PARKING

PARKING 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 invalid on campus between the hours of 1:00 a.m. - 6:00 a.m. without prior authorization from Parking and Transportation Services.

For parking purposes only, students are not eligible to be placed on a waiting list other than for Zone D.

Students living in the College Hill residence halls are eligible to purchase Zone A2 permits if available.

Students living in Garrett, Clement, Fletcher, White, Greene, Cotter, Fleming, Jarvis, and Umstead may purchase Zone B2 permits if available.

EMPLOYEE PARKING PERMITS

Staff and faculty members may apply for a parking permit in A1, A3, A5, B1, B3, or B5, closest to their primary office. Permits are assigned based on availability. If there are no spaces available in the preferred zone an employee may add his or her name to the appropriate zone waiting list and may purchase a permit for the zone with available space closest to their primary office. Permanent employees may pay for parking through payroll deduction if eligible.

Temporary employees may purchase a monthly temporary permit at the B Zone one-year permit at the prorated fee based on the established fee schedule.

Permit Refund Policy

Students may return their zone permit for a pro-rated refund amount based on the established refund schedule. Fall semester refunds will not be granted after January 15, unless upgrading a permit. Spring semester permits will not be granted after March 15, unless upgrading a permit. Refunds are not available for permits returned due to disciplinary action or parking permit misuse.

Refund policy for faculty and staff applies only for those who purchased the annual permit with cash, check, or credit card. Refunds for valid one-year parking permits which are returned between July 1 and April 1 will be calculated according to usage. If returned within 7 days from date of purchase, a 100% refund will be given. Permit refunds will not be granted after April 30.

DISABILITY PERMITS

All employees and students who require special parking because of short-term or permanent 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 medical needs.

Temporary Disabilities (Medical Passes)

University employees and students who are temporarily disabled may be issued medical passes. An applicant must have a physician’s certification indicating the type of injury or handicap and approximate duration of the disability must be submitted to ECU Parking and Transportation Services. A $5.00 fee per week shall be imposed for medical passes. Medical passes are not valid in handicapped designated parking spaces.

BICYCLES

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

MOtorcycles & MOPEDs

Motorcycles and mopeds are required to display a valid ECU Parking and Transportation Services permit. Permits are $48 and authorize parking in the designated motorcyle areas only.

ENFORCEMENT

Parking regulations are in effect 24 hours, 7 days a week. See our web site and e-mail announcements for up-dates on enforcement changes.

Towing Policy

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

1. Unauthorized parking in any A Zone, not to include first offense
2. Parking on campus with three (3) or more outstanding citations
3. Unauthorized parking in reserved zone
4. Parking in any “No Parking” zone
5. Parking in a handicapped space without credentials.
6. Parking in fire zones

There are three fines associated with towed vehicles: the citation fine, permit charges, and a $20 administrative release fee charged by Parking and Transportation Services.

Administrative Towing Release Fee

The $20 administrative towing release fee will not be displayed on the OneStop account. On-line payments for the administrative towing release fee are not available at this time and the ECU Police Department is not authorized to collect fees. The administrative towing release fee for towed vehicles must be paid at Parking and Transportation Services prior to record tag removal.

PAYMENT OF PARKING FINES

All citations must be paid within ten (10) business days to avoid the addition of a $5 late fee. Citation fines may be paid on-line through OneStop. Fines may also be paid in person at the Parking and Transportation Services office with cash, personal check, VISA, MasterCard, or through a student’s Gold Key account. Payment of citations due to the office should be paid by check. Do not mail cash. Records targeted for a result of citations will not be released until all fines are paid.

Any unpaid citations automatically “tag” a student’s record. The tag cannot be lifted until the citation is paid. On-line payments will release record tags within 15 minutes.

Citations that remain unpaid will be subject to a collection process that may involve collection agencies or having 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 on-line via OneStop.

Any person cited for a violation of the Ordinance may appeal the parking citation to the Citation Appeals Board Coordinator for review. After review of the appeal, the Appeals Coordinator will determine if the parking violation will be administratively adjudicated or presented to the Citations Appeals Board. Appeals presented before the Citations Appeal Board are to be submitted in writing. In addition, appellants may personally appear before the Board, if the appellant is not satisfied with the determination of the Citation Appeal Board Coordinator has rendered. 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 tagged when a vehicle (for which it is determined that the student is 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 roll over 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) 328-6787 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 ECU Police. If your vehicle is towed down in an unauthorized parking zone, it is crucial that you contact the ECU Police Office (252) 328-6294 in order to avoid citation or towing.

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

MORE INFORMATION

Please visit our web site for more comprehensive information about parking at East Carolina University. This web site includes the ECU Parking and Traffic Ordinances, information on traffic citations, fine listings, enforcement policies and other valuable information. You can purchase yearly parking permits and pay citations on-line through our website or by email. We also provide links to resources such as Transit and Central Motor Pool.

Please use our web site to help answer any questions you may have about parking regulations. But remember, if you are in doubt, always call our office for the most up-to-date information.

Business hours are 7:30 a.m. - 4:30 p.m. for all cashier transactions (citation payments and permit sales) and 8:00 a.m. - 5:00 p.m. for general information, Monday through Friday.

ALTERNATIVE TRANSPORTATION

To promote a “greener” campus and reduce our carbon footprint, ECU parking office is offering Transportation Demand Management. One-day visits for each of these programs are Zipcar-car sharing, Zimride-rider sharing, and Pirate Bike Share-bike sharing. Visit our website for more information.