

2025–2026

SHEPHERD UNIVERSITY

PARKING, VEHICLE and GROUNDS REGULATIONS

A. These regulations are formulated by the Shepherd University Police Department and approved by the University President. Parking violations must be paid or appealed within 10 working days of the issuance of a ticket. Thereafter, unpaid violations may be referred to Magistrate's Court. Appeals may be dismissed as untimely if not initiated within 10 business days of ticket being issued. Failure to pay fines may result in a records hold, including a denial to register for class, or for employees, loss of certain privileges/benefits related to employment. Failure to pay for three or more fines, by any person, may result in the booting of the vehicle until all outstanding fines are resolved.

B. All motor vehicles and motorized vehicles are subject to these regulations while on campus. They are also subject to State laws and to local ordinances where applicable. The person in whose name a parking decal is issued will be responsible for any violation involving that vehicle. The titled owner and any student who is demonstrated to have used an unregistered vehicle will be responsible for applicable violations.

C. The University reserves the right to change any and all parts of these regulations. Changes will be announced.

D. Although police will periodically monitor parking lots, the University can assume no responsibility for damage to or theft of any vehicle or its contents at any time while the vehicle is on campus.

E. Parking fees are used to help cover the cost of supervising and maintaining streets and parking areas. Fee amounts are described in Appendix A and are available at the University Police Office.

F. The responsibility for finding a legal parking space rests with the vehicle operator. A permit does not guarantee a convenient place to park. Lack of space immediately near a destination building is not considered a valid excuse for violation of these policies.

G. Vehicles must be parked in a valid parking space. All valid parking spaces are marked on the surface with paint, or with bumper blocks. Oversized vehicles, including RVs and trailers, are not permitted without advance authorization.

H. Yellow curb or bumper block and signage denote faculty/staff spaces in lots otherwise assigned to student parking.

I. Pedestrians shall at all times be given the right-of-way at intersections. When a handicapped person is crossing or attempting to cross a street, drivers shall take such precautions as may be necessary to avoid injuring or endangering such a pedestrian. Bicycles, Segways, or other mechanized equipment must yield at all times to pedestrians on streets and sidewalks. If operated on sidewalk, speed of such equipment is limited to 5 mph.

J. The speed limit on all campus streets is 15 miles per hour (this includes bicycles). (Note: When pedestrian traffic is heavy, vehicles should be driven more slowly.)

K. Students should always park on campus when attending class or University events. Please avoid discourteous and illegal parking around or in front of the property of a town resident or on German Street.

L. Any student who improperly registers a vehicle for another student (i.e., for another student who is eligible to park only in an alternative lot) is subject to disciplinary action. The student whose vehicle is being improperly registered is subject to the same disciplinary action.

M. Disabled or abandoned vehicles may not be left or parked on campus for any period of time. Any vehicle that sets unremoved for more than 30 days or when classes are not in session, i.e., Thanksgiving, Christmas, and summer break, or in any lot that is designated "closed," is subject to removal at owner's expense, unless approved in advance by the University Police Department in writing. This will include towing and impounding fees.

N. EPTA bus service is available from West Campus to East Campus and vice versa. Interested students can obtain further details from the Student Center Information Desk.

O. Emergency Snow Removal. During periods of heavy snow and times of snow removal, it is the responsibility of the decal-holder to move the vehicle for snow removal-otherwise the vehicle will be towed at owner's expense. When a snowfall of 4 or more inches occurs, any car of a resident student parked in a staff parking space or on King Street will be deemed to be obstructing the snow removal and is subject to towing at owner's expense.

P. As permitted by the Campus Self-Defense Act, individuals with a valid West Virginia Concealed Carry Permit, West Virginia Concealed Carry Provisional Permit, (or State with a reciprocal permit agreement) may conceal carry a revolver or pistol/ "Handgun" as defined by West Virginia state code on campus. Some locations on campus are prohibited for concealed carry. Under WV Law, the presence of a lawfully owned, not-loaded firearm inside a person's automobile while the vehicle is operated upon a street or parked in a parking lot of the university is not a violation of University policy.

Q. Motorcycles must use the designated motorcycle parking areas, which include A-Lot or K-Lot, as noted by signage and must have a current university parking decal.

R. Visitor parking spaces, whether metered or not, are restricted from use by students or employees. **All metered parking spaces are for visitors only.**

S. Generally, handicap spaces are valid for any vehicle with official Handicap parking decal. However, a limited number of handicap spaces are reserved to vehicles with staff decals, as expressly marked by signage.

T. Bicycles on campus must be registered with the University Police Department and display a bicycle permit. There is no fee for this permit.

U. Some spaces are reserved for fuel-efficient vehicles. Only faculty/staff with fuel-efficient vehicles may use these spaces.

V. Electric charging stations and immediate area, located behind Byrd Science and Technology Center, is reserved for electric car charging exclusively. Vehicles must be connected to charging station and actively charging. Violators may be ticketed, booted, or towed.

W. The owner/lessee of a vehicle has joint liability with the operator of any vehicle for any fine issued under these regulations.

PARKING PERMITS

A. All faculty, staff, and students who park a motor vehicle on Shepherd University premises must have a permit for the designated area in which they park. Students who drive more than one vehicle must have a parking permit for each vehicle. Transfer by students of an assigned decal to an unregistered vehicle is prohibited.

B. Application for parking permit should be made to the University Police Department. Parking permit application instructions are found on the Shepherd University Police Department webpage or by coming to the department during regular business hours. Purchasing a permit may be done through postal mail or in person.

C. Student parking decals are to be affixed on the driver’s side outside back window lower corner (out of the line of sight). Decals must be clearly visible. All previous decals should be removed. The decal is not transferable from one vehicle to another. If parking decal or temporary permit is altered in any way, it immediately becomes invalid.

Motorcycle decals are to be affixed on the windshield or front fork.

Faculty and Staff parking hangtags must be displayed from the rearview mirror. Failure to display your parking decal will result in a parking violation. Faculty and Staff hangtags are good for any vehicle operated by the employee but are not transferable to any other person.

Parking decals expire on August 1 each year.

D. Persons with permanent or temporary physical handicaps are required to have a DMV license plate (handicapped) or a rear view mirror hanging permit. You will also need a Shepherd University Parking Permit.

E. If, during the course of the academic year, a student goes from being a resident student to a commuter student, or vice versa, a new decal is required. Remove old decal and bring all pieces into the Shepherd University Police Department along with Rambler/ID and \$2 replacement fee.

**Temporary parking permits may be obtained from the University Police Department. These permits are available to students/staff whose registered vehicle is temporarily out of use and to visitors. (The definition of a visitor is: non-student or non-employee.) A temporary parking pass does not authorize free parking at parkingmeters.*

Red:	Commuter Students
Blue:	Campus Resident Students
Gold/Blue Hang Tag:	Faculty/Staff
Green Hang Tag:	Wellness Center (G-Lot)
Motorcycle:	Motorcycle Permit

NOTE: BE WATCHFUL FOR NEW PARKING SIGNAGE.

The University Police Department is located in Moler Hall, room 102. The telephone number is 304-876-5374; website www.shepherd.edu/police. Failure to pay fines and/or late fees may result in sealing the student's academic records.

ENFORCEMENT

These Parking and Traffic Regulations apply 24 hours per day, except as expressly otherwise noted. Parking decals are required from August 15 to May 15. West Campus and lots A, C, L, K, and King Street on East Campus are open to all vehicles for parking from 4:30 p.m. to 6:00 a.m. and weekends unless expressly noted. Parking meters are not enforced during these times, but reserved Admissions Office spaces at Ikenberry Hall are enforced all day, 365 days/year. B-Lot will be available to any classification of student during evenings whenever the entrance gates to B-Lot are left raised. B-Lot will generally be made available from 4:30 p.m. Friday until 12:01 a.m. Saturday night/Sunday morning [tickets will be issued on Sunday afternoons], but will be closed for football game days and other major events.

PENALTIES

Penalties include warnings, fines, immobilization boots, and towing a vehicle parked in violation of these regulations.

A. PENALTIES/TICKETS for parking in handicapped spaces will require payment of a fine plus vehicle may be towed. This is enforced 24 hours a day, 365 days a year. 1st Offense \$200; 2nd Offense \$300; 3rd Offense or thereafter \$500, per State Code.

B. PENALTIES/TICKETS requiring the payment of a \$10 FINE *per infraction* will be issued for the following violations:

*1. Blocking fire lanes, other vehicles, roadways (i.e. double parking), fire hydrants, the entrance to buildings, and Admissions Office parking spaces.

*2. Parking or riding any motorized vehicle in campus buildings.

*3. Parking, storing, or using mobile trailers or truck-mounted campers on campus except long enough to load or unload a student's belongings.

*4. Entering by vehicle into any area of the University campus that has been closed off by the use of barricades or designated as closed.

5. Parking an unregistered vehicle on campus.

6. Parking in any area other than the area designated by the permit.

7. Failure to move a vehicle when requested to do so for snow removal or for an emergency.

8. Parking or driving on sidewalks or grass; parking in No Parking zones.

9. Student or employee parking in a Visitor Parking zone.

10. Failure to park within marked spaces. The only legal parking spaces are those marked with a painted line or a bumper block. If neither a bumper block nor paint on hard surface marks a space, then no valid space exists there.

11. Failure to display a decal or the improper display of a decal by anyone who has a valid permit (taping decal to window is improper display).

12. Display of multiple current decals on the same vehicle (ie using a F/S hangtag on a vehicle that has a current student decal affixed).

13. Parking or driving in the wrong direction.

14. Speeding on Campus or adjacent roadways.

15. Driving too fast for conditions.

16. Littering on Campus property.

17. Disregarding a Stop sign.

18. Defective Equipment-Fail to maintain vehicle.

19. Failure to yield to pedestrian in a crosswalk.
20. Failure to remove your vehicle during snow removal.
21. Unauthorized use of Admissions Office visitor parking.
22. Parking or obstructing electric car charging area with non-electric vehicle.
23. Handheld use of cellphone while operating a motor vehicle.

**Special Note: In addition to being ticketed, individuals who violate any of the above regulations that are preceded by an asterisk or parked in red curb, fire lanes, or handicapped space may be towed at owner's expense. Any towed vehicle will be parked in an area designated by Police. Once a tow truck has been summoned, the owner of the vehicle is responsible for the towing charge. The University is not liable for any damage to a vehicle towed for violation of vehicle regulations.*

C. A vehicle which continues in a violation status for periods exceeding 90 minutes will be subject to additional citations. NOTE: Fines unpaid after 10 days will be posted to student's or employee's account.

GENERAL LOT UTILIZATION

- A-Lot: Commuter Students (Red Decal). Entrance and exit at High Street only.
- B-Lot: Faculty/Staff. Gated entrance at King Street near Ikenberry.
- C-Lot: Commuter Students (Red Decal). Entrance and exit from Route 480.
- King Street: Commuter Students (Red Decals), except as otherwise designated by signage. Students and staff are prohibited from metered spaces, which are for visitors only, and from Admissions Office spaces.
- D-Lot: Faculty/Staff and Residence Life Office visitors only. No Student Parking at any time. Parking in this lot during baseball games/ practices is at owner's risk of being struck by balls.
- E-Lot: Resident Students (Blue Decal)
- F-Lot: Commuter Students (Red Decal)
- G-Lot: Commuter Students (Red Decal), Wellness Center Members, Faculty/Staff.
- H-Lot: Resident Students (Blue Decal), Commuters (Red Decal), Faculty and Staff, and registered Visitors
- I-Lot: Resident Students (Blue Decal)
- J-Lot: Faculty/Staff
- K-Lot: Commuter Students (Red Decal)
- L-Lot: Commuter
- CCA I/II: Faculty/Staff
- Celebrity Row (in front of Shaw & Thatcher Halls): Faculty/Staff
- King Street Meters: Visitors Only

Appendix A

The base price for a parking decal is \$70.00. On and after January 1st, a parking decal can be purchased for the remainder of the academic year for \$35.00.

If a student purchases a new vehicle or is switching to a different vehicle other than the one registered, a new decal is required. **The student will scrape off the old decal** (the decal will break into small pieces) **and bring the decal pieces to the University Police Department along with the new vehicle's registration.** The cost will be \$2 for a replacement.

If the current vehicle is not being driven (in the shop, etc) a free temporary pass may be issued at the University Police Department for one week - three per semester, if needed. The student will need to present his Rambler card and vehicle registration to receive a temporary pass.

Any Faculty or Staff member who loses their decal will pay a replacement cost of \$10.