

## Medical College of Georgia Traffic and Parking Regulations

### I. Introduction

#### A. General Statement

The parking regulations for the Medical College of Georgia campus were prepared by the Parking Services Bureau and approved by the Parking Advisory Committee, which consists of members of MCG faculty, staff, administration, graduate and undergraduate body. These regulations apply to all members of the MCG community.

The enforcement of parking regulations is not an impediment to campus life; rather it is aimed toward the elimination of confusion and hazards.

Everyone driving on campus is expected to comply with the spirit as well as the letter of these regulations.

#### Authority

"...The government, control and management of the Medical College of Georgia and all of the Institutions in the University System of Georgia shall be vested in the Board of Regents of the University System of Georgia." (Georgia Constitution, Article VIII, Section IV, Paragraph 1b). By virtue of the powers granted to the Board of Regents of the University System of Georgia by the Constitution, the Board of Regents has the authority to adopt bylaws and policies for the management and governance of its member institutions. The Board of Regents further elects a Chancellor of the System, under whose supervision the presidents of the various institutions are given responsibility and authority to promote the efficient operation of the same. The Parking Services Bureau is delegated authority and responsibility for the administration of policies and parking regulations designed to promote a safe and efficient parking system. These policies specifically include fees for parking privileges and fines, immobilization and impoundment for various unsafe and illegal parking practices.

These regulations supersede all regulations with respect to vehicular traffic and parking on campus and are subject to change without notice. Any questions relating to parking on campus should be directed to the Medical College of Georgia, Parking Services Bureau, 524 15<sup>th</sup> Street HT-1147, Augusta Georgia 30912-9050; phone: 706-721-2953.

**Note:** MCG Health Inc. has established a parking operation located in the BO Building, (706) 721-7275. MCGHI provides parking services and conducts enforcement in and on their facilities. If you desire to operate and park a vehicle on the campus of the Medical College of Georgia, you must understand and agree to the following:

- 1) It is your responsibility to abide by published Traffic and Parking Regulations and pay prescribed fees as adopted by the Medical College of Georgia and MCG Health Inc.
- 2) Fines and late fees imposed by the Medical College of Georgia or MCG Health Inc. for MCG employees violating either Medical College of Georgia or MCGHI Traffic and Parking Regulations may have these fines or late fees deducted from their MCG paycheck.
- 3) Falsification of parking registration information to either the Medical College of Georgia or MCG Health Inc. will result in a fine and/or cancellation of parking privileges.

#### B. Purpose

These rules and regulations are established in the interest of the entire University community to reduce traffic congestion on campus, providing faculty, staff, and students reasonable access to the buildings in which they carry out their major functions.

**C. Application**

- (1) All members of the Medical College of Georgia community must register and pay the applicable fee to Parking Services for each vehicle they operate on campus. Part time employees may purchase permits at a prorated price. The fact that a vehicle has been registered with MCG does not allow members of the registrant's family or friends to operate the registered vehicle in like manner if they are not qualified to do so.
- (2) It is the responsibility of all individuals who operate or maintain vehicles on the MCG campus to be aware of the regulations expressed herein and to abide by them. The action of any individual operating a vehicle on campus is deemed conclusive evidence of his or her acceptance of, and willingness to abide by, these regulations.
- (3) Operation and parking of a motor vehicle on MCG property shall be solely at the driver's risk. The Medical College of Georgia does not assume liability for damage to any vehicle or its contents while the vehicle is parked or operated on Medical College of Georgia property.

**D. Non-waiver**

The failure of MCG to insist upon strict compliance with any regulation contained herein in any one or more instances shall not be interpreted as a waiver for the future enforcement of any such regulation. All regulations shall remain in full force and effect. Rain or inclement weather does not alter any of the provisions of these regulations.

**E. Administration of Rules and Regulations**

- (1) The Manager of Parking Services for the Medical College of Georgia is responsible for establishing and maintaining the signs, signals, and markings necessary to implement these regulations.
- (2) The Public Safety Division of the Medical College of Georgia enforces these rules and regulations to the extent permitted by law. All applicable state, county, and municipal laws shall be enforced.
- (3) The Police Bureau and others designated by Parking Services may issue violation notices to alleged violators of any provision of these regulations on forms prescribed by Parking Services. A copy of the violation notice shall be conspicuously affixed to the vehicle when possible.
- (4) No other entity, department or person, not designated by Parking Services may enforce, waive, rescind or void any regulation, violation, fee or fine.

**II. Motor Vehicle Parking Permits, Registration Decals, Zones and Fees****A. Administration of Rules and Regulations**

The following prerequisites must be met before an individual may register with Parking Services.

- (1) The applicant and the vehicle to be registered must meet all legal requirements for operation within the State of Georgia.
- (2) The motor vehicle to be registered must be owned or operated by the applicant or a member of his or her immediate family.
- (3) There must be no unpaid, outstanding, MCG imposed violation charges against the applicant.
- (4) You must supply proof of vehicle registration when registering the vehicle.
- (5) You must show a valid MCG Identification or confirmed class schedule when registering a vehicle.
- (6) A parking decal and/or permit is required for all employees and students parking a vehicle on campus. Upon leaving MCG or at the sale of a vehicle, the decal and/or permit must be returned to the Parking Office.

**B. Proper Display of Parking Decals and Permits**

- (1) Parking decals issued to the individual registering the vehicle are not transferable to any other person or vehicle.
- (2) Permanent stickers have a pressure-sensitive adhesive coating on one side, and they must be permanently applied to the exterior of the vehicle in the appropriate place by use of this adhesive coating. Application by means of scotch tape or other non-permanent method is not permitted.
- (3) All permanently affixed vehicle decals must be placed on the exterior driver's side rear window, bottom left-hand corner.

- (4) All permanently affixed vehicle decals for softops and vehicles not having a permanent rear window, must be placed on the exterior driver's side permanent window or on the front window drivers side bottom left-hand corner.
- (5) Temporary hanging permits will be issued to those those driving an alternate vehicle or those having reserved parking spaces. These permits must be clearly visible and hanging from the rear view mirror or placed face-up on the dashboard of the vehicle.

**NOTICE: THE INDIVIDUAL WHO PURCHASES THE PERMIT WILL BE RESPONSIBLE FOR PARKING VIOLATIONS BY ANY VEHICLE BEARING THE PERMIT.**

- (6) Registration is not valid unless a current permit and/or decal is properly displayed on the vehicle.
- (7) All outdated MCG parking decals must be removed completely. Failure to comply with this regulation is considered "Improper Display of Decal" and will result in a charge.
- (8) The registrant of any vehicle is responsible for the decal issued to his or her vehicle. If the vehicle registered is sold, removed from campus, the decal must be removed, or the registrant will be held for any citations received on the vehicle.
- (9) The registrant of any vehicle is responsible for notifying Parking Services of any changes that occur throughout the course of the year in the vehicle parking registration information. This includes license plate information, vehicle make, model, color, and year. If vehicles change during the course of the year, the registrant must remove the old permit and return it to Parking Services to obtain a free replacement. Specific expiration dates are indicated on each parking decal and permit.
- (10) All decals and permits remain the property of The Medical College of Georgia and may be reclaimed at any time.
- (11) Parking decals and permits shall be serially numbered and identified by a letter, number or letter and number corresponding to the designated parking area in which they are valid.
- (12) Purchase and display of a parking decal and/or permit is not a guarantee of a specific parking space at any particular time.

**C. Visitor/Pay Parking Locations**

Short-term pay locations are available at the lot in front of the Student Center (Lot 3) and the circle at the entrance of the Greenblat Library. MCG parking permits are not authorized to park in pay areas unless they are here as patients/visitors and the stated fees are paid. Parking fees are posted at the entrance of the lot and on the face of parking meters. Pay parking locations may be restricted for special event parking. During those restricted periods, parking will be limited to special event permits. Sign, public announcement, and/or on-site supervision will communicate restricted periods. If an employee or student receives a violation while being seen as a patient, they should complete the back portion of the citation and return it to the Parking Services Office.

**D. Parking Permit Refunds, Cancellations, and Replacements**

- (1) Any individual may cancel his or her parking privileges by removing the parking decal and/or permit from the vehicle and returning it to Parking Services. Refunds or cancellations of deductions will be authorized only upon returning the decal and/or permit to Parking Services.
- (2) Faculty/Staff fees will be refunded if fees were paid during an extended leave of absence (at least 30 days) from the workplace.
- (3) Student fees will be refunded if fees were paid with registration and the student subsequently left campus before years end.
- (4) There is no charge for a replacement decal and/or permit when changing vehicles if decal and/or permits are returned to Parking Services.
- (5) If an individual fails to remove the original decal and/or permit from a registered vehicle, or if no decal and/or permit is returned when changing vehicles, there is a replacement charge of \$10.00 for decals and \$20.00 for hanging permits.
- (6) Fees may be refunded in the following circumstances:
  - a. Fees were paid by payroll deduction while simultaneously paid by another entity.
  - b. Fees were paid by payroll deduction after an employee canceled their registration by returning all decals and/or permits issued to them.

- c. Fees were paid during an extended leave of absence (**at least 30 days**) from the workplace.
- (7) Fines may be refunded in the following circumstances:
- a. Fine was paid in the Parking Office and subsequently deducted.
  - b. Fine was paid and the Parking Penalty Appeals Committee upheld a subsequent appeal.
  - c. Fine was deducted after the citation was voided
- (8) Student fees may be refunded in the following circumstances:
- a. Fees were paid with registration fees and subsequently paid in the Parking Office.
  - b. Fees were paid with registration fees and a student does not wish to park on campus.
  - c. Student is leaving campus before the end of the academic term.

### **E. Parking Zones**

- (1) Center Zone Parking Locations identified as center zone will be Lots 8, 11, 13, 14, 18, 19, 35, Deck 4, Deck 8 and Floyd Street. Center Zone Parking fees are \$25 per month / \$300 per year.
- (2) Perimeter Zone Parking is all campus locations not designated as "Center Zone Parking". Perimeter Zone Parking fees are \$15 per month / \$180 per year.
- (3) Reserved Parking is dedicated to a single employee, in close proximity to applicants' place of work. Reserved parking fees are \$55 per month / \$660 per year.
- (4) Rideshare (carpooling) is Two (2) or more employees that register two (2) or more vehicles under one parking permit that may be transferred among car pool members. The annual fee will be divided between members. Each participant will receive three (3) one-day parking passes at no charge, each fiscal year, to accommodate the occasional need to drive independently. Rideshare (carpooling) fees are \$15 per month / \$180 per year.
- (5) Parking in reserved spaces, i.e., President, Vice President, Dean, Director, Patient/Visitor, signs designated to permit numbers, etc. is prohibited.

### **F. Bicycle Commuter**

Bicycles are not required to be registered. When cycling is not feasible day passes may be purchased for \$1 per day for perimeter zone and \$2 per day for center zone.

### **G. Volunteers**

Persons donating time and/or service to the Medical College are encouraged to use public parking. If the need arises, a volunteer can receive temporary parking permits at no charge, to accommodate the need to park in reasonable proximity to the location of service.

## **III. Special Permits**

Special permits are available to qualified persons upon application to Parking Services. The rules and procedures governing the issuance of these various permits are available upon request.

### **A. Temporary Permits**

If your vehicle is registered and being repaired or if you are using another vehicle temporarily, a temporary permit is available for one week at no charge. If you need a temporary permit for longer than one week, a new one must be obtained. These permits can be purchased if you will be parking for a short period and you do not have a registered vehicle. Permits will allow access to assigned zone for the day.

### **B. Vendor and Contractor Permits**

Vendors, contractors, and other persons providing service to the Medical College are encouraged to use public parking. Contractors are representatives of companies involved in construction or similar renovation projects on campus. When parking within a job site, no permit is required. When parking outside the designated job site, a permit is required and will be assigned based on available space. Vendors are representatives of companies that maintain goods and services to fulfill contractual obligations. Vendors may purchase permits on an annual basis. Applications for Vendor permits must be approved by the Manager of Parking Services.

### C. Handicapped Permits

Employees/students requiring handicapped parking should make a request to the Parking Office. To receive a handicapped parking space, you must present a medical form completed by your physician. A permanent handicapped space requires that your doctor fill out the form and that you show your state handicapped permit; then a permanent handicapped space will be marked in the most convenient space for you. **(See Medical College of Georgia Administrative Policy No. 1.6.09)**

- (1) Temporary handicapped parking will be provided to cover emergency or temporary situations.
- (2) Disabled parking spaces are reserved 24 hours a day for persons with disabilities.
- (3) A current MCG parking decal must be displayed in conjunction with an issued disabled permit.
- (4) A vehicle displaying a disabled permit or license tag may not use parking spaces with handicapped designations unless it is transporting a disabled person.
- (5) It is illegal to obtain and use a state issued disabled permit through fraudulent means.
- (6) The blue striped areas to either side of the disabled space proper are access zones to accommodate wheel chairs. It is illegal for anyone to park in these access zones, including those with current disabled permits or license plates. Persons parking in those access zones will be ticketed and/or towed as needed.
- (7) Referent Georgia State law, as outlined in the Official Code of Georgia (OCG), Motor Vehicles and Traffic, Offenses and Penalties, state:
  - a. "It shall be unlawful for any person to stop, stand, or park any vehicle in a handicapped parking place except for the purpose of allowing a handicapped person to enter or get out of such vehicle while in such a parking place." OCG 40-6-226(b)(1)
  - b. "It shall be unlawful for any person to stop, stand, or park any vehicle in any area directly connecting with a parking place for persons with disabilities which area is clearly designed and designated for access to such parking places for persons with disabilities." OCG 40-6-226(b)(3)
  - c. "It shall be unlawful for any person or institution, other than the one to whom a handicapped parking permit for persons with disabilities or specially designed license plate for the disabled person is issued, to make use of a parking permit for persons with disabilities or specially designated license plate for a disabled person. It shall be unlawful for any person to use a parking permit for persons with disabilities for any institutional vehicle other than the vehicle for which the permit has been issued." OCG 40-6-226 3(c)
  - d. "It shall be unlawful for any person to obtain by fraud or counterfeit a parking permit for persons with disabilities." Persons violating this code shall be guilty of a misdemeanor.

### D. Administrative / Service Permit

Authorized personnel on official business who have difficulty making pickups and deliveries on campus can be issued an Administrative/Service Permit upon the request of vice presidents, deans, or directors.

- (1) The permit is valid only when used in conjunction with a current MCG parking permit.
- (2) Service Permits can not be used instead of the required regular parking permits.
- (3) Service Permits allow short-term parking (less than 2 hours) in any non-reserved space, state vehicle space or loading zone. All other parking regulations must be followed to avoid fines, towing, or immobilization.
- (4) This permit is issued for official use only. It is not intended to allow unlimited personal parking privileges for the holder. Abuse of this privilege will result in your pass being revoked. Any citations you receive while conducting official business may be forwarded to the Parking Office, HT-1147, with a brief explanation.

## IV. Hours of Regulation

### A. General

These regulations are in effect continuously throughout the calendar year, including holidays and vacations. Specific restrictions regarding parking and vehicular access to campus are as follows.

- (1) All no parking zones and restricted spaces are in effect 24 hours a day, 7 days a week, including holidays. Regulations pertaining to lot restrictions are in effect from 6:00 a.m. to 5:00 p.m., Monday

through Friday, or each day the institution is in operation (including break periods and during final exams) except as noted.

### **B. Emergencies and Special Situations**

During emergencies and special situations, it may become necessary for Parking Services to suspend or otherwise modify specific regulations found printed or otherwise posted. In such cases, actions to this effect will be communicated by signs or other markings, by public announcement, or by on-site supervision. Temporary regulations and restrictions shall be enforced accordingly.

### **C. Special Event Policy (See Medical College Administrative Policy No. 1.6.04)**

Parking Services shall provide designated parking for attendees at MCG sponsored or related conferences, institutes, or special events. The parking spaces shall be provided within the limitations directed by the overall parking space availability. Special event parking will go into effect when the lots are staffed or marked and will continue until the conclusion of the event. If an event is in conflict with regular academic or work hours contact Parking Services in advance to make special arrangements.

## **V. Regulations Governing the Operation of Motor Vehicles on Campus**

### **A. Rules of Parking**

- (1) Operation and/or parking of a motor vehicle on MCG property is restricted to individuals who have properly registered their vehicles with Parking Services and display valid permits. All other vehicles will be considered illegally operated and/or parked and will be subject to an imposition of a charge and/or being towed away or immobilized at the driver's expense.
- (2) Vehicles may be parked and/or operated on MCG property only in such areas as are marked by signs, street markings, the campus map, and parking regulations, or other designations indicating that parking and/or operating vehicles is permitted.
- (3) The following practices are specifically prohibited:
  - a. Double parking;
  - b. Parking on the left side of the street, facing traffic;
  - c. Parking over a white line or across the line indicating a parking space;
  - d. Parking on lawns, landscaped areas, sidewalks, or other areas not designated for parking;
  - e. Parking in front of a driveway, doorway, steps, or in any manner such as to block traffic, parked vehicles, or roadways, or hinder the passage of pedestrians or vehicles;
  - f. Parking in fire lanes, loading zones, emergency areas, or areas marked as no parking zones;
  - g. Parking a vehicle anywhere on the MCG campus that has not been properly registered with Parking Services;
  - h. Abandoned vehicles may not be parked on the MCG campus whether or not they have a valid parking permit.
- (4) It is the responsibility of the motor vehicle operator to find a legal parking space. Lack of available spaces is not considered a valid excuse for violation of any parking regulation.
- (5) Tardiness for classes, appointments, etc., is not a valid excuse for the violation of any parking regulation.

### **B. Other Regulations Pertaining to the Operation of Motor Vehicles on Campus**

- (1) No person shall operate a motor vehicle on any street, roadway, or parking lot on MCG property at a speed greater than reasonable and proper without due regard to pedestrian traffic, weather, or the condition of the street, roadway, or parking lot. At no time may you exceed the posted speed limit.
- (2) The speed limit on all campus roadways is 15 mph and parking garage (deck) speed limits are 10 mph, unless posted otherwise.
- (3) Pedestrians have the right of way on the MCG Campus. Any vehicle failing to yield the right of way and STOP for pedestrians crossing a street at a properly marked and posted crosswalk may receive a citation for failure to yield to pedestrians. A pedestrian has the right of way once he or she has stepped onto the street from a sidewalk, curb, or side of the road.

- (4) Disabled Vehicles: If your vehicle breaks down or is disabled and you cannot move it, call the Parking Services Office at 706-721-2953 to have it registered in the disabled vehicle log. You will have up to 24 hours to have your car removed. If you do not call to report the disabled vehicle, it could be removed in accordance with the abandoned vehicle policy.
- (5) All accidents involving a motor vehicle on campus must be reported to Public Safety at the time of the accident.

### C. General Rules

- (1) No soliciting or advertising of any kind is permitted on MCG property without express authorization to do so. This regulation does not apply, however, to the selling or delivery of goods to dining halls or residents of housing.
- (2) No littering/dumping of any kind is permitted anywhere on MCG property.
- (3) No Maintenance work other than emergency road repair may be performed on MCG Property.
- (4) No one may live in a vehicle of any kind on MCG property. Streets, parking lots and other areas may not be used for habitation in cars, trailers, campers, motor homes, trucks, buses, or other vehicles. Violators may be cited for improper parking and/or be towed.

## VI. Violations

### A. Violation of These Rules and Regulations Shall be Subject to the Following Charges:

<u>Violation</u>	<u>Fine</u>
Failure to Register/Expired Permit	\$25.00
2nd Violation	\$120.00
Parked in Patient/Visitor Zone	\$25.00
2nd Violation	\$50.00
Parked in Space for Persons with Disabilities	\$300.00
Parked within 15' of Fire Hydrant	\$50.00
Parked in Ambulance Zone or Space	\$100.00
Failure to Display Current Decal Properly	\$25.00
Parked in Service Vehicle Area or Space	\$25.00
Parked Blocking the Lane of Traffic	\$25.00
Parked in Reserved Area or Space	\$50.00
Failure to Park in Assigned Zone	\$25.00
Improperly Parked, Failure to Park Between Painted Strips	\$25.00
Overtime: Exceeding Time Limitations	\$25.00
Improperly Parked/ on Sidewalks, Grass or Shrubbery	\$25.00
Abandoned Vehicle	\$25.00
Parked on Yellow Curb	\$25.00
Parked in a Fire Lane / Tow-Away Zone	\$50.00
Displaying a Counterfeit/Altered Parking Permit	\$50.00
Displaying a Lost or Stolen Permit	\$50.00

### B. The Medical College of Georgia Reserves the Right to Have the Vehicle of Any Person Physically Removed (TOWED) or Immobilized at the Driver's Expense if:

- (1) In the opinion of the Parking Services Manager and the Chief of Police, the vehicle appears to be abandoned. Parking Services may permanently dispose of unclaimed vehicles through authorized legal statutes (Official Code of Georgia 40-11-9G Motor Vehicles and Traffic, Offenses and Penalties).
- (2) The vehicle is parked in such a manner as to create a hazard to other traffic or is obstructing a road, service drive, loading zone, fire hydrant, fire lane, or parking area.

- (3) The vehicle is illegally parked in an area designated as a towing zone.
- (4) The operator has had his driving privileges suspended and such suspension is then in effect.
- (5) A visitor who, because of repeated traffic violations or has been warned not to operate a vehicle on MCG property, and continues to do so.
- (6) The Vehicle is double-parked.
- (7) The vehicle is parked on a lawn; landscaped area, sidewalk, or other area not designated for parking.
- (8) The vehicle is parked in violation of lot signs that limit parking to specific permits or indicate that violators will be towed.
- (9) The vehicle is parked in a pay area and payment is not made.
- (10) The operator has illegally removed a decal from another vehicle or is using a decal on the vehicle that has been illegally removed from another vehicle.
- (11) The vehicle has been placed on the MCG tow list and is thus illegally parked.
- (12) A vehicle that has repeatedly parked in violation of these parking rules and regulations and has an accumulation of five or more citations is deemed a flagrant violator.
- (13) A vehicle not displaying a disabled parking permit that is in an area designated for disabled parking only.

**C. Parking Services Reserves the Right to Revoke or Deny Parking Privileges to Any Individual Who Fails to Comply with These Regulations.**

## **VII. Violation Fines and Fees**

### **A. General**

- (1) Any violation charges and/or expenses incurred by the Medical College of Georgia for towing a vehicle in violation of Regulations will be charged against the registrant without regard to whether the registrant was operating the vehicle. In the case of non-registration, the charge shall be assessed against the person who should have registered the vehicle, or if there be more than one, they shall be severally liable for the charge.
- (2) Student and faculty/staff members may be held responsible for any vehicle operated on the campus that is registered to them or that they operate. Students and faculty/staff members may be held responsible for any vehicle operated on the campus by any member of his/her family, by any other relative, and for any other vehicle operated on the campus with his/her consent. It is the responsibility of all faculty, staff, and students to inform the members of their families, other relatives, and any others that may operate their vehicles, of the rules and regulations.
- (3) The Medical College of Georgia reserves the right to pursue other sanctions, including but not limited to Judicial Board review, criminal and civil actions, and Human Resources review.
- (4) Students, employees and staff members must not endanger their safety or constitute an unreasonable impediment to lawful vehicular traffic by crossing streets at other than authorized lanes or by willfully walking or congregating in the streets.

#### **NOTE:**

The Medical College of Georgia's parking program is self-maintaining. No tax revenue, student fees, or tuition funds are received or used. If you do not drive a motor vehicle or park on MCG property you **do not** support the parking program. Parking fees pay for the following:

**MAINTENANCE OF PARKING LOTS** - Pothole repairs, asphalt or concrete overlay of parking lots, seal-coating of parking lots, sign replacements, painting of parking lots, painting of parking stalls and curbs, snow removal, sweeping of parking lots, grading of gravel parking lots, meter and dispenser service and repairs, car stops, etc.

**NEW CONSTRUCTION** - Engineering costs, underground drainage systems, site preparation, gravel, asphalt or concrete surfacing, curb and gutter, landscaping, walkways, fences, stall painting, lighting, signs, car stops, etc.

**ENFORCEMENT AND ADMINISTRATIVE SUPPORT** - Parking enforcement, processing of citations, parking permit sales, appeal processing, providing parking information, campus police support, office equipment, and administration of the parking program.

### **B. Unpaid Charges**

- (1) All student violation charges and/or expenses incurred by MCG for towing will be billed to the student's account. The statement will be produced and sent to the student's billing address on record. Failure to pay will constitute grounds for the withholding of transcripts, diplomas, and/or the denial of registration.
- (2) All faculty and staff violation charges and/or expenses incurred by MCG for towing will be summarized on a bill mailed to the faculty/staff member. Failure to pay will constitute grounds for disciplinary action and/or withdrawal of parking privileges.
- (3) All others will be researched. A bill will be produced and sent to the appropriate address. Failure to pay will constitute grounds for additional collection efforts.
- (4) Any unpaid violation charges and/or expenses incurred by MCG may result in the payroll deduction of all-outstanding fees or fines.

### **C. Appeals**

- (1) Any person receiving a violation citation has the right to appeal it within a period of five working days from the date of issuance. After the five-day period, the right to appeal expires and all violation charges and/or expenses incurred become automatically due and payable. Appeals can be made in writing by obtaining an appeal form from the Parking Office; Or in person by attending the appeals meeting.
- (2) The Parking Penalty Appeals Committee consists of members of the MCG faculty, staff, administration, and student body. Its function is to hear and make final decisions on any parking appeal.
- (3) The decisions of the Parking Penalty Appeals Committee are final, and are binding upon both the appellant and the Parking Services Bureau. Once the Parking Penalty Appeals Committee has rendered its decision, the appeal will not be reopened. **(See *Medical College of Georgia Administrative Policy No. 1.6.21*)**

## **VIII. Campus Parking Shuttle**

Parking shuttles runs between perimeter locations and center campus every 20-25 minutes, depending on traffic. (One every 10 minutes) The hours of shuttle operation are from 7:00a.m. until 6:00p.m.; Monday through Friday with the exceptions of holidays. Any registered parker may use the shuttle by displaying their MCG ID when boarding.

### **While You Are On The Shuttle Please Observe The Following:**

- No open containers of food or beverage
- No Pets
- No Smoking
- Use approved bus stops only
- Do not obstruct the driver's vision
- Remain seated while the bus is moving
- Enter and exit through the front doors

While it is our goal to provide on-time service, the shuttle times may vary due to weather or traffic conditions. *(Please refer to the Public Safety, Parking & Transportation Web site for route and stop location information)*

## **VIV. Non-Profit Use of Parking Spaces**

The following guidelines have been adopted for the auction of parking spaces. All use of parking facilities by non-profit organizations must be coordinated and approved by Parking Services.

A minimum bid of \$400 (for 1 year) or \$200 (for 6 mos.) must be required before a space is granted for fund raising and the above minimums must also be reached with any raffle sales.

- The winner must be currently registered to park on campus.
- The winner must maintain payment(s) of current zone and registration fees.
- The space upgrade will be for 6-12 months depending on time frame requested by organization.
- Parking Services will establish the space as close as possible to work site or classroom building.
- Parking Services will require a minimum of 15 working days to establish space.
- Winners receiving spaces for one year will be awarded their space at the beginning of the upcoming fiscal year.

## **X. Definition of Terms**

- (1) **Abandoned Vehicles:** Vehicles not properly displaying either valid license plates or temporary “tag applied for” plates or inoperable vehicles will be considered as abandoned and therefore subject to tow. A notice will be placed on the vehicle informing of the vehicle status and that pursuant to **OCGA 40-11-1** the vehicle will be removed in five days.
- (2) **Campus:** Refers to all property owned, leased or rented by the Medical College of Georgia upon which the buildings and facilities that comprise the property are utilized for MCG purposes.
- (3) **Daily:** When applied to parking or traffic regulations, refers to an activity, regulation, or restriction that is in effect seven days a week (Monday through Sunday).
- (4) **Fire Lane:** An area reserved for the passage of fire and other emergency vehicles only. This area is controlled 24 hours each day of the year, whether or not the Medical College of Georgia is in official session. Vehicles parked in these areas are subject to immediate removal at the driver’s expense.
- (5) **Lawn:** Any landscaped area, grassed area, or part of the campus grounds that is not covered by a building, sidewalk, street, or parking lot.
- (6) **Motor vehicle:** The terms “motor vehicle” or “vehicle” shall mean any device in, upon, or both which any person or property is moved by human power or operates on fixed rails or tracks. “Motor vehicle” and “vehicle” include automobiles, trucks, motorcycles, motorbikes, and fully motor-powered or partially motor-powered vehicles operating on land.
- (7) **Owner:** Refers to the person (or legal entity) required by these regulations to register a motor vehicle with MCG, or in the case of these regulations, the person (or legal entity) named as the registered owner under federal or state law.
- (8) **Parked, parking:** The standing of a vehicle upon a street, parking area, or grounds, whether the motor is running or not, without the occupancy of its driver, other than temporarily for the purpose of, and while actually engaged in, loading or unloading.
- (9) **Parking Services:** The subdivision of the Public Safety Division responsible for the day-to day administration and operation of the parking system. It is located at HT-1147 of the Annex II Building, 524 15<sup>th</sup> Street, Augusta, GA, 30912-9050. Telephone: 706- 721-2953.