Parking at East Carolina University 2007-2008

East Carolina University has its own parking and traffic regulations that supplement North Carolina motor vehicle laws. This brochure outlines the minimum parking program and the regulations. For complete information and documentation of violations and fines, visit our web site at www.ecu.edu/parking.

The ECU Parking and Transportation Services office is located at 305 E. 10th Street. Business hours are 7:30 a.m. until 5:00 p.m., Monday through Friday.

PARKING

Parking on all university property requires a permit. ECU parking areas are either zone, metered, reserved, or restricted. Vehicles parked in the zoned areas must display the appropriate permit for that zone. The map printed on the reverse side displays each designated area. Parking areas that are reserved for administration, service vehicles, or the physically impaired will be designated with applicable signs within each zone.

VISITOR PARKING

Campus visitors must obtain a parking permit from the Parking and Transportation office. One-day visitor permits are $4. Visitor parking is allowed in B1/B3, and C Zones. Visitors may also use metered areas to park on campus.

ECU departments may purchase departmental guest permits to issue to their invited guests, free of charge. If you have been invited to visit an ECU department, contact them to find out if a departmental guest permit is available.

ECU students and employees are not considered to the visitors at the university at any time. They are not authorized to use the Departmental Guest Permit.

DISABILITY VISITOR PARKING

A vehicle associated with a registered handicapped placard must also purchase an ECU visitor parking permit. The visitor or their authorized companion must display both the state-issued handicapped placard and the ECU visitor permit, and park in areas as specified by Parking and Transportation Services.

SPECIAL EVENT PARKING

ECU Parking and Transportation Services provides assistance with parking accommodations for special events. When planning a special event on campus please contact the parking office at least two weeks in advance to make arrangements.

VENDOR PARKING

Campus vendors must have a valid ECU vendor parking permit. These permits are valid in any Zone B area. There are temporary loading areas in A Zones. These permits do not allow permitted vendor vehicles to load and unload merchandise or equipment.

PERMIT PERMITS

All ECU students, staff, and faculty who park on campus must register their vehicle(s) and display a valid ECU parking permit. When registering a vehicle you will need the following information: vehicle make, model, color, license plate number; vehicle insurance policy number; company name, and policy holder’s name; and the applicant’s name, address, social security number, and phone number. All vehicle registration is done on-line through the ECU OneStop web site onestop.ecu.edu.

A stolen permit must be reported to the ECU Police Department immediately in order to obtain a replacement. A lost or stolen permit must be reported to the parking office as soon as possible during regular business hours.

A replacement fee will be charged for lost permits.

STUDENT PERMITS

ECU STUDENTS MAY ONLY APPLY FOR PARKING PERMITS FOR WHICH THEY ARE ELIGIBLE. All permits are assigned based on zone availability. If a student’s housing status changes during the school year it is their responsibility to change their permit accordingly.

Students who reside off-campus are authorized to purchase a B4 or C Zone permit. Note: C Zone permits are not valid on campus between the hours of 7:00 a.m. until 6:00 a.m. without prior authorization.

Freshman students with 24 or fewer credit hours who live on-campus are eligible to purchase D Zone permits if available. Freshman students are not eligible to purchase on a waiting list other than for Zone D.

Non-freshman students living in College Hill residence halls are eligible to purchase Zone A2 permits if available.

Non-freshman students living in Garrett, Clement, Fletcher, White, Greene, Cotton, Fleming, Jarvis, and Umstead must purchase Zone B2 permits if available.

If there are no permits in the desired zone, a student may add his or her name to the appropriate waiting list. Eligibility for each zone waiting list is based on credit hours and housing status.

EMPLOYEE PARKING PERMITS

Staff and faculty members may apply for a parking permit in A1/A3, AS, B1/B3, or C Zone, closest to your office. The applicant must be an active ECU employee.

The visitor on-line registration system on the ECU OneStop web site. Permits are assigned based on availability. If there is no space available in the preferred zone an employee may add his or her name to a waiting list and purchase a permit for a zone with available space closest to primary office. Permits can be returned for a prorated refund or exchange. Employees may pay for parking through payroll deduction if eligible.

Temporary employees may purchase a temporary permit or may purchase the one-year permit at the prorated fee.

DISSABILITY PERMITS

All employees and students who require special parking because of a disability must file an application for a disability permit. This application will require documentation from a licensed physician. The application will be reviewed by the Parking, Accessibility, Review Committee (PARC). PARC will assess the applicant’s need for accessible parking and will make decisions based on the applicant’s individual needs.

Temporary Disabilities (Medical Passes)

University employees and students who are temporarily disabled may be issued special permits. An application with a physician’s certification indicating the type of injury or handicap and approximate duration of the disability must be submitted to the Parking and Transportation Services. A $50.00 fee per week will be charged. Medical parking permits are also not valid in handicapped designated parking spaces.

BICYCLES, MOTORCYCLES & MO-PEDS

All bicycles must be registered with Parking and Transportation Services. Bicycle registration is free.

Motorcycles and mopeds are required to display B Zone ECU Parking and Transportation Services motorcycle permits. Permits are $25 and authorize parking in the designated motorcycle areas only.

ENFORCEMENT

Parking regulations are in effect 24 hours a day, 7 days a week. See our website and e-mail announcements for updates on enforcement changes.

TOURING POLICY

The following offenses will result in immediate towing of the vehicle at the owner’s expense:

1. Unauthorized parking in any Zone A2 permits if available.
2. Parking on campus with three (3) or more expired parking citations.
3. Unauthorized parking in reserved parking.
4. Parking in any “No Parking” zone.
5. Parking in a handicapped space without a proper credential.
7. Parking with a permit for which you are not eligible.

There are three fines associated with towed vehicles: the citation fine, parking control vehicle (PCV) administrative fee, and fines for unauthorized parking and campus driving privileges. If you are issued multiple citations with different offenses, the appeals process will not be available a t this time and the ECU Police Department will notify the applicant’s individual needs.

Any unpaid citations automatically “tag” a student’s record. The tag cannot be lifted until the citation is paid. On-line payments will immediately release record tags.

Citations that remain unpaid will be subject to a collection process that may involve collection agencies or having the fines deducted from your state income tax refunds.

APPEALING CITATIONS

Anyone who receives an ECU parking citation has the right to appeal the citation. All appeals must be submitted online via OneStop.

Any person cited for a violation of the Ordinance may appeal the parking citation to ECU Parking and Transportation Services Board Coordinator for review. After review of the appeal, the Coordinator will determine if the parking citation will be administratively adjudicated or presented to the Citations Appeal Board. Appeals and arguments in support of appeals are to be submitted to the Coordinator within 10 business days. In addition, appellants may personally appear before a committee of the Board, if requested, to appeal an initial citation with the written appeal. An appeal must be filed with ECU Parking and Transportation Services within 10 business days of the date of the citation. A student’s record will be tapped when an appeal has been filed and it is determined that the student is responsible (or non-responsible) receives a parking citation. Citations placed under appeal will not impact the student’s record until adjudicated by the appeal board. Note: The citation must be paid before a second or subsequent appeals are submitted. An individual is limited to four appeal opportunities per academic year. If an individual does not use all four appeals, the appeals do not rollover into the next academic year.

ACCIDENTS & VEHICLE BREAKDOWNS

If you have a motor vehicle accident or breakdown on ECU property, please notify the ECU Police Department by calling (252) 328-7877 on the main campus or (252) 744-2246 at the Health Sciences campus. Any blue light emergency phone may also be used to contact the police. If your vehicle is broken down in an unauthorized parking zone, it is crucial that you contact the ECU parking office at (252) 328-6294 in order to avoid citation or towing.

Parking control officers may be able to assist you with your vehicle or unlock the doors if you have locked your keys inside. For motorists assistance, call (252) 328-6294.

MORE INFORMATION

Please visit our web site for more comprehensive information about parking at East Carolina University. The web site includes the following information: on-campus and off-campus parking policies, fine listings, enforcement policies and other valuable information. You can apply for parking permits on-line, submit citation appeals, and purchase a permit online in the comfort of your home using a credit card. Information is available on the ECU Parking and Transportation Services web site: onestop.ecu.edu.

Parking Guidelines & Map 2007-2008

Parked on a recorded paper with washable marker. PTS-02007 (Rev. 6/07)