



University Standard 07-025

## Vehicle Use and Parking on University Property

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**Responsible Executive:**  
Vice President for Finance  
& Administration

**Responsible Office:**  
Transportation Services

**Effective:** 10/2/2019

**Last Revised:** 10/2/2019

### 1. Policy Statement

- 1.1. This university standard governs the use and parking of motorized and non-motorized vehicles on Oregon State University (“university”) property.

### 2. Reason for Policy

- 2.1. The university seeks to maintain safety on university streets, reduce congestion, improve security, effectively utilize parking facilities, and ensure compliance with federal and state laws.

### 3. Scope & Audience

- 3.1. Unless otherwise designated below, this university standard governs the use of all vehicles on university-owned or -controlled property.
- 3.2. All motor vehicle laws and ordinances of the state of Oregon and the relevant city, specifically including, but not limited to, ORS Chapters 801 through 826 together with adopted amendments, are applicable to public roads. All applicable provisions of state and federal motor vehicle laws are enforceable.

### 4. Definitions

- 4.1. **ADA parking:** Parking space(s) designated by signage, and reserved for motorized vehicles displaying a valid Americans with Disabilities Act (“ADA”) disabled persons parking permit issued by a Department of Motor Vehicles (“DMV”) along with a valid OSU permit.
- 4.2. **Commuter Parking Zones:** Parking zones for use by non-campus residents.
- 4.3. **Compact vehicle:** A small motorized vehicle that does not exceed 5'6" wide by 15'6" long.

- 4.4. **Campus core:** An area where motorized vehicle access is restricted to prioritize pedestrians, non-motorized vehicles, and transit. May also be referred to as the Pedestrian/Bicycle Priority Zone.
- 4.5. **Electric Vehicle:** A plug-in electric motorized vehicle, limited to automobiles, trucks, and motorcycles.
- 4.6. **License Plate Recognition (LPR):** Use of software and hardware to recognize vehicle license plates.
- 4.7. **Meter:** A machine next to a parking space in a street or parking lot, into which the driver submits payment so as to be authorized to park the motorized vehicle for a particular length of time. May also refer to a multi-space pay station or mobile payment application for a lot or area within a lot.
- 4.8. **Motorcycle:** A self-propelled motorized vehicle, with or without a side-car, equipped with three or fewer wheels and a motor that can travel greater than 15 mph. This includes mopeds.
- 4.9. **Motorized Vehicle:** Any type of motor-powered or alternative-powered conveyance including, but not limited to, automobiles, trucks, utility/golf carts and motorcycles.
- 4.10. **Non-motorized vehicles:** Bicycles, skateboards, skates, scooters, and other conveyances that lack a motor. Motor-assisted scooters or bicycles that cannot travel more than the speed limits approved by ORS 801.348 and ORS 801.258 are also considered non-motorized vehicles for the purposes of this university standard.
- 4.11. **Parked:** When a vehicle is stopped or standing, regardless of the period of time or whether a driver is present in or with the vehicle, unless the vehicle is stopped or standing for reasons beyond the driver's reasonable control.
- 4.12. **Parking space:** Any space marked by painted lines or curbs, and not marked as a "No Parking" area.
- 4.13. **Permit:** Permission to park a vehicle on university property with a physical or virtual permit given to a person for one or more vehicles registered with Transportation Services and paid to park for a defined period. Physical permits must be conspicuously displayed on vehicles. Virtual permits are identified by the vehicle's license plate.
- 4.14. **Residence hall parking zones:** The parking zones for use by on-campus residents.
- 4.15. **Signage:** Signs placed by the university to communicate regulatory information. Signage may be posted or painted on the pavement or curbs.

- 4.16. **Third party-owned mobility device:** A bike, scooter, or similar transportation device that is not personally owned. An electric scooter that is part of a rental fleet is an example of a third party-owned mobility device.
- 4.17. **Trailer:** An unpowered vehicle designed to be towed by another vehicle.
- 4.18. **Transportation Services:** Refers to the university department responsible for managing parking, including fines and appeals.
- 4.19. **Utility/golf carts, utility cart, or golf cart:** A motor or electric vehicle that has not fewer than three wheels in contact with the ground; has an unloaded weight less than 1,300 pounds; and is designed to be and is operated at not more than 15 miles per hour.
- 4.20. **Vendor:** Businesses or agencies with which the university has contracted for services or other business needs.

## 5. Responsibilities & Procedures

### 5.1. General

- 5.1.1. The Vice President for Finance and Administration, the Senior Associate Vice President for Administration, the Associate Vice President for University Facilities, Infrastructure, and Operations, the Vice Provost for Student Affairs, the Associate Vice President for Finance & Strategic Planning, the Director of the Department of Public Safety, the Director of Environmental Health and Safety, the Director of Facilities Services, the Director of Transportation Services, the Director of University Housing and Dining Services, the Director of the Memorial Union, and their designees, are included among those "persons in charge" of university property for purposes of ORS 164.205(5) and this university standard.
- 5.1.2. Persons failing to comply with an order by a person in charge to leave or to remain off the immediate premises or property owned or controlled by the university are subject to arrest for criminal trespass.
- 5.1.3. Unless otherwise specified by signage, permits are required for parking motorized vehicles on university property. Unpermitted and unregistered vehicles are subject to fines and immobilization. Signage with the times when valid parking permits are required are posted at each parking lot.
- 5.1.4. Transportation Services is responsible for managing parking on campus, including but not limited to managing parking supply, determining permit eligibility, permit sales, and enforcing this university standard.

- 5.1.5. Images of license plates and vehicles may be retained for the purposes of verifying permitted parking on campus and collecting parking lot occupancy data. All data collected by Transportation Services is managed in accordance with University Policy 08-015 and the university's General Records Retention Schedule (section 8.5 and 8.6).
- 5.1.6. License plate recognition technology is for use by Transportation Services employees only. Transportation Services shall not share these data, except with law enforcement agencies for the purpose of assisting an active criminal investigation.
- 5.1.7. All persons operating vehicles on university property are responsible for knowing and adhering to this university standard. This university standard is enforced at all times.
- 5.1.8. The university may issue citations and enforce fines (<https://fees.oregonstate.edu/>) against the parking permit holder, the registered owner of the vehicle, or the person in possession or control of the vehicle at the time a violation of this university standard or signage occurs. Any person who violates this university standard may be subject to:
- a. Issuance of a university citation and a fine;
  - b. Institutional disciplinary proceedings, if a student or employee;
  - c. Termination of the vehicle's parking permit without a refund;
  - d. Suspension or termination parking access to campus; or,
  - e. An order to leave the immediate premises or property owned or controlled by the university by a person in charge of university property.
- 5.1.9. Drivers and/or vehicle owners are responsible for fines, and towing and storage fees resulting from violations of this university standard involving their vehicles.
- 5.1.10. Fines for cited violations must be paid on or before the date indicated on the citation. Citations not paid within thirty (30) days may be sent for collection.
- 5.1.11. Fines not paid for cited violations by the due date indicated on the citation are subject to additional fees as stated on the citation.
- 5.1.12. All penalties for violations of this standard, other than violations referred to appropriate courts of law, will be administratively enforced by the university. For all administratively enforced violations, a citation or notice of offense, including the scheduled fine, will be issued to the person charged with the violation who is in possession or control of the vehicle, parking permit, or non-

motorized vehicle in use, or it will be attached to the vehicle.

5.1.13. The university is not responsible for any vehicle or its contents parked on university property or environments. Individuals assume all risk of accident and property loss, personal injury, and property damage.

5.1.14. Adult operators, including students, staff and faculty; and parents and guardians of minors are responsible for damage to university buildings or property by their vehicle or non-motorized vehicle and for payment of any fines.

5.1.15. Attempting to circumvent this university standard or signage in any way is prohibited.

## 5.2. Parking Permits

5.2.1. LPR systems are used to manage parking. Upon registration of the vehicle with Transportation Services and payment of applicable fees, a virtual permit is associated with the vehicle's license plate.

5.2.2. Parked vehicles must have a valid parking permit in areas or spaces where one is required.

a. Parking without a valid permit is prohibited.

5.2.3. Physical permits, if issued, must be conspicuously displayed on the vehicle.

5.2.4. Permits will not be issued to persons who have an outstanding balance on their Transportation Services account.

5.2.5. Parking permits are registered to the person to whom they are issued and shall not be used by, or transferred to, other persons for parking unless those persons are registered members of a carpool.

5.2.6. Multiple vehicles may be associated with a permit.

a. Only one vehicle associated with a permit may be parked on campus at any given time.

5.2.7. It is the responsibility of an individual who changes vehicles or license plates after initial registration to submit changes promptly to Transportation Services.

5.2.8. Parking permit types, eligibility, and permissions are described on the Transportation Services website.

5.2.9. Counterfeiting, altering, defacing, or giving false information in an

application or hearing, or for misuse of any parking permit is prohibited.

- 5.2.10. Lost or stolen parking permits, including vehicle license plates, should be reported to Transportation Services, and the Department of Public Safety or the Oregon State Police. A replacement parking permit may be issued after payment of the replacement fee. Any parking charges incurred as a result of a stolen license plate or physical permit are the responsibility of the owner until such time as the university is informed of the theft.
- 5.2.11. **Specialty parking spaces.** Specialty parking spaces such as Service, Private, Reserved, or Carpool spaces are assigned and renewed annually.
  - a. The eligibility criteria for the creation and use of Private parking spaces is determined by the Vice President for Finance and Administration, or designee.
  - b. Eligibility criteria for the creation and use of all other specialty parking spaces is determined by Transportation Services and is listed on the Transportation Services websites (see section 8).
- 5.2.12. Transportation Services may issue refunds for fees paid for parking permits pursuant to parking permit refund information on the Transportation Services website. Physical parking permits for which a refund is sought must be returned to Transportation Services before the refund may be issued.
- 5.2.13. A refund for a permit will not be issued to a person who has an outstanding balance on their Transportation Services account, but the refund will be applied to the outstanding account balance. Any refund amount that exceeds the outstanding Transportation Services account balance will be issued after the balance is satisfied and an administrative fee is paid, as defined on the Transportation Services website.

### 5.3. Parking Responsibilities for Motorized Vehicles

- 5.3.1. All parking areas are enforced at all times unless otherwise posted or as provided in this university standard.
- 5.3.2. Responsibility for locating a legal parking space rests with the operator of the vehicle.
- 5.3.3. In the event of conflict between signage and any university transportation or parking policy or standard, signage shall control and must be followed.
- 5.3.4. Parking spaces are marked by painted lines, curbs, and signage. Any area not specifically designated for parking is a "No Parking" area.

- a. Parking in a "No Parking" area is prohibited.
  - b. Parking in any area that is not designated as a parking space is prohibited.
- 5.3.5. No vehicle may be parked in more than one parking space or stall.
- 5.3.6. Vehicles may be parked in a loading zone or loading space for the purpose of loading and unloading. The maximum time limit in loading zones and spaces is thirty (30) minutes or as otherwise specified by signage.
- a. Parking over the time limit in a posted timed area is prohibited.
- 5.3.7. Parking spaces with a meter, or spaces numbered for use with a multi-space pay station, require payment for permission to use the space, per the posted hours and rates on the meter or pay station. Parking permits are not valid in metered parking spaces or areas.
- a. No vehicle may be parked overtime at a single or dual-head meter, or space controlled by a multi-space pay station.
- 5.3.8. Unauthorized parking in an ADA parking space, adjacent loading areas, or other area designed for ADA access as designated by signage is prohibited.
- 5.3.9. Non-electric vehicles are prohibited, at all times, from using spaces designated for electric vehicle charging.
- 5.3.10. Motorcycle parking areas are specifically designated by signage.
- a. Motorcycles are prohibited from parking in any parking spaces not designated for motorcycles.
  - b. Only motorcycles may be parked in motorcycle parking areas. Parking by any other type of vehicle is prohibited.
- 5.3.11. Only compact vehicles may be parked in parking spaces marked for compact vehicles by signage.
- 5.3.12. Parking in restricted areas, as designated by signage, without authorization from Transportation Services is prohibited.
- 5.3.13. Parking in a posted fire lane or marked yellow curb is prohibited.
- 5.3.14. The manufacturer's Vehicle Identification Number ("VIN") or serial number must be visible on a vehicle at all times while the vehicle is

parked on campus.

5.3.15. A vehicle may be immobilized, or towed and impounded at the vehicle owner's expense, and subject to fines and permit termination without a refund if:

- a. Three (3) or more unpaid citations are associated with a vehicle;
- b. The vehicle is a traffic hazard, or a hazard to pedestrians or public safety;
- c. The vehicle impedes the university's operations;
- d. The vehicle is an unregistered utility/golf cart;
- e. The vehicle displays a counterfeit, altered, lost, or stolen parking permit;
- f. The vehicle is parked without authorization in a reserved parking space; or,
- g. The vehicle owner or driver is unidentifiable by the vehicle's VIN or license plate.

5.3.16. Immobilization devices will be removed from the vehicle within three (3) business days, excluding holidays, of receipt of fines and/or fees.

5.3.17. Unlicensed vehicles and vehicles without permits parked for more than 24 consecutive hours on university property Monday through Friday may be considered abandoned and subject to removal at the registered owner's expense. After 72 hours, those vehicles may be removed at the registered owner's expense. Vehicles displaying a current permit that remain parked in a commuter zone more than 30 contiguous days will be considered abandoned and subject to removal at the vehicle owner's expense.

5.3.18. Persons are prohibited from living in vehicles of any kind on university property. Streets, lots, and other areas are not to be used as living areas for cars, trailers, campers, motor homes, trucks, buses, or other like vehicles. Violators may be cited for improper parking and may be subject to campus exclusion, or the vehicle may be immobilized or towed.

5.3.19. Tailgating, or the use of a parking space for purposes other than parking a motorized vehicle, is prohibited unless in accordance with University Standard 07-005 or permission is granted by Transportation Services in advance of the use. Occupants of the space may be ordered to vacate the space if the use is unapproved.

#### 5.4. **Driving Responsibilities for Motorized Vehicles**

5.4.1. Anyone operating a vehicle on university property shall observe signage, speed limits, barricades, bicycle lanes, crosswalks, stop signs, and all other parking



and traffic signs and laws, and shall drive in a safe and prudent manner. The speed limit is 15 mph unless signage directs otherwise. Driving or parking vehicles on sidewalks, lawns, and other areas not designated for driving or parking is prohibited.

5.4.2. Vehicular access to the Campus Core is limited to:

- a. Vehicles with a disabled persons parking permit with a valid university parking permit;
- b. Emergency response vehicles;
- c. U.S. Postal Service vehicles;
- d. OSU shuttle buses;
- e. Public transit buses;
- f. Non-motorized transportation; or,
- g. Vehicles approved by Transportation Services.

5.4.3. Vehicles are prohibited from entering or parking in the Campus Core, unless otherwise authorized by Transportation Services or the Department of Public Safety.

#### 5.5. **Non-motorized Vehicle Responsibilities**

5.5.1. Non-motorized vehicles can only be used on campus in accordance with state and local laws, this university standard, and in a safe, reasonable, and prudent manner, having due regard to traffic, pedestrians' rights, surface of the roadway, hazards at intersections, and any other condition then existing.

5.5.2. The use of non-motorized vehicles is prohibited within university-owned or -controlled buildings, including the parking garage, unless for official university business purposes.

5.5.3. Non-motorized vehicles may be operated on the university's paved roadways that are designed for vehicular travel.

5.5.4. Non-motorized vehicles may be operated on paths, walkways, and sidewalks at no greater than at walking speed, and the user must yield the right-of-way to pedestrians.

5.5.5. Non-motorized vehicles shall not be ridden within signed dismount zones, which indicate areas where operators of non-motorized vehicles must

dismount and walk their vehicle.

- 5.5.6. Non-motorized vehicles shall not be used in a way that endangers the user or others.
- 5.5.7. Bicycles must be equipped with a brake that enables the operator to make the braked wheels skid on dry, level, clean pavement.
- 5.5.8. A bicycle or its rider must be equipped with lighting equipment that must be used during hours of darkness and during limited visibility conditions in accordance with ORS 815.280.
- 5.5.9. Non-motorized vehicles involved in collisions shall call the Department of Public Safety on the campus on which the collision occurs for assistance. All involved individuals shall remain at the collision site until released by the attending officer. When a collision results in an injury, a written accident report must be submitted to the Department of Public Safety by the individuals involved.
- 5.5.10. Non-motorized vehicles may be parked or stored in designated areas only such as signed storage facilities, bicycle and skateboard racks, bicycle lockers, or bicycle cages.
  - a. Parking a non-motorized vehicle in a way that hinders the use of a storage facility by other parkers is prohibited.
  - b. Parking a non-motorized vehicle in any way that limits any university operations or pedestrian/vehicle circulation is prohibited.
  - c. Parking a bicycle in a way that creates a hazard is prohibited. Examples of creating a hazard include, but are not limited to:
    - i. Blocking the bicycle or traffic lane;
    - ii. Blocking access to any stairway, ramp, or doorway; or,
    - iii. Blocking access to any handrail or other device used to aid entry to a building or structure.
- 5.5.11. Non-motorized vehicles parked at bicycle racks at or near academic or research buildings longer than five (5) days will be considered abandoned and may be impounded.
- 5.5.12. Non-motorized vehicles may be impounded by the Department of Public Safety if they are left in a place that creates a safety hazard or if they appear to be non-functional or abandoned. A notice of impoundment will be placed

on non-motorized vehicles prior to their impoundment and may be claimed from Department of Public Safety. The university will not be liable for the cost of repair or replacement of a securing device damaged when removing and impounding a non-motorized vehicle. After 30 days the university may discard any unclaimed impounded non-motorized vehicles.

#### 5.6. Use of Third Party-Owned (TPO) Mobility Devices

- 5.6.1. TPO Mobility Device companies must have a valid contract with Oregon State University to operate on campus property.
- 5.6.2. Each TPO mobility device must be permitted by Transportation Services and the relevant city before operating on campus. Each unit must be labeled with an ID number and owner information.
- 5.6.3. TPO mobility devices must be operated in a safe manner and be equipped in accordance with applicable state laws and city ordinances. Riders shall maintain a safe speed and shall obey all applicable signage, university policies and standards, state laws, and city ordinances regarding their use.
- 5.6.4. TPO mobility devices are subject to non-motorized vehicle responsibilities (section 5.7) and all other applicable sections of this university standard.
- 5.6.5. TPO mobility devices must be equipped with a brake that enables the operator to make the braked wheels skid on dry, level, clean pavement.
- 5.6.6. TPO devices may be parked, stored, or left only in areas so designated by signage.

#### 5.7. Appeals

- 5.7.1. **Exclusive procedure.** This section 5.7 establishes the exclusive procedure for an individual charged with a violation of this university standard to appeal an action taken by the university under the authority of this university standard.
- 5.7.2. **Exhaustion of university-level appeals.** An allegedly aggrieved individual must timely exhaust all opportunities to appeal an action at the university level under this section 5.7 before seeking judicial review of the university's decision or action.
- 5.7.3. **Permissible reasons for appeal.** An allegedly aggrieved individual may file an appeal only on the basis that the university violated or is violating federal or state law or university standards, policies, or procedures in the process. Transportation Services may accept appeals for additional reasons at its discretion.
- 5.7.4. **Prerequisites to filing an appeal of a citation.** The citation fine must be paid on or before the date specified in the citation. An individual who fails to timely pay the

fine forfeits his or her right to an appeal. The Transportation Services Director or designee, or the OSU Cascades Vice President, Finance & Strategic Planning or designee, may waive this prerequisite for their respective campuses.

**5.7.5. Appeal timelines, address, and markings.**

- a. An allegedly aggrieved individual must deliver a written appeal to the university within ten days of the citation issuance date.
- b. The appeal must be delivered to the Transportation Services department (section 11) through its website, in-person, or by U.S. mail.
- c. Written appeals must be clearly marked as an appeal.
- d. Late appeals will not be considered.

**5.7.6. Required contents of written appeal.**

- a. An allegedly aggrieved individual's written appeal must fully specify all the reasons and bases for the appeal, including a discussion of all relevant facts and any federal or state laws or university standards, policies, or procedures at issue; and all ways in which the individual has been aggrieved or adversely affected.
- b. The written appeal must include all evidence that the allegedly aggrieved individual wants the university to consider, including copies of any relevant documents. Failure to include any reason for the appeal or any evidence in support of it will constitute a final, knowing, and voluntary waiver of the right to assert such reason or evidence. Irrelevant and immaterial evidence will not be considered.

**5.7.7. University appeal authority and decision.**

- a. The following individuals have the authority to decide written appeals for the university under this section 5.7:
  - i. For the Corvallis campus, the university Transportation Services Director or designee.
  - ii. For OSU Cascades, the Vice President, Finance & Strategic Planning, or designee.
- b. In deciding appeals under this section 5.7, the individuals listed in section 5.7.7.a.i and ii will consider the contents of the written appeal and the university's Transportation Services records pertinent to the appeal.
- c. The individuals in section 5.7.7.a.i and ii will issue a final written order on the appeal in a timely manner.

- d. The final written order may affirm, reverse, or modify the decision or action at issue in whole or in part.

5.7.8. **Judicial Review.** Judicial review of a university action under this standard is available pursuant to the pertinent provisions of ORS Chapter 34.

## 6. Forms & Tools

- 6.1. None.

## 7. Frequently Asked Questions

- 7.1. None.

## 8. Related Information

- 8.1. For information on parking permits, maps, shuttle services, citations, appeals, and more, see:
  - 8.1.1. OSU Transportation Services: <https://transportation.oregonstate.edu/>
  - 8.1.2. OSU Cascades Transportation Services: <https://osucascades.edu/transportation-services>
- 8.2. ORS 352.087 Powers and duties of governing board and university with governing board: <https://www.oregonlaws.org/ors/352.087>
- 8.3. 580-040-0025 - Traffic Regulations, Parking Fees, and Enforcement Fines: [https://policy.oregonstate.edu/policy/UPSM/580-040\\_boards\\_financial\\_powers](https://policy.oregonstate.edu/policy/UPSM/580-040_boards_financial_powers)
- 8.4. OSU list of fees: <https://fees.oregonstate.edu/>
- 8.5. University Policy 08-015 *University Data Management, Classification, and Incident Response*: [https://policy.oregonstate.edu/UPSM/08-015\\_university\\_data\\_management\\_policy](https://policy.oregonstate.edu/UPSM/08-015_university_data_management_policy)
- 8.6. University Standard 04-010 *Records Retention*: [http://policy.oregonstate.edu/UPSM/04-010\\_records\\_retention](http://policy.oregonstate.edu/UPSM/04-010_records_retention)

## 9. History

- 9.1. Adopted by OSU on July 1, 2014 as University Standard 576-030.
- 9.2. Amended: October 2, 2019.

9.3. Last review date: October 2, 2019.

9.4. Next scheduled review date: October, 2022.

## 10. Website

10.1. University Standard 07-025 *Vehicle Use and Parking*:

[https://policy.oregonstate.edu/UPSM/07-025\\_Vehicle\\_Use\\_Parking](https://policy.oregonstate.edu/UPSM/07-025_Vehicle_Use_Parking)

## 11. Contacts

Department	Phone Number	Website
Transportation Services – Corvallis Campus	541-737-2583	<a href="http://transportation.oregonstate.edu">http://transportation.oregonstate.edu</a>
Transportation Services – OSU-Cascades Campus	541-322-2036	<a href="http://www.osucascades.edu/transportation">http://www.osucascades.edu/transportation</a>