

# **Parking & Traffic Handbook**

**Department of University Safety  
& Emergency Management**



**SAINT LEO**  
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### **Important Contact Information:**

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### **Purpose**

The purpose of this handbook is to set forth rules and regulations for the use of motor vehicles on the Saint Leo University campus. These rules and regulations provide for the safety and welfare of students, faculty members, staff, and visitors, as well as the protection and maintenance of university property. Cooperation and compliance with these rules and regulations by all members of this community is requested. Failure to comply may result in a citation, suspension, and/or revocation of driving privileges on campus.

### **Policy**

Saint Leo University is a private university, and as such, the streets, parking lots, and other areas of the University are private property. The University, therefore, has the right to regulate the use of motor vehicles on its property.

### **Parking Permits**

The purchase of a parking permit only authorizes parking of a vehicle on campus. It does not establish a designated parking space. Areas where parking is allowed are included in these regulations. Refer to the map for authorized parking areas. A vehicle in any unauthorized area is in violation of these regulations.

### **Enforcement**

Florida state motor vehicle laws are part of the University Motor Vehicle Regulations governing the use of vehicles on campus. The Saint Leo University Department of University Safety & Emergency Management is responsible for the enforcement of these regulations. Additionally, Florida state laws pertaining to the operation of motor vehicles can be enforced by the Pasco County Sheriff's Department and the Florida Highway Patrol. Violations of University Motor Vehicle Regulations will be controlled by the authority having jurisdiction.

### **Appeals/Traffic Court**

<https://www.saintleo.edu/student-experience/on-campus/safety-security#toc-citation-appeal-form>

### **Parking and Traffic Policies**

In order to park a motor vehicle on campus in any University parking area, it must be registered, and a parking permit must be properly displayed. All administrators, faculty, and staff must register all vehicles brought on campus at

<https://www.saintleo.edu/student-experience/on-campus/safety-security#toc-parking->

Full-time and part-time students may not register as faculty or staff members. Faculty and staff members may not register as students. Students who are employed by the University must register their vehicles as students.

Administrators, faculty, staff, and students are financially responsible for any violation of these regulations in which their vehicle is involved.

Disabled persons are requested to contact the Director of Accessibilities Services for consideration of special parking privileges. Only state or government permits are accepted.

Park at your own risk. Any vehicle on campus is parked or driven at the risk of the owner. Saint Leo University assumes no liability for any damages to any vehicle on campus.

University Safety & Emergency Management reserves the right to designate any space or spaces as temporary reserved parking.

Abandoned vehicles are subject to towing at the owner's expense unless the owner notifies the Campus Security and Safety Office of said vehicle at the time it becomes disabled.

Any repairs made to vehicles which will create a nuisance or cause property damage are not to be performed on campus.

No litter, debris, or trash will be thrown from vehicles on campus.

No trailers or mobile campers will be allowed to park on campus without permission from University Safety & Emergency Management.

**Operators of Vehicles will:**

- Observe all campus traffic and parking signs.
- Observe maximum speed on campus of 15 m.p.h. and on the service road of 15 m.p.h.
- Not drive or park on sidewalks, walkways, lawns, or other cultivated areas.
- Park only in designated areas. Parking alongside curbs is PROHIBITED.
- Not park in fire lanes, reserved visitor parking areas, or dumpster pickup areas.

- Not drive around or over any barricade erected to control traffic, or to alter, deface, remove, or otherwise damage any traffic control device.
- When directed to stop by a University Safety officer by voice, gesture, or whistle, immediately stop the vehicle for that officer.

### **Parking Regulations**

- Parking is permitted in all restricted lot areas daily from 5 p.m. to 7 a.m., except handicap and fire lanes.
- Residents at Henderson, Benoit, Roderick, Alumni, and Apartments #1 - #6 will have green decals and park east of the roundabout.
- Commuters will have Grey decals and park in lot 1 between Marion Bowman Activity Center and DeChantal Hall; lot 2, north of DeChantal Hall; or lot 11 north of Henderson Hall or garage.
- Residents of Marmion/Snyder will be able to park in the Marmion/Snyder lot & Parking Garage ONLY!

### **Visitor Parking**

- Students with visitors who have vehicles must register with the University Safety & Emergency Management office free of charge.
- Vehicles found in violation will be immobilized and/or towed away.

### **Restricted Areas**

- The President's parking space is reserved for the President only.
- Post office parking is regulated by the United States Postal authorities and will be enforced accordingly.
- The lot north of Saint Francis Hall, lot 6, is restricted to special permits only.

### **Parking Permits**

- Student parking fee of \$80 for residential students. A fee of \$50 will be charged for non-resident students
- Student parking permits expire on August 31 of the designated school term as indicated on the permit.
- No student, staff, or faculty member may register a vehicle belonging to another student, staff, or faculty member without the direct permission of the Chief of University Safety & Emergency Management.
- Any person who brings a vehicle on campus without a valid Saint Leo University parking permit must obtain a visitor/temporary permit immediately upon arriving on campus. Visitor/temporary permits must be properly displayed so that they

can be viewed by University Safety officers. There is no charge for visitors' permits.

- Parking permits must be displayed at all times and affixed to the windshield. A parking permit is valid only for the vehicle to which it is registered.
- Parking permits are the vehicle owner's responsibility. Lost or stolen permits will cost \$25 for commuter students and \$35 for resident students.
- Any student with a temporary medical or physical disability may be considered for priority parking. Students seeking consideration of priority parking must register through the Office of Accessibility Services. Upon registration, students must provide current documentation of the temporary disability (i.e., copy of medical reports and/or a letter from a physician stating specific diagnosis, prognosis, medications, and the educational implications for the student).

### **Location of Permit on Vehicle**

Parking permits are to be affixed to the inside of the windshield at the bottom corner of the driver's side. Motorcycles, motor scooters, and moped permits are to be placed on the left (outside) of the front fork area. Failure to display or improperly placed permits, even though in one's possession, will invalidate the vehicle registration.

### **Replacement of Parking Permits**

Any transfer or sale of a registered vehicle must be reported promptly to University Safety & Emergency Management. If a vehicle is purchased to replace another, the new one must be registered. Those who have parking permits but who subsequently become ineligible for a parking permit are required to remove the permit and report to the University Safety & Emergency Management office with said permit.

**Note:** Failure to comply with University Safety & Emergency Management policies and parking regulations may result in disciplinary action, loss of campus driving privileges, and payment of all fines incurred by responsible individuals.



## **Schedule of University Fines**

### **Parking Violations**

- Parking in areas designated for others: \$50
- Parking in loading zones: \$50
- Obstructing lanes/crosswalks: \$50
- Parking in fire lanes: \$100
- Parking on lawns or other cultivated areas: \$100
- Parking in spaces reserved for handicapped: \$100
- Parking alongside any curb that is not a designated parking spot: \$100
- Blocking or parking in such a manner that obstructs or hinders the removal of trash from a dumpster: \$50

### **Moving Violations**

- Speeding: \$100
- Reckless driving: \$100
- Failure to comply with a stop sign: \$100
- Driving the wrong way on a one-way street: \$50
- Failure to obey a University Safety officer/University official: \$100
- Driving on lawns or other cultivated areas: \$100
- Driving around or through barricades: \$100
- Driving on sidewalks: \$100

### **General Violations**

- Permit violations - altering, defacing: \$50
- Obtaining a permit by fraudulent means: \$50
- Failure to remove fraudulent permit: \$50
- Vehicle on campus after permit revoked: \$100
- Failure to display permit: \$50
- Failure to register vehicle: \$50



- Removing, destroying, or moving traffic or parking control devices, or having such in possession: \$100
- Improper display of permit: \$25
- Lending or giving vehicle permit to another unauthorized person: \$50\*
  - \*Plus, any charges incurred by other person
- Expired license plate: \$50\*
  - \*Plus, any charges incurred for vehicle immobilization or towing

### **Payment of Fines**

Fines are to be paid directly to Student Financial Services located in St. Edwards Hall, Monday through Friday, 8 a.m. to 4 p.m. All fines must be paid, or an appeal filed within five (5) business days of receipt of the ticket. There is a late charge of \$5. Students not current in payment to the Finance and Accounting Office will have a “stop” order placed on grades, transcripts, and registration permits.

### **Revocation**

University Safety & Emergency Management reserves the right to revoke any on-campus parking and driving privileges for violations of these regulations, the code of conduct, or state and federal laws.

### **Towing/Immobilization Policy**

Certain violations may result in the removal or immobilization of a vehicle, motorcycle, motor scooter, or moped from the campus. When the vehicle is removed, the cost of the towing is at the owner's expense. A citation will also be issued. If the vehicle is immobilized, an initial charge of \$100 is assessed. A \$15 fee per day will be additionally charged for the removal of the immobilization device starting from the day the device was installed. The fee must be paid at Student Financial Services located in St. Edwards Hall before the device will be removed. A citation will be issued in conjunction with the immobilization device. Once the immobilization device has been placed on the vehicle, removal of the device by person(s) other than University Safety & Emergency Management personnel that results in damage done to the vehicle or device, or theft of the vehicle or device, is the responsibility of the person who registered the vehicle.

### **Vehicles may/shall be Immobilized or Towed for the Following Reasons:**

- Parking on the grass: Automatic



- Parking in visitors' areas between 7 a.m. and 5 p.m., Monday through Friday: Automatic
- Accumulation of three or more violations by an unregistered vehicle: Automatic\*
- Parking on campus after permit has been revoked: Automatic
  - \*Shall be towed upon receipt of third citation

**Vehicles shall be Towed for the Following Reasons:**

- Parking in a handicap area without a handicap permit.
- Blocking wheelchair ramps.
- Parking in or blocking a fire lane or hydrant area.
- Upon receipt of third citation.

**Note:** All changes in traffic regulations will be posted in the following areas: Residence Halls, in front of Campus Security and Safety Office, and the Student Services Office.

## Parking Areas – By Decal Color and Location

Parking Lot#	Decal Color(s)	Location
Lot 1	Green, Yellow & Grey	Between DeChantal Hall and Marian Bowman Activity Center
Lot 2	Green, Yellow & Grey	North of DeChantal Hall, south of Alumni Hall
Lot 4	Green, Yellow & Grey	North of apartments
Lot 5	Green, Yellow & Grey	East of Benoit Hall and Henderson Hall
Lot 6	Special Permit	North of Saint Francis Hall
Lot 7	Green, Yellow & Grey	Parking Garage
Lot 8	Yellow	Between Post Office and Chiller Plant
Lot 9	Yellow	South of Saint Edward Hall
Lot 10	Yellow & Visitor	East of University Technology Services
Lot 11	Green, Yellow & Grey	North of Henderson Hall
Lot 12	Red	Marmion and Snyder Hall parking lot
Lot 13	Green, Yellow, & Grey	Softball Complex
Lot 14	Green, Yellow, & Grey	Benedictine Hall
<b>Parking for the Wellness Center: Lots 12 &amp; 14</b>		

Saint Leo University is committed to policies that ensure there is no discrimination on the basis of age, gender, race, color, creed, religion, national origin, or disability. The University is an Affirmative Action Equal Opportunity employer.