelines set forth in this document.

All employees **must** register their vehicle at the time of hire, via this link: parking.queens.edu . After registering the vehicle, a hangtag will be provided, and parking will only be allowed in the North Deck or the Soccer Lot. The hangtag is to be placed on the rearview mirror any time the vehicle is parked on campus. **There is an expiration date printed on each hangtag.**

Interns, volunteers, and any other non-paid personnel must be sponsored by a department and provide vehicle information to the parking department for a parking hangtag to be issued.

Parking permits may not be transferred to another vehicle without permission from Campus Police.

Policies for Designated Parking Areas

A parking map is located at: [Campus Parking Map](#)

On top of the primary permit purchased, one additional permit may be purchased through the parking portal for a small one-time fee, which will be reflected in the portal; however, only one vehicle will be allowed on campus at one time. Also, the secondary permit will NOT be issued until the primary permit has been paid for and picked up. The secondary vehicle must be licensed to either the Employee or their spouse.

****Please utilize courtesy and respect of others when parking in any space, but put forth extra effort when parking in spaces marked (C) for Compact cars****

Faculty and staff will have the ability to choose either the North Deck or the Soccer lot on a daily basis, as their permit is valid for both. **On-street parking is not permitted for faculty and staff.**

Handicapped parking spaces are available in each of the lots.

General Parking Guidelines

1. Traffic regulations are subject to enforcement 24 hours a day, 365 days a year. Always assume that parking is enforced, even if classes are not in session.
2. **A vehicle is not fully registered until the appropriate permit is displayed correctly on the vehicle.** This means that the hangtag must be hanging from the rearview mirror whenever parked on campus. If there is an issue with this requirement, please contact parking@queens.edu to discuss.
3. Vehicles without a valid employee parking permit will receive a parking ticket for each day of non-registration or for being parked outside the two designated employee parking areas.
4. **Please report all lost or stolen permits to Campus Police immediately.**
5. Campus Police reserves the right to limit permit issuance to prevent overcrowding in any parking area. It is important that those desiring parking privileges obtain permits without delay.
6. **Permit holders are responsible for knowing and obeying all parking rules and regulations.**
7. Permit holders always have sole responsibility for their registered vehicles and any violations associated with that vehicle. Part of that responsibility is knowing that it may take more than one pass through lots that are accessible with their permit, to locate a space. Lack of space is not a valid excuse for illegal parking, nor is not having your Q-card readily available when you arrive on campus. ***If after multiple passes of the locations you are designated to park in, you cannot find a space - CALL CAMPUS POLICE AT 704-337-2306 FOR IMMEDIATE ASSISTANCE.***
8. Check your vehicle daily. A vehicle illegally or improperly parked may receive a new ticket each day it is illegally parked.
9. If your license plate changes or if you obtain another vehicle, contact Campus Police to update your vehicle information.
10. Should you require a short term/temporary parking pass, our Campus Police office is staffed 24 hours a day.

11. Queens University of Charlotte assumes no responsibility for the care or protection of any vehicle or its contents while operated and/or parked on campus. Remove your keys and valuables and lock the vehicle when it is left unattended. Valuables, if not removed, should be secured in the trunk. Report all thefts immediately to Campus Police.
12. Disabled vehicles must be reported to Campus Police immediately either in person or by phone. Arrangements will need to be made to remove the vehicle as soon as possible.
13. Any vehicle parked illegally may be towed at the owner's expense.
14. ***Parking in campus fire lanes is prohibited.*** This prohibition will always be strictly enforced. Vehicles found in violation are subject to ticketing and/or towing at the owner's expense. You must contact Campus Police to request a 15-minute grace period when loading and unloading heavy items, and you must have your flashers on as an indication of your imminent return. Exceeding your allotted time could result in ticketing, towing, or booting.
15. Drivers of all vehicles shall obey the lawful instruction of any campus police or security officer and/or any official traffic sign on campus.
16. The speed limit is 15 MPH on University property, unless otherwise posted. Vehicles must always be operated in a safe manner and yield the right-of-way to pedestrians.
17. Parking on sidewalks is always prohibited. Vendors must contact Campus Police for exceptions.

Citations, Booting/Towing

The University reserves the right to remove any vehicle that is illegally parked, non-registered or parked in such a way as to constitute a hazard, impedes vehicular or pedestrian traffic, blocks the operation of emergency equipment, or interferes with services. Owners are required to pay all costs involved with the removal, impounding, and storing of such vehicles. Queens University of Charlotte is not responsible for damages to, loss of or theft from towed vehicles. If you think your vehicle has been towed, please contact Campus Police.

Any vehicle receiving THREE (3) parking CITATIONS for *non-registration* will be BOOTED at the time of the 4th occurrence. To have the Boot removed will involve ALL fees owed paid in full as well as a \$100.00 fine for the removal of the Boot. Any damage to the Boot can incur charges up to \$500.00 and the potential loss of parking privileges.

Vehicles towed for unpaid citations must be cleared by Campus Police (by coming to the office and paying all outstanding fines) before the vehicle can be released and the car owner will be responsible for paying the Towing Company their towing cost as well as any daily storage fees.

There will be no parking in or on:

- No parking zones / loading zones
- Fire lanes
- Sidewalks or walkways
- Any 24-hour restricted lot or space
- Grass or grounds
- "Handicap Parking" spaces if the vehicle does not display a valid handicap license plate/placard or a Queens University of Charlotte temporary handicap permit
- Dumpster areas
- Any area not designated as a parking space**

****NOTE: It is impossible to post NO PARKING signs in every campus location that is not intended for parking. If a space is not a marked parking space, it shall be considered a NO PARKING space.** Vehicles parked on campus in violation of university parking regulations are subject to towing at the owner's expense.

Parking Fines:

<u>Violation</u>	<u>Fine</u>
No Valid Permit of any kind	\$ 50.00
Parking in Lot not permitted by Permit	\$ 50.00
Parking in a Fire Lane	\$100.00
Parking in a Reserved Space	\$100.00
Parking Improperly	\$ 25.00
Parking in a No Parking Zone	\$ 50.00
Obstructing Traffic	\$ 50.00
Parking on a Sidewalk	\$ 50.00
Parking on the Grass	\$ 50.00
Permit Improperly Displayed	\$ 50.00
Using a Stolen Permit	\$200.00
Having a Counterfeit/Altered Permit	\$200.00
Parking in a Handicap space	\$250.00

Campus Police reserves the right to revoke parking privileges for multiple violations or unpaid fines.

Parking and Traffic Violation Payment Process

Violation payments can be paid online at: **Parking Portal**

Appeals

Persons wishing to appeal a parking ticket must access the online parking appeal form at: **Parking Portal** within **Ten (10) days of receiving the ticket**. Please note, appeals are granted only in rare and exceptional circumstances.

Oversized Vehicles

Vehicles that are too large to fit into the parking decks or navigate the lots must be discussed with Public Safety and Campus Police to determine appropriate parking space placement. Contact the Parking Supervisor for specific parking instructions.