



2009/2010

**VEHICLE REGISTRATION AND PARKING REGULATIONS**  
**Edinboro University of Pennsylvania Police Department**

**All vehicles parked on campus must display current parking decals or permits, available from the University Police Department, located at 200 Scotland Road in Earley Hall.**

**TO OBTAIN PARKING DECALS:**

Bring your printed online Vehicle Registration form along with vehicle owner's card (registration), valid drivers license, and valid Edinboro ID picture card with your @ ID# on the face of the card to the Police Department in Earley Hall to receive your decals. Temporary registration may be presented for recently purchased vehicles. Vehicles must belong to the employee, student or immediate family member (father, mother, sister, brother or spouse).

A fee, as established by the Council of Trustees, will be posted to student account and is payable at the Bursar's Office, Hamilton Hall for each set of decals issued. Decals may be obtained for more than one vehicle; the fee for all sets of decals is the same and will also be posted to the student account. Decals for the school year expire on June 1.

**To complete the Online Vehicle Registration go to: <http://www.edinboro.edu/> keyword search University Police.**  
**(NOTE: All motorcycles must be registered online as well.)**

Select and click on the appropriate Student, Employee, or Auxiliary Registration Field, fill in the form completely print form, then submit form. Printed application **MUST** be brought to the Police Department along with your current drivers license, vehicle registration and Edinboro ID card for confirmation of submitted data.

**Decals must be placed on vehicle  
FRONT AND REAR BUMPERS – DRIVER'S SIDE – on vertical surface.**

**Decals can be removed by applying heat and peeling the decal off slowly.**

**VEHICLES AND MOTORCYCLES WILL BE TICKETED FOR FAILURE TO DISPLAY DECALS AS REQUIRED**

**TYPES OF DECALS – ASSIGNED PARKING LOTS – HOURS OF ENFORCEMENT:**

Vehicles must be parked in assigned lots during hours of enforcement. A map showing all lots is on the back of this sheet. Vehicles must be parked in spots (between two yellow lines) at all times. At no time is parking permitted on grass, gravel, or in any area not designated for parking.



**Resident** = All students living on campus in a University residence hall, having 60 or more earned credits. Resident lots include those designated with the letter "R" on the map. **Hours of enforcement: 24 hours a day, 7 days a week.**



**McComb** = All students living on campus in a University residence hall having 59 or less earned credits, also all students on or within the circumference created by the roads indicated on the map in **RED boundary lines**. Students with "M" decals may park in the McComb lot (located across from the McComb Fieldhouse), the Towers South lot or in the Stadium lot (off of Perry Lane). **Hours of enforcement: 7:00 a.m. to 4:00 p.m., Monday through Friday.**



**Commuter** = All students living outside the designated area indicated by the **RED boundary line** on the map. Commuter lots include those designated with the "C" on the map and the commuter section of Hendricks lot. **Hours of enforcement: 7:00 a.m. to 4:00 p.m., Monday through Friday.** (See "Snow Removal Restrictions" below for additional hours of enforcement.)



**Employee** = Employee lots are designated in "RED" on the map. **Hours of enforcement Monday through Friday: Butterfield, Hendricks and Cooper are enforced 8:00 a.m. to 9:00 p.m. The side lot of McComb is enforced until 10:00 p.m. All other E lots are enforced until 4:30 p.m.** (See "Snow Removal restrictions" below for additional hours of enforcement)

**\*\*NOTE\*\* ALL AUXILIARY EMPLOYEES WITH "A" DECALS MUST PARK IN "E" LOTS ONLY**

**SNOW REMOVAL RESTRICTIONS:** November 15 thru April 1 – 2:00 a.m. to 7:00 a.m. – No parking is permitted in commuter lots or any employee lots **EVEN IF THERE IS NO SNOW.**

**TEMPORARY PARKING PERMITS:** Campus visitors and students/staff/faculty/auxillary who have current decals but are temporarily using an alternate vehicle may obtain a temporary parking permit at the University Police Department. Temporary permits are valid only as dated and are not transferable from one vehicle to another. Individuals who alter or misuse temporary permits may be cited through the DistrictMagistrate's Office.

**REPLACEMENT DECALS:** Anyone who has to replace a bumper or who has lost a decal on a vehicle that is currently registered may obtain replacement decals. A \$5.00 replacement decal fee will be charged to student accounts and is payable at the Bursar's Office, Hamilton Hall. Employee replacement decals are free.

**HANDICAPPED PARKING SPACES:** Handicapped spaces are designated by the State of Pennsylvania for individuals who display official State handicapped license plates or hang tags (available only from the State). Unauthorized vehicles parked in handicapped spaces may be cited through the District Magistrate's Office.

**MISUSE OF DECALS:** Individuals who obtain or display illegally (e.g., present false information at the Police Office when obtaining decals, possess stolen decals or decals registered in someone else's name) may be cited through the District Magistrate's Office.

Parking tickets will be issued to vehicles that are in violation of Edinboro University parking regulations. Ticket fines are payable online at <http://edinboro.t2hosted.com> or at the Bursar's Office in Hamilton Hall. Parking fines must be paid or holds will be placed on student accounts. Failure to abide by the above regulations and the Edinboro University Traffic Code may result in loss of decals and parking privileges and booting, towing and impounding of the vehicle. Anyone who repeatedly violates parking regulations will receive parking citations from the District Magistrate's Office and/or will be referred to the Office of Student Judicial Affairs for disciplinary action. Parking ticket appeals must be made in writing, or at the police office, within 72 hours of the violation.

**UNIVERSITY ROADWAYS ARE GOVERNED BY THE PENNSYLVANIA VEHICLE CODE**

By policy, every employee, contracted employee and student of Edinboro University of Pennsylvania who maintains or operates a vehicle on the University campus must register the vehicle with the Campus Police. The Campus Police verify the identity of University employees, students and auxiliary staff members using driver's license and vehicle registration data. Vehicle information is gathered each year from which parking decals are issued.

The Department of Homeland Security and the Commonwealth of Pennsylvania have designated the institutions of the Pennsylvania State System of Higher Education as emergency sites within the Commonwealth. The role requires heightened security as well as awareness of vehicles parked on campus. During an emergency situation, only valid (current) decals will be permitted on campus.

Thank you for your patience and understanding as the Campus Police request the information.