

**Parking Ordinance**  
**August 2002**  
**Amended June 16th, 2011**

AN ORDINANCE PROVIDING FOR THE REGULATION AND CONTROL OF TRAFFIC, PARKING REGULATIONS, SPEED RESTRICTIONS, ESTABLISHING STOP INTERSECTIONS, ONE-WAY TRAFFIC MOVEMENT, ESTABLISHING CROSSWALKS, DELEGATION OF FULL AUTHORITY TO THE VICE PRESIDENT OF BUSINESS AFFAIRS IN ALL MATTERS CONCERNING ERECTION OF ANY TRAFFIC CONTROL DEVICES AND THE ADOPTION OF REQUIRED ORDINANCES RELATIVE TO THE SAME, AND PROVIDING FOR PENALTIES FOR VIOLATIONS THEREOF, UPON PROPERTY OWNED BY THE UNIVERSITY OF PITTSBURGH AT TITUSVILLE.

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## **Article I. General Provisions**

### SECTION 1-1: TITLE

This Ordinance shall be known and cited as "The Parking Ordinance".

### SECTION 1-2: AUTHORITY

In accordance with the provisions of the University Charter, By-Laws, and Trustees actions, the Chancellor, who is Chief Executive Officer of the University, delegates administrative responsibilities to the President of the University of Pittsburgh at Titusville, who, in turn, delegates responsibility to the Vice President of Business Affairs.

The President is authorized to adopt and promulgate such rules and regulations and to establish such administrative procedures as he/she may deem necessary or advisable for the administration, interpretation, and enforcement of this ordinance.

### SECTION 1-3: LIABILITY

The University of Pittsburgh at Titusville assumes no liability or responsibility for damage to or theft of any vehicle parked on university property.

### SECTION 1-4: APPLICATION

The provisions of this Ordinance shall apply to all operators of all vehicles, public and private, and they shall be enforced twenty-four hours a day except as otherwise specified by the Ordinance. It shall be prohibited for any operator to violate any of the provisions of this Ordinance except as otherwise permitted.

### SECTION 1-5: DEFINITIONS

The following words and phrases, when used in this Ordinance, shall, for the purposes of this Ordinance, have the meanings respectively ascribed to them in this section, except in those instances when the context clearly indicates a different meaning:

- |                                    |   |
|------------------------------------|---|
| "Crosswalk"                        | Any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by lines or other markings on the surface.  |
| "Driver"                           | A person who drives or is in actual physical control of a vehicle.  |
| "Driveway"                         | A way or place extending from a roadway onto or towards any property of the University used for vehicular travel and pedestrian traffic by the University.  |
| "Emergency vehicle"                | A vehicle operated by: the fire department, police department, sheriff department, ambulance, blood-delivery agency, hazardous materials response unit, armed forces, county coroner, medical examiner. |
| "Highway"                          | The entire width between the boundary lines of every way maintained by the University for the purpose of vehicular travel.  |
| "Issuing Authority"                | A public Official having the power and authority of a district justice.   |
| "Official traffic-control devices" | Signs, signals, markings, and devices not inconsistent with this Ordinance, placed or erected by a University Official, for the purpose of regulating, warning, or guiding traffic.                     |

"Owner"	A person, other than a lien holder, having the property right in, or title to, a vehicle. This includes a person entitled to the use and possession of a vehicle subject to the security interest in another person, but excludes a lessee under a lease not intended as security.
"Park or Parking"	When <i>permitted</i> , means the temporary storing of a vehicle, whether occupied or not, off the roadway. When <i>prohibited</i> , means the halting of a vehicle, whether occupied or not, except momentarily for the purpose of and while engaged in loading or unloading property or passengers.
"Parking lot"	Any property designated by the University for temporary or long-term storage of a motor vehicle.
"Pedestrian"	A natural person afoot.
"Person"	A natural person, firm, co-partnership, association, or corporation.
"Police Officer"	A natural person authorized by law to make arrests for violations of the law.
"Shall"	Indicates that an action is required or prohibited.
"Should"	Indicates that an action is advisable but not required.
"Sidewalk"	That portion of University property between curblines, or the lateral lines of a roadway, and the adjacent property lines, intended for use by pedestrians.
"Stand or Standing"	When prohibited, means the halting of a vehicle whether occupied or not, except momentarily, for the purpose of and while actually engaged in receiving or discharging passengers.
"Stop or stopping"	When prohibited, means any halting, even momentarily, of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic, or in compliance with the directions of a police officer, university official, or traffic control sign or signal.
"Traffic"	Pedestrians, vehicles, and any other conveyances, whether singly or together, using any highway for purposes of travel.
"University"	The University of Pittsburgh at Titusville, and all grounds and property owned by the University of Pittsburgh at Titusville.
"University Official"	A member of University Senior Staff, Facilities Management employees, custodial staff employed by the University, contractors employed by the University, public and/or private emergency response persons, and other persons as designated by the Vice President for Business Affairs.
"Vehicle"	Every device in, upon, or by which any person or property is, or may be, transported or drawn upon a highway, except those devices used exclusively upon rails or tracks.

#### SECTION 1-6: CO-OPERATION WITH CIVIL AUTHORITIES

The University shall co-operate with all law enforcement authorities of the Commonwealth of Pennsylvania, and its political subdivisions, in enforcing this Ordinance, and in issuing regulations hereunder.

#### SECTION 1-7: RULES OF EVIDENCE

When a vehicle is found to be in violation of this Ordinance it shall be assumed that the vehicle was parked by:

1. The person(s) issued the University parking permit for said vehicle.
2. The person(s), company, firm, or corporation in whose name the vehicle is registered with the Pennsylvania Department of Motor Vehicles, or the corresponding agency of another state or nation, if no parking permit has been issued for the vehicle.
3. The son, daughter, spouse, or ward of the registered owner either enrolled in or employed with the University of Pittsburgh.

#### SECTION 1-8: REVENUE

All monies received from parking fees and penalties imposed by this Ordinance may be used for the following purposes:

1. To defray the costs of administering and enforcing this Ordinance.
2. To develop, maintain, and supervise parking lots, areas, and facilities.
3. For any other purpose related to security, parking, traffic, and transportation on the campus as authorized by the President and/or the Vice President of Business Affairs.

## **Article II. Payments and Collections**

#### SECTION 2-1: PAYMENT

Payments can be made to the Office of Campus Police, located at Spruce Hall, Room 105, 517 East Spruce Street, Titusville, PA 16354, for permits and assessed University parking fines. Payments for penalties must be made within ten business days after the date of the infraction. Accepted methods of payment include:

- Check, money order, or cash.
- Mastercard, Visa, and Discover - Available at Office of Business Affairs only.

#### SECTION 2-2: PARKING PERMIT REPLACEMENT

Lost/stolen parking permits must be reported immediately to the Campus Police Office (x4488). A lost/stolen parking permit will be replaced for a fee of \$10.00.

#### SECTION 2-3: COLLECTION METHODS

Failure to pay penalty for incurred parking violation within ten business days shall result in the University placing a financial hold of assessed fees and penalty against student(s) and/or guest(s) as follows:

- Debts owed by students shall result in a HOLD being placed on their student account.
- No parking permit will be issued to any individual with HOLDS on their account.
- Debts owed by non-students [Non-affiliates] of the University shall have a summary traffic citation filed before the proper issuing authority [District Magistrate] after ten [10] business days of issuance of the parking ticket.

- Pursuant to Rule 401 of Title 234 of the Pennsylvania Code, Rules of Criminal Procedure, failure to respond to a parking ticket, within the time specified, shall result in the filing of a summary traffic citation before the proper issuing authority.

### **Article III. Parking**

#### SECTION 3-1: PARKING

The term "No Parking", when used in this Ordinance, shall mean that no person shall park a vehicle, or permit it to stand, either attended or unattended, in disregard to the regulations and provisions of this Ordinance.

#### SECTION 3-2: PROHIBITED PLACES

No owner, operator, or other person shall park a vehicle, or permit a vehicle to be stand, either attended or unattended, in any of the following places, on or in the boundaries of the University:

- Within an intersection
- On a crosswalk or within twenty (20) feet of a crosswalk
- Within fifteen (15) feet of a fire hydrant, automatic sprinkler connection, or emergency fire exit
- Blocking a driveway
- Blocking or in a fire lane
- On a sidewalk
- Blocking or interfering with excavation or construction
- At any place where official signs have been erected prohibiting standing and/or parking
- On any University property without a proper University parking permit
- Parking in more than one provided parking space, where designated and marked by appropriate signs and/or painted lines
- On any walkway, plaza, on grass or shrubbery

### **Article IV. Parking Permits**

#### SECTION 4-1: PERMIT TYPES

##### *Faculty and Staff*

- Issued at no cost to the employee
- Faculty and staff are responsible for any/all fines and fees associated with their permits
- Employees may not give permits away or let others use their permit, or otherwise transfer same.
- Upon termination of the faculty/staff member's association with the University, the permit shall be returned to the Campus Police Office.
- Parking is limited to the designated area only.

##### *Students*

- Student parking permits are issued on an annual basis commencing with the first day of the Fall term.
- The charge for an annual permit is \$10.00 per vehicle.
- Parking is limited to the designated area only.

##### *Temporary*

- Temporary permits may be issued in areas where space is available, under certain restrictions, at the discretion of the Chief of Police, for a specified period.

SECTION 4-2: PERMIT DISPLAY

The parking permit must be displayed on the rear view mirror of the vehicle visible from the front of the vehicle.

**Article V. Enforcement**

SECTION 5-1: ENFORCEMENT

The Vice President of Business Affairs will designate all enforcement powers to the appropriate University officials, including members of the Office of Campus Police and Facilities Management. Enforcement shall be only on University property. Only Campus Police Officers can issue/file summary traffic citations pursuant to Title 234 of the Pennsylvania Code. All University officials, as designated by the Vice President of Business Affairs, shall be authorized to issue University parking tickets.

SECTION 5-2: PENALTIES

Penalties must be paid within ten (10) business days of the infraction. Any person violating certain sections of this Ordinance or regulations issued there under is subject to the fees as indicated in the following schedule:

5-2 a: *University Parking Ticket*

<u>Violation</u>	<u>Penalty</u>
No Parking Permit	\$25.00
No Parking	\$ 5.00
Fire Hydrant	\$10.00
Blocking Driveway	\$ 5.00
Blocking HP Access	\$ 5.00
Sidewalk	\$ 5.00
Official Sign	\$10.00
Handicap	\$25.00
( ) Illegal	\$ 5.00

5-2 b: *Summary Parking Citation*

Pursuant to Rule 401 of Title 234 of the Pennsylvania Code, Pennsylvania Rules of Criminal Procedure, a criminal proceeding may be instituted against the owner/operator of a vehicle under the following conditions:

5-2 bi: Defendant Fails to Respond

Should a defendant fail to respond to a University parking ticket as issued on the vehicle, within ten (10) business days as requested, the University shall institute a criminal proceeding before the proper issuing authority for collection of fines/costs as provided.

5-2 bii. Issuance of a Citation

When a University parking ticket has not been issued, a criminal proceeding in a summary case, charging a parking violation, may be instituted by the Campus Police Officer by handing it to the defendant or by placing it on a vehicle windshield.

5-2 biii: Penalty

Any person violating any provision of section 3353 Prohibitions in specified places, of Title 75 of the Pennsylvania Consolidated Statutes (Vehicle Code), is guilty of a summary offense and shall be sentenced to pay a fine of not more than \$15.00 *and* all costs and fees assessed.

## **Article VI. Appeals**

### **SECTION 6-1: APPEALS**

Any person(s) found in violation of this Ordinance may file an appeal, in writing, within two (2) business days, to:

University of Pittsburgh at Titusville  
The Office of Campus Police  
Spruce Hall, Room 105  
517 East Spruce Street  
Titusville, PA 16354

The following information must be furnished with the appeal request:

- Name
- Social Security number
- University status
- Permanent address
- Daytime telephone number
- Parking ticket number and date
- Vehicle plate number and state
- UPT Permit number (if applicable)
- Reason for appeal
- Signature and date
- Copy of ticket

### **SECTION 6-2 APPEAL NOTIFICATION**

Appellants will receive written notice of their appeal requests within 72 hours of appeal.

THE PRESIDENT OF THE UNIVERSITY OF PITTSBURGH AT TITUSVILLE, CRAWFORD COUNTY, COMMONWEALTH OF PENNSYLVANIA, DOES HEREBY AMEND THE FOREGOING AS A "TRAFFIC ORDINANCE " ON THIS, THE 16<sup>th</sup> DAY OF JUNE, 2011.

Subscribed and sworn to  
before me this \_\_\_\_\_  
day of June 2011.

By the Vice President of Business Affairs  
at the University of Pittsburgh at Titusville

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Sue Bloom

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Denise G. McCloskey