

7410  
Date Created/Revised  
08/24/2022  
Date Last Reviewed  
08/24/2022  
Executive Responsibility  
[Vice President-Finance and Operations](#)  
Functional Responsibility  
[Parking and Transportation](#)

## Temporary/Emergency Policy

Note: This policy was amended on August 24, 2022 under the temporary / emergency policymaking provisions of the University's [Policy on Policies](#). The [amendments](#) are effective beginning August 24, 2022, and will revert on December 22, 2022.

### 7410.1 General Policy

- 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.
- The following policies apply to **all** vehicles operated on campus, including but not limited to motor vehicles, motorcycles, and bicycles.
  1. Pedestrians have the right of way at all times.
  2. Parking permits are required in all parking lots from 6 am until 10 pm, Monday through Thursday, and from 6 am until 4 pm on Friday. ADA accessible, 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 4 pm.
  3. Responsibility for locating a legal parking space resides with the vehicle operator. Lack of an available parking space is not justification for violation of parking regulations. Permit parking spaces in specific lots are not guaranteed to be available.
  4. The university assumes no responsibility for vehicles or their contents, including lost or stolen permits.
  5. Campus permits are sold and issued only by the Department of Parking and Transportation.
  6. University funds may not be used to purchase parking permits for any employee including those hired through temporary employment agencies and adjunct professors.
  7. Departments charging a fee for workshops and classes may include the fee for their attendees' parking permit. Optionally they may require attendees to purchase their parking permits.
  8. The legal permit registrant, vehicle owner(s), vehicle operator, and/or permit holder is responsible for all violations involving the registered vehicle.

9. Permits must be attached to the inside rear view mirror with the identification visible from the front of the vehicle.
10. Transferring the permit to the vehicle being used is the responsibility of the permit holder.
11. Only one permit may be purchased or issued per individual.
12. 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.
13. Parking regulations are in effect at all times.
14. The maximum vehicle speed limit on all campus roads, as well as in all parking lots, is 20 mph, unless posted otherwise.
15. Overnight parking is not permitted. Exceptions are noted in paragraph 3601.4 e) of this policy.
16. Vehicles must be parked inside the specified parking space lines.
17. Two- or three-wheeled motor vehicles should park in lined out corners at the end of rows, except next to ADA accessible 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. Resident students may park in Resident spaces only
18. Wright State University parking permits are not valid during events at the Nutter Center.

## **7410.2 Bicycle Parking**

- 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/sign posts, fences, handrails, etc.
- Riding bicycles on sidewalks and other pathways is permitted. Riding inside campus buildings and tunnels is not permitted.

## **7410.3 Visitor Parking**

- Visitors, alumni and retiree visitors, to the main campus may park in Visitors Lot 2.
- The booth at the entrance to Lot 2 (near the Student Union) will be open from 8 am until 8 pm, Monday through Thursday, and from 8 am until 3 pm 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.
- Visitor spaces are located in Lot 2, 9, 10, 11, 15 and 20. Visitors must obtain a visitor permit from the attendant in the Lot 2 booth, at no charge, to park in a visitor space in Lot 9, 10, 11, 15, or 20. The attendant will direct the visitors to the best lot based on the location of their visit and availability. Departments may also make requests in advance at [visitorparking@wright.edu](mailto:visitorparking@wright.edu) to obtain a visitor permit to send to their guests.
- Departments having guests should always contact the Parking and Transportation Department at [vistorparking@wright.edu](mailto:vistorparking@wright.edu).

- 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](mailto:visitorparking@wright.edu).
- Departments hosting large (100 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 months of August and September all lots on campus except Nutter Center are utilized to capacity, especially before 2 pm. Visitor Lot 2 has a capacity of 89 spaces and any overflow from Lot 2 is directed to Lot 4. 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 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.
- Disabled visitors must have a WSU visitor permit in addition to their state plate or placard. Visitors who require an ADA accessible parking space for a lot other than Lot 2 may obtain a permit and directions at the booth located at the entrance to Lot 2 in front of the Student Union.
- Visitors to the University Libraries and Art Galleries may obtain a visitor parking permit at the Visitor Booth in Lot 2.
- Alumni may be approved to purchase a commuter "C" permit depending on availability. Enrolled students are given first priority.
- Retirees who become employed at Wright State University must purchase a Faculty/Staff "B" permit.
- Residential Communities visitors must obtain a visitor permit from the attendant in lot 2 booth, at no charge, to park in commuter spaces (white lines) in lots 4 or 6. Over night guests may obtain a permit from the Department of parking and Transportation by email, [visitorparking@wright.edu](mailto:visitorparking@wright.edu) or at the Visitor Booth in Lot 2, between 8 a.m. and 8 p.m., Monday through Thursday, and from 8 a.m. until 3 p.m. on Friday or student residents may obtain a parking permit for their guest in the same manner. Visitor parking is not available in the Residential Community lots at any time. Open parking is available for visitors in campus lots (including faculty/staff and commuter student spaces) after 4 p.m. on Friday and all day on Saturday and Sunday. .
- Wright State University Board of Trustees
  1. 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 Department of Parking and Transportation:
    1. Board of Trustees shall receive an annual parking permit for their use and convenience during each year of their appointment.
    2. Student Trustees shall be provided an annual parking permit for their use and convenience during the academic year of their appointment.
  2. 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.
- ADA Accessible Parking Permits

1. Disabled individuals may contact the Ohio Bureau of Motor Vehicles for information about and assistance with obtaining a state-issued or temporary disability parking permit.
2. To park on the Dayton Campus, in addition to displaying a state-issued disability placard or plate:
  1. Disabled faculty, staff, and contract staff must purchase a Faculty/Staff permit.
  2. Disabled students must purchase a commuter student, resident, or Park and Ride permit.
  3. Park and Ride permits are valid in Raider Lot 20.
  4. Specific information about permits and fees can be found in section (3601.4).
3. ADA accessible parking spaces are located in Visitor Lot 2; Lots 1, 3, 4, 6, 7, 8 (gated), 9, 10, 11, 13, 15, 16, 17, 18 and Raider Lot 20; and, near the entrances to all of the residential buildings.
4. A student who needs to access the ADA accessible spaces in gated Lot 8 must request that the Department of Parking and Transportation activate the Wright 1 Card. (Faculty/Staff Wright 1 Cards are automatically activated when a permit is purchased.) *A person who is unable to use the Wright 1 Card reader may request a remote gate opener from the Department of Parking and Transportation. A \$35.00 fee will be assessed for unreturned remote gate openers upon leaving WSU.*
5. ADA Van Accessible Spaces: The hashed area directly next to the designated accessible parking space is considered to be part of the parking space. Vehicles parked in hashed areas are subject to citation or being towed.

## 7410.4 Permits and Fees

1. Faculty, Unclassified and Classified Staff Reserved (A) Parking Permits
  1. 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.
  2. Reserved parking permits are valid only for reserved spaces within the assigned lot.
  3. Holders of reserved permits also may park in faculty/staff, commuter student and Raider Lot 20. In addition, holders of reserved permits may park in unrestricted Nutter Center Lots 1 through 9, except during scheduled events.
  4. Reserved permit spaces are restricted to **reserved permits until 4 pm only**, Monday through Friday. After 4 pm, 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
  1. Faculty, staff and contract staff are permitted to purchase Faculty/Staff (B) parking permits. Graduate and teaching assistants are not eligible for **B** permits.
  2. Faculty/Staff permit spaces are located in:

1. Lots 1, 1a, 3, 4, 7, 8 (gated) 9, 10, 11, 12 (gated), 14, 15, 16, 17, 18, 19, and Raider Lot 20. Signs at the entrances to the lots indicate that faculty/staff parking spaces are located within the lots.
2. Unrestricted spaces in Nutter Center Lots 1 through 9, except during scheduled events.
3. Unspecified reserved A spaces after 4 pm, Monday through Friday, and on Saturday and Sunday.
3. 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.)
4. Faculty/Staff permit holders are not permitted to park in other restricted spaces that may be painted with yellow lines. (ADA accessible, Visitor, A, Reserved, University vehicle...etc).
5. Gated Lots 8 and 12 require the use of a Wright **1** Card to enter. Faculty/Staff cards are activated when annual or semester permits are purchased.
3. Commuter Student (**C**) Parking Permits
  1. Commuter students are eligible to purchase commuter student (**C**) parking permits or Raider Lot 20 parking permits.
  2. Commuter student permits are valid in **white lined spaces** in:
    1. Lots 1, 1a, 4, 4a, 6, 7, 10, 11, 12, 13, 14, 16, 18, 19, 20 and Nutter Center Lots. Signs at the entrances to the lots indicate that commuter student parking spaces are located within the white lined spaces in the lots.
    2. Lot 4 contains the majority of the student parking spaces (excluding Raider Lot 20) and is the most likely to have available space from 10 am to noon.
    3. Unrestricted spaces in Nutter Center Lots 1 through 9, except during scheduled events.
    4. Yellow lined Faculty/Staff spaces, unless otherwise posted, after 4 pm, Monday through Friday, all day Saturday, and all day Sunday.
  3. Commuter student spaces are identified in all lots with **white lines**, and faculty/staff spaces are identified with **yellow lines**.
  4. Commuter student permit holders are not permitted to park in other restricted spaces that may be painted with yellow or white lines. (ADA accessible, A spaces, Reserved, Visitor, University vehicle...etc).
  5. A commuter parking permit is not valid in resident lots. Resident students are not permitted to purchase a commuter parking permit.
  6. College Credit Plus (formerly PSEOP/Dual enrollment) students are exempt from paying a parking permit fee beginning Summer Semester 2015.
    1. This is a statutory requirement.
4. Evening (**E**) Commuter Student Parking Permits
  1. Evening commuter students with classes primarily after 2 pm, 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.

2. E permits are valid in commuter student (white lined) spaces after 2 pm Monday through Friday, and unrestricted Faculty/Staff (yellow lined) spaces after 4 pm.
  3. E permits are valid in Nutter Center Lots 7 and 8 if you arrive on the main campus before 2 pm.
5. Residential Student (**D**) Parking Permits

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

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.

1. Resident of these communities **must be parked** in these residential community lots between **from 6 am and 4 pm, Monday through Friday**.
  2. Residents permits are also valid in commuter (white lined) spaces on campus **from 4 pm until 6 am, Monday through Friday and all day Saturday and Sunday**.
6. Forest Lane (**L**) and Hamilton Hall (**H**) Student Parking Permits.
1. 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 4.
  2. Hamilton Hall (H) parking permits are valid in Lot 4 in the white lined spaces.
  3. Forest Lane (L) and Hamilton Hall (H) permits are valid in commuter (white lined) spaces on campus **from 4 pm to 6 am, Monday through Friday and all day on Saturday and Sunday**.
7. Village (**V**) Student Parking Permits.
1. 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.
  2. The Village (V) permit may be used to park in commuter (white lined) spaces on campus.
  3. Visitor parking is available with a parking permit. Visitor permits for overnight visitors may be obtained from the Department of Parking and Transportation by email, or at the Visitor Booth in Lot 2 from 8 am until 8 pm, Monday through Thursday and from 8 am to 3 pm on Friday. Residents may obtain a parking permit for their visitor that is valid in commuter student Lot 4 or Lot 6 (white lines). Open parking is available for visitors in campus lots (including faculty/staff and commuter student spaces) after 4 pm on Friday and all day on Saturday and Sunday. Visitor parking is not available in the Residence lots at any time.
  4. Visitor parking permits are issued for up to two days at a time unless approved by Residence Services.
  5. Residential community permits are valid in unspecified Nutter Center Lots 1 through 9 (no overnight parking).
8. Service/Vendor/Contractor (**S**) Parking Permits

1. Service/Vendor/Contractors may purchase service (S) vehicle permits. Service/Vendors/ Contractors should contact the Department of Parking and Transportation for information and lot locations at [parking@wright.edu](mailto:parking@wright.edu) or 937-775-5690.
9. Temporary Parking Permits
  1. Temporary permits are available at no charge to holders of valid annual, multi-quarter, or quarterly permits, when the valid permit has been forgotten or is unavailable to be displayed. Temporary permits generally are issued for one day only.
  2. A current vehicle license plate number is required to purchase a temporary permit.
  3. Non university students who are taking music, swimming or any other type of non-credit lesson may purchase a parking permit.
10. 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.

#### 11. Refunds

1. 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:
  1. Semester permits prior to the beginning of the semester, 100 percent; during the first two weeks of the semester, 70 percent. Refunds will not be granted after the first two weeks of the semester.
  2. An annual permit or multi-semester permit will be refunded on a prorated basis.
  3. Refunds for faculty and staff that have purchased a permit through payroll deduction.
    1. 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.
    2. Failure to return the permit will result in the balance of the permit being taken out of the employee's final paycheck.
  4. Refunds will not be granted for temporary or replacement permits.
  5. 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.
  6. **A reserved (A)** parking permit holder who requests a refund will relinquish the right to repurchase the reserved permit.
  7. Any outstanding fines or fees will be deducted from the refund amount.

## 7410.5 Campus Shuttle

During fall, winter, and spring semesters, Monday through Friday, the Campus Shuttle provides transportation to and from Raider Lot 20, 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>.

## **7410.6 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 \$25 to \$500.

1. Parking in an ADA accessible space without a state-issued disability license plate or placard. According to the laws of the state of Ohio, a first violation is punishable by a minimum fine of \$250, not to exceed \$500, plus any towing charges.
  2. Parking in the ADA accessible hashed area directly next to the designated accessible parking space. According to the laws of the state of Ohio, a first violation is punishable by a minimum fine of \$250, not to exceed \$500, plus any towing charges.
  3. Obstructing a fire lane, the flow of vehicular or pedestrian traffic, parking in any part of a road, pedestrian/ADA access (\$100 fine, plus towing fee).
  4. Parking in any area not designated for parking, disregarding painted lines, or not entirely within one space (\$50 fine, plus the cost to repair any damage to university property).
  5. Displaying an illegal parking permit, a permit reported stolen or lost, or a permit that is reproduced or altered (\$100 fine, plus towing fee).
  6. No permit, improper permit, or improperly displayed permit (\$75 fine).
  7. Parking in excess of posted time limit (\$25 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 \$100 or more in unresolved fines. The Department of Parking and Transportation reserves the right not to issue a permit to any person with \$100 or more in unresolved fines.

## **7410.7 Towing a Vehicle**

- Vehicles may be towed for the following violations:
  1. 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.



2. The vehicle is parked with an illegal or invalid permit.
  3. The vehicle has accumulated \$100 or more in unresolved fines or fees.
  4. An unauthorized vehicle is parked in an ADA accessible space, reserved space, visitor lot, gated lot, state/United States government space, service/vendor space, or any other restricted space.
  5. The vehicle is obstructing a fire lane.
- Vehicles will be continued on the eligibility list for towing/booting until fines are paid to less than \$100 (see 3601.8c). The university is not responsible for damage resulting from vehicle towing/booting or any other condition as defined by this policy or by Chapter 4511 of the Ohio Revised Code.

## 7410.8 Fine Payments

- 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 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.
- Any Violation Notice that has not been paid or appealed within one month of issuance shall be considered unresolved.
- A fine must be paid in total; partial fine payments cannot be accepted.

## 7410.9 Appeals

- 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.
  1. Before submitting an appeal, please be aware that the Appeal Board will not overturn citation appeals based on certain criteria.
  2. By filing an appeal, you are verifying that you have now read, understand, and will comply with the WSU Parking Policy.
- Fines for violations that have been appealed and denied are due immediately upon receipt of the appeal denial notification.
- For violations that have been approved, the fine is waived.
- Three appeals per semester will be approved for any permit not displayed if the permit holder parked in the appropriate lot space.
- A reappeal decision will be made by the chair of the Advisory and Appeals Committee. Reappeal forms are available by emailing [parking@wright.edu](mailto:parking@wright.edu). A reappeal must be filed within two weeks of the decision of the Appeals committee.

## 7410.10 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.

## **7410.11 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>