



Coker University Parking and Vehicle Regulations

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I. INTRODUCTION

The operation and parking of a motor vehicle on campus is a privilege granted by the University. Administrators of the vehicle regulations policy intend to communicate and apply the regulations consistently and fairly, and meet the parking needs of faculty, staff, students and visitors of the University.

The administration of all rules and regulations governing the operation of vehicles will be the responsibility of the Director of Campus Safety and Security and those agents approved by the Director of Campus Safety and Security.

Any request for changes, additions, or deletions to these regulations should be put in writing and addressed to the Director of Campus Safety and Security. These requests will be considered by the Director and/or the appropriate committee.

All moving and stationary vehicle laws, ordinances, rules, and regulations of the state of South Carolina, the city of Hartsville, and Coker University, together with adopted amendments, will be enforceable twenty-four hours daily. Snow, rain, and other inclement weather conditions will not alter any of the provisions contained in this publication.

The owner/permit registrant assumes all responsibility for any damage to his/her vehicle while operated or parked on Coker property.

Lack of familiarity with these regulations does not constitute a defense for failure to comply. It is the responsibility of the owner/permit registrant to assure the safe operation of their registered vehicle(s) in full compliance of these regulations.

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II. PERMITS

A. REGISTRATION

All faculty, staff and students who operate or park their motor vehicle on University property must register their vehicle annually with the University and properly display the permit. Permits must be displayed at all times, including summer months, breaks,

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weekends and after hours. Parking registration is conducted online via Rydin PermitExpress and permits are available at the Campus Safety Office located at 307 E Carolina Avenue.

Coker reserves the right to deny the issuance of a vehicle permit to anyone with indebtedness to the University arising from the parking or operation of a vehicle on University property until the indebtedness is paid in full. Violators will be denied the privilege of operating and parking their motor vehicle on University property.

Registrants needing parking accommodations due to illness or injury must display a valid state-issued Person with Disabilities Parking Permit. This permit will allow registrants to park in the designated disability parking spots on campus. Registrants needing temporary disability parking arrangements must provide medical documentation to the Director of Campus Safety and Security. Upon verification of documentation, a temporary campus only disability permit may be issued. Registrants using designated disability parking spaces on campus must also have a valid Coker University parking permit.

Visitors are subject to all Coker parking regulations. When visiting for more than a 3-hour period, vehicle registration is required. There is no fee. Visitor permits may be obtained at the Campus Safety Office, located at 307 East Carolina Avenue. A Coker host must be present with the visitor at time of application and registration for visitor parking permit. At no time are faculty, staff or students considered visitors.

B. FEES

Faculty, staff and students will be issued one parking permit, free of charge, upon registration of vehicle. Permits must be picked up in the Campus Safety Office by the registrant.

Student vehicle permit registration is not transferable to other vehicles and is limited to one vehicle on campus at any given time. If a student changes vehicles, a new permit will be issued at no cost upon return of the original permit to the Campus Safety Office.

The faculty/staff/student who registers the vehicle will be held responsible for any violation of parking and motor vehicle regulations involving the vehicle. Any other driver may also be held responsible.

Visitor parking permits are free of charge, but must be obtained with the Coker University host present at time of application.

C. DISPLAY

A current and valid Coker parking permit must be displayed by September 1st for the Fall semester or 1st day of classes of Spring Semester..

Visitor and Temporary permits must be properly displayed at all times, on the dashboard in clear view from the exterior of the vehicle.

Faculty/Staff and Student parking permits must be placed completely by its adhesive and unobstructed with the printed side facing outward in the lower right-hand corner (passenger side) of the front windshield.

Any deviation from this section must be approved by the Director of Campus Safety and Security.

D. REMOVAL AND REPLACEMENT

A new permit must be obtained if the original becomes mutilated or obliterated. A registrant requesting a permit for a new/exchanged motor vehicle or seeking to replace a damaged permit must remove and bring the remnants of the original permit to the Campus Safety Office. No replacement fee is charged if the remnants of the original permit are presented. Otherwise, there is a \$5 charge for a replacement permit.

A permit is not transferable to an unregistered motor vehicle.

Motor vehicle permits must be removed under the following conditions:

- Change of ownership
- Termination of association of the registrant with the University
- Change of motor vehicle requiring permit replacement
- Upon revocation of motor vehicle privileges

III. PARKING LOT DESIGNATIONS

Coker parking facilities are designated as indicated in the designation table at the end of this document. A printable parking map is also available online. Vehicles parked in these areas must display appropriate permit(s) or be subject to citation, immobilization and/or towing.

The following parking lots are exclusive to Faculty/Staff from 7am to 4pm, Monday through Friday. Students are permitted to use these parking lots at all other times.

- Science Parking Lot

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- Student Center Parking Lot
- DeLoach East Side Parking Lot

Parking is also permitted along 2nd Street. This is city street parking and is enforced/monitored by the City of Hartsville Police Department. Coker University Campus Safety has also been authorized to monitor, enforce and issue applicable parking citations on 2nd Street, between Home Avenue and Railroad Avenue and East Carolina Avenue, between 4th and 2nd Street. Please be aware of limitations and signage.

Parking for the Coker Flats is provided along the north fence line of the parking lot behind the Wesley Methodist Church Soup Kitchen. Residents are requested to not use parking for City of Hartsville downtown business owners and patrons.

Designated ADA parking spaces are located in the following parking lots. Applicable permits must be displayed to use spaces. Temporary disability permits are available from the Director of Campus Safety and Security, for use on-campus only.

- Admissions Lot (rear)
- DeLoach East and West
- Facilities Lot
- Fields Lot
- George Lot
- JLC Lot
- LITC Lot
- Memorial Lot
- PAC Lot
- RTC Lot
- RR Lot
- Safety Lot
- Science Lot
- SUB Lot
- Sullivan Lot

Service/Delivery parking spaces are located in numerous lots across campus and are to be used only by Coker University service vehicles, Campus Safety, vendors and law enforcement/emergency service vehicles at all times. Any unauthorized vehicle is subject to citation and tow.

Visitor parking is permitted in designated Coker parking lots only. Please see the included map for identification. Overnight visitors are required to obtain and display a valid Coker temporary permit. Temporary visitor permits are free of charge and can be obtained by contacting Campus Safety.

IV. Rules

- Parking in a parking lot other than the one for which the vehicle is registered is prohibited. This includes any other University property.
- Driving into or parking in any area not designated for use or closed by the use of barricades, chains, gates, or other vehicle control devices is prohibited.
- Parking or driving a vehicle on or blocking pedestrian paths, sidewalks, crosswalks, lawns and sports turf is prohibited. (exceptions: service and emergency vehicles).
- Parking a vehicle in such a manner as to impede or obstruct properly parked/moving vehicles is prohibited.
- Where parking stall lines are marked, operators must park their vehicles within the stall lines.
- The University does not provide facilities for the parking or storage of boats, RVs, camper shells, removable vehicle tops, and/or trailers on its property. The University reserves the right to remove such vehicles/items from the campus at the owner's expense.
- On special occasions and in emergencies, parking limitations and restrictions may be imposed or removed as required. The Director of Campus Safety and Security, or designee, reserves the right to impose any changes as warranted by a particular situation.
- Temporary absence of a sign at the entrance of, or within a parking area/lot, does not signal the removal of restrictions upon that lot or area.
- All vehicle related accidents which occur on University property must be reported to Campus Safety (x8140 or from an off campus line, 843-383-8140).
- All state laws governing the movement and operation of motor vehicles are adopted by the University for control of vehicles on University property.

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- At no time is any Coker faculty, staff or student considered a visitor. Registrant permit must be displayed at all times.
- Fire lanes are identified by either proper signage or designated by red curbs. ADA parking facilities are identified by either proper signage or designated by blue curbs.
- Parking within 15 feet of a fire hydrant is prohibited.
- Use of University loading zones must be restricted to no more than 15 minutes. If more time is needed, authorization may be obtained from Campus Safety.
- Employee and student vehicles parking on University property are subject to search by University Officials at any time.
- Firearms are not permitted on campus, including in vehicles parked on University property.

V. SPECIAL EVENTS OR SITUATIONS

In certain circumstances it may be necessary for University constituents to move their vehicles and/or vacate a parking lot (for example when curbs and parking lanes are painted, or during a campus event requiring other use of the lot). Campus Safety will provide as much advance notice as possible about these situations. Failure to comply may result in a citation being issued or vehicle towing.

Parking lot restrictions will not be enforced during the following breaks; Fall Break, Thanksgiving Break, Winter Break, Spring Break and during the summer. However, all vehicles using Coker parking facilities during this time must still display a valid parking permit.

VI. VIOLATIONS AND PENALTIES

1) The following are examples of actions that violate Coker's parking policy and the associated penalties. These are not exclusive:

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| • ADA/Fire Lane Violation: | \$100.00 |
| • Excessive citations/Immobilization Device: | \$100.00 (cash only) |
| • Improper Use of Permit: | \$50.00 |
| • Parking on Sidewalk, Landscape: | \$30.00 |
| • Parking in Faculty/Staff Space: | \$30.00 |
| • Occupying More Than One Space: | \$30.00 |

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- Improper Display: \$30.00
- No Valid Permit: \$30.00

Unpaid fines assume the same status as other debts to the University. Payment of a citation does not infer guilt. A paid citation can be appealed if done so within the time frame stated in Article V. Payment of fines during the academic year does not alleviate the accumulation of citations.

2) Habitual, Aggravated or Flagrant Violations: Habitual, aggravated or flagrant disregard of Coker parking and traffic regulations is grounds for revocation or suspension of motor vehicle parking privileges. Upon receipt of five citations, and any citation after that, the registrant is subject to having the vehicle immobilized.

Campus Safety personnel prefer not to utilize wheel locking devices and will only do so in specific circumstances such as excessive violations or when parking privileges have been revoked. However, the vehicle owner will be subject to the corresponding \$100.00 fine, in addition to the applicable initial parking fine. Vehicle owners, when possible to identify, will be notified via email when they have accumulated five tickets and are subsequently eligible for receiving the wheel locking device for any additional offenses.

After the issuance of ten citations, the Director of Campus Safety has the authority to revoke campus parking privileges and immobilize or tow the owner's vehicle at the owner's expense.

3) Impoundment: Coker reserves the right to remove, impound, or immobilize, at the owner's/permit registrant's expense, a motorized vehicle from University property in the following circumstances:

- Parking in such a manner which constitutes a safety hazard to vehicular or pedestrian traffic.
- Obstruction or impediment of the operation of emergency equipment and personnel.
- Vehicles with or without a valid Coker University permit left unused, broken, abandoned, or in an unsightly condition.
- Unauthorized parking in or restriction of access to a disabled designated area.
- Parking of an unauthorized vehicle in an EMT parking space.
- Parking in restricted or reserved areas.
- Unauthorized parking or storage of boats, RVs, camper shells, removable vehicle tops, and/or trailers on University property.

- Parking in a manner which could cause damage to University property or outside areas provided for the operation and parking of vehicles.
- Any vehicle with five or more citations.
- A vehicle has been left with a wheel locking device in place for five days. On the fifth day the vehicle will be subject to towing, unless prior arrangements have been made with the Office of Campus Safety.

The permit holder is responsible for their vehicle even if they are not the operator.

The University assumes no responsibility for the loss from or damage to removed, impounded, or immobilized vehicles found in violation of state, city, or Coker University regulations.

The owner/permit registrant of removed, impounded, or immobilized vehicles may contact the Campus Safety Office for recovery and release information. Any vehicle with outstanding citations and/or fines will not be released without a cashier's receipt as proof of payment of the owner's outstanding account and applicable storage fees. Failure to present a cashier's receipt or other delay in recovery/release may result in an additional cost for storage.

Vehicle storage and/or removal charges are the responsibility of the owner/permit registrant and must be satisfied between the owner/permit registrant and the private towing service. Unclaimed vehicles are subject to disposal by the University/towing service.

VII. Payment of Fines

When a notice of violation of Coker University Parking and Traffic Regulations (parking violation/ticket) is issued, the recipient shall pay the penalty at the Campus Safety Building located at 307 E Carolina Avenue. Instructions for online pay will be provided via email upon receipt of citation.

Fines will be levied against and paid by all violators (faculty, staff and students) who park in variance with these regulations.

Fines will be reduced by 50% if paid within 7 calendar days of the date issuance on the citation.

All fines not paid within 10 business days will be posted in full on the violator's account.

Faculty, staff and students with outstanding parking fines will be prohibited from purchasing a current parking permit and therefore will not be authorized to use University parking facilities without penalty.

VIII. APPEALS

Appeals must be completed online, through Rydin Express. A link to the appeal is located on the citation as well as the email received at the time of citation issuance. Appeals must be completed within seven calendar days from the citation issuance date. Appeals received after the seven (7) day period will not be heard.

A person who fails to submit an appeal request before the end of the above appeal period shall not be eligible for an appeal.

IX. GENERAL SERVICES

The Campus Safety Office is open 24 hours a day, 7 days a week, 365 days a year. You can reach Campus Safety at x8140 or (843) 383-8140 from an off campus phone or cell phone. Campus Safety may also be reached at (843) 616-2762. The Campus Safety office is located at 307 East Carolina Avenue.

In addition to coordinating parking services and enforcing regulations, the Campus Safety staff routinely patrols the entire campus and frequents buildings. Escorts to and from locations on campus are available 24 hours a day.

An emergency text messaging service is available through the CobrAlert System.

Visit the [campus safety webpage](#) for more information on Campus Safety and services available.

Please remember to report any crimes or suspicious activities to Campus Safety or the Hartsville Police Department.

Parking Lot Location and Designation Table

*indicates Faculty/Staff Only Monday through Friday 7am to 4pm. Open to students at all other times.

Location	Lot Name	Faculty/ Staff	Student	Visitor	ADA spaces available
Administration Building	Admin Lot	Yes	No	Yes	No
Admissions	Admissions Lot	Yes	No	Yes	Yes
Admissions Front	Admissions Guest Lot	No	No	Yes	No
Auxiliary	Aux Lot	Yes	Yes	Yes	No
Business Office	Business Lot	Yes	No	No	No
Campus Safety	Safety Lot	Yes	Yes	Yes	Yes
Career Center	Career Lot	Yes	Yes	Yes	No
Corner of 2nd Street and Railroad Avenue	RR Lot	Yes	Yes	Yes	Yes
DeLoach Center East Side	DeLoach East	Yes	No*	No	Yes
DeLoach Center West Side	DeLoach West	Yes	Yes	Yes	Yes
Drengaalen House	Drengaalen Lot	Yes	No	Yes	No
Dining Hall	Dining Lot	Yes	No	No	No
Facilities Maintenance	Facilities Lot	Yes	No	Yes	Yes
George Hall	George Lot	No	Yes	No	Yes
JLC Hall	JLC Lot	No	Yes	No	Yes
LITC	LITC Lot	Yes	Yes	Yes	Yes
Memorial Hall	Memorial Lot	No	Yes	No	Yes

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Performing Arts Center	PAC Lot	Yes	No	Yes	Yes
RTC Hall	RTC Lot	No	Residential Staff Only	No	Yes
Science Building/Grannis Hall	Science Lot	Yes	No*	Yes	Yes
Student Center/Art Building	SUB Lot	Yes	No*	Yes	Yes
Sullivan Hall	Sullivan Lot	No	Yes	No	Yes
Tennis Courts	Fields Lot	Yes	Yes	Yes	Yes
Wiggins School of Ed	Education Lot	Yes	No	Yes	No

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