



Ohio Administrative Code

Rule 3352-7-01 Parking.

Effective: January 19, 2015

(A) General policy.

(1) All persons operating vehicles and bicycles on campus are responsible for complying with the Wright state university parking policy and the vehicle laws of the state of Ohio, Greene county, and the city of Fairborn.

(2) The following policies apply to all vehicles operated on campus, including but not limited to motor vehicles, motorcycles, and bicycles.

(a) Pedestrians have the right of way at all times.

(b) Parking permits or fees are required in all parking lots from six a.m. until ten p.m., Monday through Thursday, and from six a.m. until four p.m. on Friday. Handicap, state vehicle, specifically assigned reserved spaces and resident lots are restricted at all times. Faculty and staff with a valid parking permit may use the unspecified A spaces after four p.m.

(c) Responsibility for locating a legal parking space resides with the vehicle operator. Lack of an available space is not justification for violation of parking regulations. Permit parking spaces in specific lots are not guaranteed to be available.

(d) The university assumes no responsibility for vehicles or their contents, including lost or stolen permits.

(e) Campus permits are sold and issued only by the department of parking and transportation.

(f) University funds may not be used to purchase parking permits for any employee including those hired through temporary employment agencies and adjunct professors.



- (g) Departments charging a fee for workshops and classes may include the fee for their attendees' parking permit or they may require each attendee to purchase their parking merits.
 - (h) The legal permit registrant, vehicle owner(s), vehicle operator, and/or permit holder is responsible for all violations involving the registered vehicle.
 - (i) Permits must be attached to the inside rear view mirror with the identification visible from the front of the vehicle.
 - (j) Transferring the permit to the vehicle being used is the responsibility of the permit holder.
 - (k) Only one permit may be purchased or issued per individual.
 - (l) Due to the limited availability of restricted parking spaces, the sale and issuance of permits may be discontinued at the discretion of the department of parking and transportation.
 - (m) Parking regulations are in effect at all times.
 - (n) The maximum vehicle speed limit on all campus roads, as well as in all parking lots, is twenty mph, unless posted otherwise.
 - (o) Overnight parking is not permitted. Exceptions are noted in paragraph (D)(5) of this rule.
 - (p) Vehicles must be parked inside the specified parking space lines.
 - (q) Two- or three-wheeled motor vehicles should park in lined out corners at the end of rows, except next to handicap spaces and fire lanes. If a lined out area is unavailable, faculty/staff may use a standard size B space, and commuter students may use a standard size C space.
 - (r) Wright State University parking permits are not valid during events at the Nutter Center.
- (B) Bicycle parking.



(1) Bicycles must be parked in bicycle racks. Bicycles should not be parked in campus buildings, except student residence hall rooms, or locked to trees, light and sign posts, fences, or handrails.

(2) Riding bicycles on sidewalks and other pathways is permitted. Riding inside campus buildings and tunnels is not permitted.

(C) Visitor parking.

(1) Visitors, alumni and retiree visitors, to the main campus may park in Visitors Lot 2.

(2) The booth at the entrances to lot two (near the Student union) will be open from eight a.m. until eight p.m., Monday through Thursday, and from eight a.m. until three p.m. on Friday. After the booth is closed on Monday through Thursday, a valid Wright state university Dayton campus parking permit is required for a vehicle to be parked legally.

(3) Visitor spaces are located in lot two, nine, ten, eleven, fifteen and twenty. Visitors must obtain a visitor permit from the attendant in the lot two booth, at no charge, to park in a visitor space in lot nine, ten, eleven, fifteen and twenty. The attendant will direct the visitor to the best lot based on the location of their visit and availability. Departments may also make requests in advance at visitorparking@wright.edu to obtain a visitor permit to send to their guest.

(4) Departments having guests should always contact the Parking and Transportation department at visitorparking@wright.edu.

(5) Departments having the same guest(s) for multiple meeting dates during a semester may request a visitor permit be issued for the dates by contacting our department at visitorparking@wright.edu.

(6) Departments hosting large (one hundred or more attendees) events or conferences should schedule for parking arrangements well in advance and be considerate of the impact on our student parking when scheduling dates and times. As you are aware, during the month of August and September all lots on campus except Nutter center are utilized to capacity especially before two p.m. Visitor lot two has a capacity of eighty-nine spaces and any overflow from lot two is directed to lot four. During the months of fall semester it may be necessary for the department hosting a large event



to cover the expense to contract a charter company to shuttle guests from the Nutter center parking lots. Parking and transportation can assist you with locating a local charter bus company. We recommend that carpooling be encouraged for all events.

(7) Handicapped visitors must have a WSU visitor permit in addition to their state plate or placard. Visitors who require a handicap parking space for a lot other than lot two may obtain a permit and directions at the booth located at the entrance to lot two in front of the student union.

(8) Visitors to the University libraries and Art galleries may obtain a visitor parking permit at the Visitor booth in lot two.

(9) Alumni may be approved to purchase a commuter "C" permit depending on availability. Enrolled students are given first priority.

(10) Retirees who become employed at Wright State University must purchase a Faculty/Staff "B" permit.

(11) When visiting Resident students please go to www.wright.edu/admin click on Permit Parking and choose Resident student parking permits number five for visitor information.

(12) Wright State University Board of Trustees

(a) The following parking privileges are provided to the Board of Trustees, the charges for which shall be charged to the Board office as deemed appropriate by the parking and transportation department:

(i) Board of trustees shall receive an annual parking permit for their use and convenience during each year of their appointment.

(ii) Student trustees shall be provided an annual parking permit for their use and convenience during the academic year of their appointment.

(b) Wright state university foundation board of trustee members who are visitors shall receive an



annual parking permit for their use and convenience during the year.

(13) Handicap Parking Permits

(a) Disabled individuals may contact the Ohio Bureau of Motor Vehicles for information about and assistance with obtaining a state issued or temporary handicap parking permit.

(b) To park on the Dayton Campus, in addition to displaying a state handicap placard:

(i) Handicap faculty, staff, and contract staff must purchase a Faculty/Staff permit.

(ii) Handicap students must purchase a commuter student, resident, or Park and Ride permit.

(iii) Park and Ride permits are valid in Raider lot twenty.

(iv) Specific information about permits and fees can be found in section D.

(14) Handicap parking spaces are located in Visitor lot two; lots one, three, four, six, seven, eight (gated), nine, ten, eleven, thirteen, fifteen, sixteen, seventeen, eighteen and Raider lot twenty; and, near the entrances to all of the residential buildings.

(15) A student who needs to access the handicap spaces in gated lot eight must request that the Department of parking and transportation activate the Wright One Card. (Faculty/Staff Wright One Cards are automatically activated when a permit is purchased). A person who is unable to use the Wright One Card reader may request a remote gate opener from the Department of parking and transportation. A thirty-five dollar fee will be assessed for unreturned remote gate openers upon leaving WSU.

(D) Permits and fees.

(1) Faculty, unclassified and classified reserved (A) parking permits

(a) Faculty, unclassified and classified staff who presently have reserved (A) parking permits, are



currently employed full time on campus, and have not previously retired are eligible to reapply for a reserved permit.

(b) Reserved parking permits are valid only for reserved spaces within the assigned lot.

(c) Holders of reserved permits also may park in faculty/staff, commuter student, visitor, and Raider lot twenty. In addition, holders of reserved permits may park in unrestricted Nutter center lots one through nine, except during scheduled events.

(d) Reserved permit spaces are restricted to reserved permits until four p.m. only, Monday through Friday. After four p.m., any holder of a valid Wright state university faculty/staff parking permit, may park in an unspecified reserved space.

(2) Faculty/staff (B) parking permits.

(a) Faculty, staff and contract staff are permitted to purchase faculty/staff (B) parking permits. Graduate and teaching assistants are not eligible for B permits.

(b) Faculty/staff permit spaces are located in:

(i) Lots one, one a, three, four, seven, eight (gated), nine, ten, eleven, twelve (gated), fourteen, fifteen, sixteen, seventeen, eighteen, nineteen and Raider lot twenty. Signs at the entrances to the lots indicate that faculty and staff parking spaces are located within the lots.

(ii) Unrestricted spaces in Nutter center lots one through nine, except during scheduled events.

(iii) Unspecified reserved spaces after four p.m., Monday through Friday, and on Saturday and Sunday.

(c) Faculty/staff parking spaces are identified in lots with yellow lines, and commuter student spaces are identified with white lines. In consideration of commuter students, faculty/staff should use commuter spaces only when faculty/staff spaces are unavailable. Faculty/staff permits are not valid in the residence lots. (Faculty assigned to teach a class at the Honors Community may use the spaces



provided next to the building.)

(d) Faculty/staff permit holders are not permitted to park in other restricted spaces that may be painted with yellow lines. (Handicap, visitor, A, Reserved, University vehicle...etc).

(e) Gated lots eight and twelve require the use of a Wright One card to enter. Faculty/staff cards are activated when annual or semester permits are purchased.

(3) Commuter student (C) parking permits.

(a) Commuter students are eligible to purchase a commuter student (C) parking permits parking permits.

(b) Commuter student permits are valid in white lined spaces in:

(i) Lots one, one a, four, four a, six, seven, ten, eleven, twelve, thirteen, fourteen, sixteen, eighteen, nineteen, and Nutter center lot. Signs at the entrances to the lots indicate that commuter student parking spaces are located within the white lined spaces in the lots.

(ii) Lot four contains the majority of the student parking spaces (raider lot twenty) and is the most likely to have available space from ten a.m. to noon.

(iii) Unrestricted spaces in Nutter center lots one through nine, except during scheduled events.

(iv) Yellow lined faculty/staff spaces, unless otherwise posted, after four p.m., Monday through Friday, all day Saturday, and all day Sunday.

(c) Commuter student spaces are identified in all lots with white lines, and faculty/staff spaces are identified with yellow lines.

(d) Commuter student permit holders are not permitted to park in other restricted spaces that may be painted with yellow or white lines. (Handicap, A spaces, reserved, visitor, university vehicle...etc).



(e) A commuter parking permit is not valid in resident lots. Resident students are not permitted to purchase a commuter parking permit.

(f) College credit plus (formerly PSEOP/Dual enrollment) students are exempt from paying a parking permit fee beginning Fall semester 2015.

(i) This is a statutory requirement.

(4) Evening (E) Commuter Student Parking Permits.

(a) Evening commuter students with classes primarily after two p.m., Monday through Friday, are eligible to purchase an E parking permit. When commuter permit sales are discontinued, commuter students have to purchase the evening commuter permit.

(b) E permits are valid in commuter student (white lined) spaces after two p.m. Monday through Friday, and unrestricted faculty/staff (yellow lined) spaces after four p.m.

(c) E permits are valid in Nutter center lots seven and eight if you arrive on main campus before two p.m.

(5) Resident student parking permits.

A resident student is not permitted to purchase a commuter (C) permit.

(a) The Honors, Woods, College Park, and University Park Resident Communities (D) parking permits are valid in your respective lots. If a space is not available in that lot you may park in the next closest community lot.

(i) Residents of these communities must be parked in these residential community lots between six a.m. and four p.m. Monday through Friday.

(ii) Resident permits are also valid in commuter (white lined) spaces on campus from four p.m. until six a.m., Monday through Friday and all day Saturday and Sunday.



(6) Forest Lane (L) and Hamilton Hall (H) student parking permits.

(a) Forest lane (L) parking permits are valid in Forest lane community lot FL. If a legal parking space is unavailable in lot FL, a Forest lane permit holder may use the white lined commuter spaces in lot four.

(b) Hamilton hall (H) parking permits are valid in lot four in the white lined spaces.

(c) Forest lane (L) and Hamilton hall (H) permits are valid in commuter (white lined) spaces on campus from four p.m. to six p.m., Monday through and all day on Saturday and Sunday.

(7) Village (V) student parking permits.

(a) Village (V) lot V parking permits are valid in lot V in spaces next to the buildings or in the adjacent lot near the picnic shelter.

(b) The Village (V) permit may be used to park in commuter (white lined) spaces on campus.

(c) Visitor parking is available with a parking permit. Visitor permits for overnight visitors may be from obtained at the department of parking and transportation by email, or at the visitor booth in lot two, from eight a.m. until eight p.m., Monday through Friday, and from eight a.m. until three p.m. on Friday. Residents may obtain a parking permit for their visitor that is valid in commuter student lot four or lot six (white lines). Open parking is available for visitors in campus lots (including faculty/staff and commuter student spaces) after four p.m. on Friday and all day on Saturday and Sunday. Visitor parking is not available in the residence lots at any time.

(d) Visitor parking permits are issued for up to two days at a time unless approved by residence services.

(e) Residential community permits are valid in unspecified Nutter center lots one through nine (no overnight parking).



(8) Computer students

(a) Raider lot twenty (N) park and ride parking permits.

(i) Commuter students are eligible to purchase Raider lot twenty (N) permits.

(9) Service/vendor contractor (S) parking permits.

(a) Service/vendor/ contractors may purchase service (S) vehicle permits. Service/vendor/ contractors should contact the department of parking and transportation for information and lot locations at parking@wright.edu or 937-775-5690.

(10) Temporary parking permits.

(a) Temporary permits are available at no charge to holders of valid annual and semester permits, when the valid permit has been forgotten or is unavailable to be displayed. Temporary permits generally are issued for one day only.

(b) A current vehicle license plate number is required to purchase a temporary permit.

(c) Non university students who are taking music, swimming or any other type of non-credit lesson may purchase a parking permit.

(11) Replacement permits. Replacement permits are available to an individual whose valid permit has been lost or stolen. See the parking and transportation website for fees.

(12) Refunds.

(a) A person who purchases a parking permit and subsequently determines that he/she does not require the permit may return the permit and request a refund at the department of parking and transportation. Permit fees will be refunded according to the following schedule:

(i) Semester permits prior to the beginning of the semester, one hundred per cent; during the first



two weeks of the semester, seventy per cent. Refunds will not be granted after the first two weeks of the semester.

(ii) An annual permit or multi-semester permit will be refunded on a prorated basis.

(iii) Refunds for faculty and staff that have purchased a permit through payroll deduction.

(a) The department of parking and transportation will notify the payroll office when the faculty or staff member returns a permit. The payroll office will stop deductions beginning the first pay period following notification.

(b) Failure to return the permit will result in the balance of the permit being taken out of the employee's final paycheck.

(b) Refunds will not be granted for temporary or replacement permits.

(c) Refunds will not be granted for semester breaks; refunds will not be granted for annual permits after summer semester B term and annual Faculty/staff permits after fall semester.

(d) A reserved (A) parking permit holder who requests a refund will relinquish the right to repurchase the reserved permit.

(e) Any outstanding fines or fees will be deducted from the refund amount.

(E) Campus shuttle. During fall, winter, and spring semesters, Monday through Friday, the campus shuttle provides transportation to and from Raider lot twenty, the residential communities, and the McLin gym at the Nutter center. Shuttle service is not available during university observed holidays, and breaks. Schedules are posted at the stops and are available on the shuttles, at the parking and transportation office, and at <http://www.wright.edu/parking-and-transportation>.

(F) Violations and fines. This policy applies to all vehicles operated on campus including but not limited to motor vehicles, motorcycles, and bicycles.



(1) Parking violations. The following parking violations are subject to a fine of twenty-five dollars to two hundred fifty dollars.

(a) Parking in a handicap space, or in the striped access aisle, without a legal handicap license plate or permit. According to the laws of the state of Ohio, a first violation is punishable by a minimum fine of two hundred fifty dollars, not to exceed five hundred dollars, plus any towing charges.

(b) Obstructing a fire lane, the flow of vehicular or pedestrian traffic, parking in any part of a road, pedestrian/handicap access (one hundred dollar fine, plus towing fee).

(c) Parking in any area not designated for parking, disregarding painted lines, or not entirely within one space (fifty dollar fine, plus the cost to repair any damage to university property).

(d) Displaying an illegal parking permit, a permit reported lost or stolen, or a permit that is reproduced or altered (one hundred dollar fine, plus towing fee).

(e) No/improper or improperly displayed permit in reserved (A), faculty and staff (B), state/United States government, service, vendor, visitor, or any space other than student commuter or resident spaces (fifty dollar fine).

(f) No/improper or improperly displayed permit in student commuter or resident spaces (twenty-five dollar fine).

(g) Parking in excess of posted time limit (twenty-five dollar fine).

(2) Violators of the university parking policy may be referred to appropriate authorities for disciplinary action in addition to paying outstanding fines and towing charges. A student may be referred to the office of student affairs. A faculty or staff member may be referred to his/her dean or department director, and his/her vehicle may be impounded.

(3) A hold will be placed on a student's registration and transcript if he/she has one hundred dollars or more in unresolved fines. The department of parking and transportation reserves the right not to issue a permit to any person with one hundred dollars or more in unresolved fines.



(G) Towing a Vehicle.

(1) Vehicles may be towed for the following violations:

(a) The vehicle is parked in a manner that creates a hazard to safety or construction progress or that obstructs or impedes the flow of vehicular or pedestrian traffic.

(b) The vehicle is parked with an illegal or invalid permit.

(c) The vehicle has accumulated one hundred dollars or more in unresolved fines or fees.

(d) An unauthorized vehicle is parked in a handicap space, reserved space, visitor lot, gated lot, state/United States government space, service/vendor space, or any other restricted space.

(e) The vehicle is obstructing a fire lane.

(2) Vehicles will be continued on the eligibility list for towing until fines are paid to less than one hundred dollars. The university is not responsible for damage resulting from vehicle towing or any other condition as defined by this rule or by Chapter 4511. of the Revised Code.

(H) Fine payments.

(1) Fines may be paid with check, Visa, MasterCard or Discover card online through parking services or by mailing the violation notice with the appropriate fine amount to the department of parking and transportation. Do not mail cash; a canceled check, money order stub, or bank statement will serve as a receipt. The violation notice should be included with the fine payment.

(2) Any violation notice that has not been paid or appealed within one month of issuance shall be considered unresolved.

(3) A fine must be paid in total; partial fine payments cannot be accepted.



(I) Appeals.

(1) Appeal forms and information concerning the appeal procedure are available online through parking services. Appeals must be filed within one month of issuance of a violation notice. The committee, consisting of one student government member, one faculty member, and one staff member, has been established to ensure fairness and equality of treatment.

(a) Before submitting an appeal, please be aware that the Appeal board will not overturn citation appeals based on certain criteria.

(b) By filing an appeal, you are verifying that you have now read, understand, and will comply with the WSU Parking policy.

(2) Fines for violations that have been appealed and denied are due immediately upon receipt of the appeal denial notification.

(3) Three appeals per semester will be approved for any permit not displayed if the permit holder parked in the appropriate lot space.

(4) A reappeal decision will be made by the chair of the Advisory and Appeals committee. Reappeal forms are available by emailing parking@wright.edu. A reappeal must be filed within two weeks of the decision of the Appeals committee.

(J) Amendments. The parking advisory and appeals committee and the department of parking and transportation reserve the right to make amendments to the university parking policy.

(K) Parking Permit Fees

Parking fees shall be established within the annual fiscal year budget process. Current fees are available at: <http://www.wright.edu/parking-and-transportation>.