

POLICY

Effective Date: April 21, 2004

Approved By:

Authority: WAC 516-12, 516-13, 516-14

Cancels:

See Also:

POL-U5620.03 PARKING AND TRAFFIC REGULATIONS (WAC)*This policy applies to all individuals who live on or visit the WWU Campus***1. WAC 516-12-400 Definitions**

As used in this chapter, and chapters [516-13](#) and [516-14](#) WAC, the following words and phrases mean:

1. "Area designator": A tag affixed to a permit indicating a parking lot assignment for a vehicle.
2. "Automobile": Any motorized vehicle having four or more wheels.
3. "Board": The board of trustees of Western Washington University.
4. "Campus": All state lands devoted to the educational or research activities of the university.
5. "Disabled space": A parking space identified with a sign bearing the international disabled symbol that is restricted at all hours to use by vehicles displaying a valid WWU disabled parking permit.
6. "Dismount zone": Any area designated by signs or symbols as a place where bicycles shall not be ridden but may be walked.
7. "Employee": Any individual appointed to the faculty, staff, or administration of the university.
8. "Habitual offender": The driver of a vehicle license number or permit number accruing ten or more paid or unpaid parking citations.
9. "Holiday" or "university holiday": A day when all university offices and/or facilities are closed (e.g., Thanksgiving Day, Christmas Day, New Year's Day). Intercession or quarter breaks are not considered holidays. See definition of intercession.
10. "Intercession": A period of time in which classes or final exams are not in session. Except for holidays that may fall within this time period, the business offices of the university are open during this time.
11. "Impoundment": A state in which a vehicle has been seized and kept in legal custody by either being immobilized with a wheel lock device or towed from campus.
12. "Meter feeding": Purchase of additional time beyond the time limit posted on the parking meters. This practice is prohibited since use of meters is intended to serve short-term parking needs.

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13. "Motorcycle": Any two or three wheeled motorized vehicle.
14. "Motor vehicle" or "vehicle": Any automobile or motorcycle.
15. "Parking appeals board": The board which hears parking citation appeals.
16. "Public safety director": The person appointed public safety director of the university by the president or designee.
17. "Parking space": A parking area designated by a sign, wheelstop, white-painted lines, and/or white traffic buttons.
18. "Permit": Any special or temporary parking permit authorized by the public safety director.
19. "President": The president of Western Washington University.
20. "Prohibited area": An area in which vehicular traffic and/or parking is prohibited according to the times posted.
21. "Public safety department": The university public safety department.
22. "Student": Any person enrolled in the university as a student.
23. "Parking and transportation services": The parking and transportation services of the university.
24. "Time-limited parking space": A space in which parking is allowed for a specific time period.
25. "University": Western Washington University.
26. "Valid permit": An unexpired parking permit authorized by the public safety director, properly registered and displayed on the vehicle.
27. "Visitors": Persons who are neither employees or students and who visit the campus only on occasional basis.
28. "Wheelstop": A cement or metal barrier approximately eight inches high and six feet long used to define a parking space.

2. WAC 516-12-410 Purpose

The purpose of these regulations is:

1. To facilitate the work of the university.
2. To assign the limited available space for the most effective use.
3. To protect and control pedestrian and vehicular traffic.
4. To assure access at all time for emergency traffic.
5. To regulate parking and minimize traffic disturbance during class hours.

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6. To provide funds to maintain suitable parking facilities.

3. WAC 516-12-420 Authority

The board of trustees of Western Washington University is granted authority under Title 28B of the Revised Code of Washington to establish regulations to govern pedestrian and vehicular traffic and parking on the campus of the university. The administration of the parking regulations and moving violations is the responsibility of the public safety director.

1. All regulations in this chapter and all motor vehicle and other traffic laws of the state of Washington will apply on the campus.
2. The traffic code of the city of Bellingham will apply on city streets which cross the campus.
3. The public safety director is authorized to:
 - Issue and/or sell parking permits to employees, students, guests, visitors, and others when necessary, and to provide special parking for the physically disabled.
 - Impose and/or suspend traffic and parking regulations and restrictions when appropriate to the mission of the university.
 - Erect signs, barricades, and other structures to designate and mark the various parking or no parking areas on campus; and to paint marks and other directions on the streets and roadways for the regulation of traffic and parking.
 - Establish procedures, including time schedules and deadlines, to govern the purchase of annual, academic year, and quarterly permits, and to assign the limited parking spaces.
4. The authority conferred upon the public safety director under this chapter may be delegated by the public safety director to other personnel within parking and transportation services under guidelines established by business and financial affairs.
5. The university reserves the right to change or close, either temporarily or permanently, any campus parking area. Notice of change will be provided whenever practical.

4. WAC 516-12-430 General Regulations

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1. The registered owner(s) and operator of a vehicle or the person to whom a permit is issued involved in a violation of these regulations will be jointly and severally responsible for the violation.
2. All vehicles, attended or unattended, must display a valid Western Washington University parking permit when parked on the campus unless parked in a metered parking space (with meter payment) or a time-limited space.
3. Policy on assignments to parking lots will be established by the public safety director.
4. If a parking permit holder cannot locate a parking space in the assigned lot, he/she may park in the next nearest parking lot and then must call the parking and transportation services office. Motorcycle permit holders will go to the next nearest motorcycle lot.
5. The university reserves the right to refuse parking privileges to anyone who has
 - Had a permit revoked.
 - Falsified a parking application or registration.
 - Counterfeited or altered an area designator or permit.
 - Failed to pay outstanding citations.
 - Been identified as a habitual offender.
 - Been found to be in possession of or using a lost or stolen permit.
 - Removed a wheel lock without authorization of parking and transportation services.
6. The speed limit on campus is 10 mph or as posted. Vehicles must be operated in a careful and prudent manner at all times and must be operated in compliance with established speed limits. Drivers of vehicles must obey all regulatory signs and comply with directions given by members of parking and transportation services and officers of the public safety department in the control and regulation of parking and traffic.
7. The operator of a vehicle must yield the right of way to pedestrians crossing streets and roadways within the campus, and at intersections or clearly marked crosswalks or city streets which cross the campus. Pedestrians must not cross any street or roadway except at an intersection or clearly marked crosswalk.

Pedestrians must utilize sidewalks where provided on streets and roadways. If no sidewalk is provided, pedestrians will utilize the extreme

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left-hand side and move to their left and clear of the roadway or street upon meeting an oncoming vehicle.

8. Vehicles owned by or assigned on a permanent basis to administrative units on campus and bearing "E," "B" or "M" license plates or a university insignia may be parked in "G" or "C" lots for brief periods while the driver is on university business. Long-term parking is not permitted, nor is any parking allowed in reserved spaces except when a space is designated for that specific vehicle. University vehicles may be parked in metered spaces provided that meter regulations are observed. Violations incurred will be the responsibility of the driver. All operators of these or other state vehicles will abide by all traffic and parking regulations.
9. No person may utilize any vehicle parked on campus as a living unit without specific approval from the public safety director. Violators will be cited and/or towed.
10. Vehicles are to be maintained in operating condition at all times on university property. Repairs will not be made on campus unless authorization has been received in advance from the public safety director. A vehicle which appears to be abandoned, with or without current Western Washington University registration or license plates, may be impounded after an attempt is made to locate and notify the owner of the impending action.
11. The university rents space to individuals who wish to park on campus and who are issued a parking permit. The university assumes no responsibility or liability under any circumstances for vehicles or bicycles parked on campus nor does it assume any personal liability in connection with its parking program. No bailment of any sort is created by the issuance of a permit.
12. The person who obtains a permit is responsible for assuring that the vehicle, regardless of who drives it, is parked in conformance with these regulations.

5. WAC 516-12-440 Parking Areas

1. Parking is prohibited in any area not specifically marked as a parking space, designated by a sign, wheelstop, white/painted lines, and/or white traffic buttons.
2. Vehicles will not be parked in any parking area without a parking permit for that area except as provided in WAC [516-12-430\(2\)](#). Each parking area is posted to indicate the type of permit required and the times they are required.

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3. Parking in a time-limited space is limited to the time posted or assigned.
4. Visitors will park only where assigned by permit or in metered visitor areas with meter payment.
5. Vehicles displaying valid permits for other parking areas on campus may not park in metered visitor lots except as provided in WAC [516-12-430](#)(4).
6. Meters are available to serve short-term parking needs. They are in effect at the times posted at the location. During these times the meter must be paid the correct amount posted. "Feeding" meters is prohibited. That is, additional time cannot be purchased beyond the time limit posted on the meter (e.g., a two-hour meter will allow a maximum of two hours of purchased time, and the driver may not pay the meter again to park longer than the maximum time provided).
7. Motorcycles and moped-type vehicles will be parked in designated "M" (motorcycle) lots only and will not use space assigned to automobiles or bicycles, unless parked at a meter with payment.
8. Automobiles will not be parked in areas assigned to motorcycles.
9. Bicycles must be parked in bicycle racks where provided. (Chapter [516-13](#) WAC.)
10. Personal notes or business cards left on vehicles describing reasons for parking without a proper and valid permit or for parking in an unauthorized manner will not be accepted.
11. Spaces designated for specific use are restricted for that designated purpose or to assigned vehicles all hours.
12. Resident student "R" lots are restricted to permit holders 24 hours per day.
13. All parking spaces are defined by signs, painted surface lines, traffic "buttons," and/or wheelstops. All other areas are no parking zones. Using more than one space when parking is prohibited.
14. The fact that other vehicles are parked improperly does not constitute a valid excuse. Should an individual parked in violation of any regulation not receive a citation, it does not indicate that such parking is authorized, that the regulation is no longer in effect, or that a future ticket is invalid.
15. The fact that one vehicle is parked in such a manner as to occupy more than one parking space is not an acceptable excuse for another operator to do the same.

6. WAC 516-12-450 Permits

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See Also:

1. Except as otherwise provided in this chapter, permits may be issued only to students, employees, and other members of the university community. Persons wishing to obtain parking permits are required to complete a registration form provided by parking and transportation services and pay the fee. Ownership of the parking permit remains with the university. Individuals are not allowed to transfer ownership. All permits reported lost or stolen should be returned to the parking and transportation services office immediately upon recovery. Possession or use of a lost or stolen permit or a forged permit will result in a fine, the vehicle being wheel-locked, and loss of parking privileges. Report the loss or theft of a parking permit to the parking and transportation services office immediately.
2. A valid permit means an unexpired parking permit authorized by the public safety director, properly registered and displayed on the vehicle.
3. Hanging parking permits are to be displayed from the rear-view mirror according to instructions on the permit. Other types of permits are to be displayed according to instructions provided by parking and transportation services personnel. A parking permit is not considered valid unless it is correctly displayed on the vehicle.
4. Motorcycle permits will be permanently attached to the top of the taillight. If taillight does not conform to current federal law, permits must be attached so as to be easily seen from the rear of the vehicle.
5. The theft or loss of a parking permit should be reported immediately upon discovery.
A stolen permit will be replaced the first time at no cost providing a theft report has been filed with the public safety department. The second time the replacement fee will be \$10.00; the third time \$20.00; and thereafter at the original cost of the highest priced permit plus \$5.00.
A lost permit will be replaced the first time for \$5.00; the second time \$10.00; the third time \$20.00; and thereafter at the original cost of the highest priced permit plus \$5.00.
Recovered lost or stolen permits should be returned to the parking services office immediately.
6. To enhance the business and operation of the university "all lots" decals or university business permits may be issued by the public safety director. Requests for all lots decals and university business permits require an annual completed supplemental application and the signature of the dean, director, or chairperson of the department with which the person is associated. Issuance requires purchase of a "G" parking permit and permits will be in effect the same period of time. These permits are valid for brief periods of time only when on university business and are not valid in metered lots, specifically reserved spaces, or small capacity lots.

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7. Persons with a temporary or permanent physical disability who require special parking consideration must obtain a state disabled parking permit as well as a valid WWU disabled parking permit.
8. All permits are the property of the university and may be recalled by the public safety director under the following circumstances:
 - When the purpose for which they were issued changes or ceases to exist.
 - Falsification of an application or registration for parking.
 - Violations of the regulations in this chapter.
 - Counterfeiting or altering a permit.
 - Failure to comply with a judgment of the parking appeals board.
 - Failure to pay outstanding citations.
 - Removed a wheel lock without authorization of parking and transportation services.
9. Annual, academic, and quarterly parking space assignments will be available according to a schedule determined and publicized by the public safety director.
 - Annual permits are valid for 12 months.
 - Academic permits are valid for 9 months.
 - Quarterly permits are valid from the first day of the quarter for which issued until the first day of the succeeding quarter.
 - Those persons desiring to consecutively renew a quarterly permit for winter, spring, and summer quarters to the same parking lot as assigned for fall quarter may do so during the two weeks prior to finals week each quarter through the first two weeks of the next quarter. Permits may not be renewed for fall quarter.
10. Special permits may include, but are not limited to: Guest, service/vendor, temporary assignment, visitor, and loading permits authorized by the public safety director.
11. Faculty, staff, or students who have purchased a hanging parking permit but forget to place it on the vehicle they are driving to campus must obtain a temporary permit from the parking office or visitor information center. Those who have not purchased a permit must obtain a temporary permit from the parking and transportation services office or the visitor information center at the cost of a daily visitor permit. Temporary permits

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are issued for the lot assigned or, if no permit has been purchased, for available spaces.

12. Faculty, staff, or students who purchase an annual, academic, or quarterly parking permit may use the permit on any vehicle they drive but may not transfer ownership of the permit. The individual to whom a permit is issued is responsible for parking violations by any vehicle bearing the permit.

7. WAC 516-12-460 Fees

1. Fee and citation schedules will be submitted by the president or his/her designee to the board of trustees for approval by motion and will thereafter be posted in the public area of the parking and transportation services office.
2. Cost of permits will be prorated throughout the year according to type and date purchased and will be posted in the parking and transportation services office.
3. Refunds may be made based on the valid time remaining upon application by the permit holder or upon revocation of the permit by the public safety director. Unpaid citation fines will be deducted from any refund.
 - The permit holder must return the permit to the parking and transportation services office before a refund will be authorized or a payroll deduction be terminated.
 - A service charge will be assessed for any permit returned during the first ten days of fall quarter.
 - A service charge will be assessed for quarterly permits returned during the first ten days of the quarter for which valid.
 - No refund will be made for a quarterly permit during the last two weeks of the quarter.
 - No refund will be made for an academic permit during the last two weeks of spring quarter.
 - No refund will be made for a summer permit or an annual permit after the six-week summer session.
4. A service charge will be assessed for:
 - Change of permit when a lot transfer is requested by the permit holder and approved by the public safety director.

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- Replacement of permits unless the old permit is returned in identifiable condition.
- Change in hours issued on a part-time permit.
- Salaried employees have the option of paying for parking through payroll deduction.
- Prorated fees will be charged for part-time permits.
- The proper fee must be paid for all vehicles parked in metered lots unless otherwise authorized.
- For fees regarding lost or stolen permits, see WAC [516-12-450](#)(5).

WAC 516-12-470 Enforcement

1. General

- A vehicle which is parked in a manner which endangers or potentially endangers members of the university community or their property, state property, and/or prevents a person having a valid permit from parking in their designated parking area, will be impounded on the first violation.
- Upon receiving two unpaid parking citations outstanding for more than seventy-two hours, a vehicle is subject to impound.
- A student with unpaid parking citations may not receive their class registration and/or transcript until citations are paid.
- Parking permits will not be issued until all outstanding citations are paid.
- After identifying the registered owner of any vehicle without a parking permit or a permit number which has one or more unpaid citations, the parking and transportation services office will contact the owner in writing that payment is required. If payment for outstanding citations is not made by the date required, the matter will be referred to the appropriate collection agent and/or civil court for resolution.
- The operator and owner(s) of a vehicle which is involved in a violation of the university's parking regulations are jointly and severally responsible for the violation. The person to whom a permit is issued is responsible for all citations issued to that permit number.
- These enforcement measures are cumulative using one or more enforcement measures will not prohibit the use of additional measures.

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2. When regulations are in effect.
 - Except as stated in (b) and (c) of this subsection, parking regulations are subject to enforcement throughout the calendar year but will not be enforced on official university holidays unless otherwise posted. For purposes of this section, intercession is not considered a university holiday.
 - A vehicle which is parked in a manner which endangers or potentially endangers members of the university or their property or state property will be impounded on the first violation regardless of when the violation occurs.
 - Intercession regulations will be determined and published by the public safety director as required.
 - All lots have restrictions. Refer to regulatory signs at lot entrances.
 - Should there be a conflict between these regulations, parking maps, and on-site posted signs regarding parking information and instructions, the on-site sign takes precedence.
3. Citations. A vehicle which is in violation of the university's parking regulations will be issued a citation.
4. Continued violations. A vehicle which remains in violation of any regulations may receive additional citations for every four hours of the violation.
5. Impoundment by towing or wheel lock:
 - All violators are subject to having their vehicles impounded through the use of towing or the wheel lock device at their own risk and expense.
 - Any vehicle may be towed away if the vehicle:
 1. Has been immobilized by wheel lock for more than twenty four hours; or
 2. Is parked in such a manner as to endanger the university community; or
 3. Is parked in a fire lane blocking traffic or other posted tow-away zone; or
 4. Is parked so as to deprive a permit holder of space in his/her assigned lot, personally reserved space or disabled space

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- without a proper permit; or
5. Is left under circumstances which indicate it has been abandoned; or
 6. Is found displaying a forged or reported lost or stolen permit; or
 7. Cannot be impounded with the wheel lock device.
- Any vehicle may be immobilized by use of a wheel lock device if the vehicle:
 1. Has an accumulation of two or more unpaid parking tickets (the second of which has been outstanding for more than seventy-two hours); or
 2. Is parked at any time on campus when parking privileges have been revoked.
 - The operator/owner of the impounded vehicle must pay all outstanding citations at the parking and transportation services office (or university public safety department when the parking and transportation services office is closed) and complete the required paperwork before a vehicle release is authorized.
 - A fee will be assessed on vehicles immobilized by the wheel lock device.
 - Any vehicle which remains immobilized by wheel lock for more than twenty-four hours in an area where towing is not practical or possible will be assessed a fee for each day or portion thereof over the twenty-four hours.
 - An impound fee is charged if the driver of the tow truck or the wheel lock operator has performed any labor prior to the vehicle operator/owner returning to the vehicle before the impoundment is completed.
 - An impounded vehicle shall be released to the operator/owner of the vehicle when:
 1. Positive identification and proof of ownership of the vehicle is provided;
 2. All unpaid fines against the impounded vehicle or any other vehicle registered to the violator are paid at parking and transportation services (or university public safety department when parking and transportation services is closed);
 3. A wheel lock fee is paid; and/or

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4. All towing and storage fees are paid.
5. The operator/owner of the towed vehicle must present an authorized release form to the towing company and pay all towing charges including any storage fees incurred.
 - The university assumes no responsibility for damages which may result from use of the wheel lock device, storage, or attempts to move a vehicle with a wheel lock device installed.
 - A person wishing to challenge the validity of the impound or any fines or fees imposed under the impound policy may appeal through the process provided in the chapter governing appeals (chapter [516-14](#) WAC). However, in order to secure release of the vehicle, the driver must pay the amount of fines and/or fees as a bond which will be refunded to the extent the appeal is approved
6. It is prohibited to park:
 - Without a valid permit;
 - Double parked;
 - In reserved spaces without a proper permit;
 - In no parking areas;
 - In a disabled space without a proper permit;
 - In fire lanes, service roads, fire exits or within 15 feet of a fire hydrant;
 - In loading zones exceeding the time limit;
 - In service entrances, construction sites, spaces reserved for maintenance vehicles, handicapped access areas, dumpster access;
 - On lawns, sidewalks, crosswalks, parking lot driveways, straddling painted lines or buttons, or angle parking where prohibited;
 - Exceeding time in time-limited or metered spaces;
 - In areas where permit is not valid;
 - Over or adjacent to yellow lines or curbs;
 - Against the flow of traffic;
 - In areas or spaces closed by barricades or other control devices.
 - Payment of citations is due upon receipt.

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WAC 516-12-480 Appeals

Any person who alleges being unjustly ticketed and who wishes to appeal a citation shall report to the parking and transportation services office within seven days from the date of the citation and complete an appeal form or appeal on-line at www.park.wvu.edu.

- The right to a hearing is forfeited seven days from the date of the citation.
- Any person dissatisfied with the decision of the public safety director or designee on appeal of a citation may request a hearing before the parking appeals board. (Chapter [516-14](#) WAC.)
- Requests for a parking appeals board review must be made in writing within fourteen days of the decision made by the public safety director or designee and after the appealed citation has been paid in full.