



DEPARTMENT OF PUBLIC SAFETY

3480 West Schoolhouse Lane

Phone: 215-951-2999

2020-2021 Parking and Campus Transportation



1. INTRODUCTION

These regulations have been established to protect the safety of faculty, staff, students and visitors. It is the Department of Public Safety's goal to control motor vehicle traffic and parking on campus to ensure that University business may be conducted in an orderly manner. The act of parking or driving a motor vehicle on campus is a privilege and the owner and/or operator is responsible to follow all parking regulations and laws of the Commonwealth of Pennsylvania. University parking rules, regulations and enforcement are in effect all year, including periods when classes are not in session.

2. GENERAL REGULATIONS

A. Faculty, staff and students on both the Thomas Jefferson University East Falls and Center City Campus must register their vehicle to park on the East Falls Campus. For further assistance or information call 215-951-2620 or see the Parking Policy at: www.eastfalls.jefferson.edu/security/parking.

B. The issuance of a permit does not guarantee a parking space. Lack of space is not considered a valid excuse for violation of a regulation. Classroom assignments, campus meetings, sporting events, etc., are not considered a reason for improper parking.

C. Signs, street markings and/or curb markings are intended as additional guides. All vehicles must park in designated spaces, between the painted lines.

D. The speed limit on campus is 15 M.P.H.

E. Oversized vehicles, identified as those whose size requires the usage of more than one parking space and cannot fit comfortably between two lines, must receive special approval to park on campus from Public Safety.

F. Only properly licensed and registered vehicles in operable condition are allowed on campus. Vehicles that do not meet this standard will be reported as abandoned.

G. Vehicles may not be stored on campus without Public Safety approval.

H. Permits are not transferable between vehicles. Any attempt to transfer, loan or resell a permit will result in revocation of parking privileges.

I. The registrant is held responsible for any policy violations involving the registered vehicle.

J. It is unacceptable to place a ticket from a previous violation on a vehicle to give the impression that the vehicle has been currently ticketed.

K. When any vehicle is determined to have three (3) or more unsatisfied parking citations charged against it within one vehicle registration period, the vehicle may be subjected to immobilization.

L. Rental, temporary or loaner vehicles must obtain a hangtag from Public Safety.

M. The parking and transportation policy is the sole authority for parking at the Jefferson East Falls campus unless otherwise indicated by the Director of Public Safety.

3. VEHICLE REGISTRATION

A. To register for a parking permit, faculty, staff, and students must go to <https://jefferson.thepermitstore.com> and follow the instructions. This year be sure to use your campus key and current University password to log into iParq. A color-coded map identifying designated parking lots and information about parking regulations, updates and fees can be found on the Public Safety website located at <https://www.eastfalls.jefferson.edu/security/Parking/index.html>.

B. To complete the registration process you will need your vehicle information such as your license, insurance and registration.

C. Faculty, staff and students are prequalified in the iParq database. Failure to choose the correct permit category may result in a delay in receiving your permit.

D. Your primary University function determines parking eligibility. Students with work-study employment or an internship must register for either a residential student, commuter student or Ravenhill parking permit.

E. Due to COVID 19, all faculty and staff MUST provide their home address in the "Delivery Options" Section in iParq, as permits will ONLY be mailed to your home address at your expense. No faculty and staff will be able to pick up permits from Public Safety.

F. Due to COVID 19, all student permits will be available for pick up at Kanbar Campus Center. Dates, rooms and times to be determined. Students MUST pick up their own permit.

G. A yearly registration fee is required (see Fee Schedule) and a vehicle is considered registered only when a valid parking permit assigned to that vehicle is properly displayed.

Fee Schedule

- I. Full-time Faculty and Staff (White Permit)\$70 per year
- II. Full-time Commuter
- III. Student (Green Permit).....\$70 per year
- IV. Part-time Commuter
Student (Green Permit) \$15 per year
- V. Continuing and Professional Studies
Student (Green Permit)..... \$15 per year
- VI. Evening Graduate Student (Green Permit) \$15 per year
- VII. Part-time Faculty and Staff (White Permit)..... \$15 per year
- VIII. Residential Student (Blue Permit) No Fee
- IX. Ravenhill Lot (Blue Permit) No Fee
- X. Residential Commuter Student
(Green Permit)\$70 per year

H. "No Permit" citations will be issued for unregistered vehicles parked on campus with no permits.

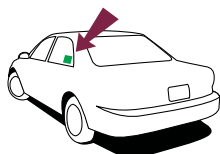
I. Notify the Department of Public Safety immediately if your permit is lost or stolen.

J. Authorized refunds are prorated and are issued by request only. Refunds will not be issued after January 31st.

K. A second permit for an additional vehicle can be obtained by registering on iParq at no cost.

4. PERMIT PLACEMENT

The University parking permit must be affixed to the outside rear window on the driver's side. The permit must be attached using the adhesive backing. A citation may be issued if the permit is taped or just placed in the window without it being properly secured. Vehicles on campus without a parking permit will be considered as trespassing and dealt with accordingly.



5. STUDENT REGISTRATION

There is a yearly registration fee (see 3G. Fee Schedule) for student parking permits. All student permits will be available to be picked up in Kanbar Campus Center—dates, rooms and times to be determined. To pick up a permit, students must personally appear and present a valid driver's license, the state vehicle registration card and proof of current insurance for the vehicle they wish to register. All students must register their vehicle each year. The parking permit is valid from August 15 of the current year to August 14 of the next year. **Students may not register vehicles for other students.**

Vehicles with a blue permit MUST park in either the Ravenhill or Independence Plaza blue spaces Monday through Friday, 7 a.m. to 5 p.m. However, vehicles with blue permits can park in commuter and staff lots on weekday evenings Monday through Friday, 5 p.m. to 7 a.m. and weekends Friday, 5 p.m. through Monday, 7 a.m.

6. COMMUTING, GRADUATE AND CONTINUING EDUCATION STUDENT PERMITS

Commuting, Graduate and Continuing and Professional Studies students may choose to register for a green or blue permit (See 9. Ravenhill Parking Lot) in order to park on the university's campus. Vehicles displaying a green permit may park in the designated areas on Main Campus, Monday through Friday, 7 a.m. to 5 p.m. However, vehicles with green permits can park in commuter and staff lots on weekday evenings Monday through Friday, 5 p.m. to 7 a.m. and weekends Friday, 5 p.m. through Monday, 7 a.m.

7. RESIDENT STUDENT PERMITS

A. Students residing in the Townhouses, Independence Plaza, Scholler Hall, Ronson Hall, Partridge Hall, Fortess Hall and Mott

Hall are considered resident students. Resident students MUST register for a blue permit. Vehicles displaying a blue permit MUST park in the Ravenhill parking lot or the limited blue spaces in the Independence Plaza parking lot. Vehicles with a blue permit MUST park in either the Ravenhill or Independence Plaza blue spaces, Monday through Friday, 7 a.m. to 5 p.m. However, vehicles with blue permits can park in commuter and staff lots on weekday evenings Monday through Friday, 5 p.m. to 7 a.m. and weekends Friday, 5 p.m. through Monday, 7 a.m.

Freshman resident students are not allowed to bring vehicles to campus. Freshman are only eligible to register for a permit and park on campus with approval from the Department of Public Safety. Freshman who bring a vehicle to campus without expressed permission from Public Safety, may lose the privilege to obtain a future parking permit.

B. Students residing in the Hilton Philadelphia City Avenue, 4200 City Avenue, Philadelphia, PA 19131 through the University are considered resident commuter students. Resident commuter students may choose to register for a green or blue permit in order to park on campus. Vehicles displaying a green permit may park in the designated areas on Main Campus, Monday through Friday, 7 a.m. to 5 p.m. Vehicles displaying a blue permit must park in the Ravenhill parking lot or the limited blue spaces in the Independence Plaza parking lot, Monday through Friday, 7 a.m. to 5 p.m. Both green or blue permits can park in commuter and staff lots on weekday evenings Monday through Friday, 5 p.m. to 7 a.m. and weekends Friday, 5 p.m. through Monday, 7 a.m.

8. FACULTY AND STAFF PERMITS

Due to COVID 19, all faculty and staff **MUST provide their home address in the "Delivery Options" Section**, as your permits will **ONLY** be mailed to your home address at your expense. No faculty or staff will be able to pick up permits from Public Safety.

Full-time and part-time faculty and staff may choose to register for a white or blue permit. Vehicles displaying a white permit may park in the designated areas on the Main campus, Tuttleman and Ravenhill campus. Vehicles displaying a blue permit may park in the Ravenhill parking lot or the limited blue spaces in the Independence Plaza parking lot, Monday through Friday, 7 a.m. to 5 p.m. However, vehicles with blue permits can park in commuter and staff lots on weekday evenings Monday through Friday, 5 p.m. to 7 a.m. and weekends Friday, 5 p.m. through Monday, 7 a.m. The parking permits are valid from August 15 of the current year to August 14 of the next year and must be renewed annually.

9. RAVENHILL PARKING LOT

All residential students living on campus in the Townhouses, Independence Plaza, Scholler Hall, Ronson Hall, Partridge Hall, Fortress Hall or Mott Hall MUST register for a blue permit at no cost and park in the Ravenhill parking lot. Faculty, staff, commuter and resident commuter students may register for a blue permit at no cost. During the week, Monday through Friday, 7 a.m. to 5

p.m. faculty, staff, and students with a blue permit MUST park in the Ravenhill parking lot. However, vehicles with blue permits can park in commuter and staff lots on weekday evenings Monday through Friday, 5 p.m. to 7 a.m. and weekends Friday, 5 p.m. through Monday, 7 a.m.

10. HANDICAP PARKING FOR FACULTY, STAFF AND STUDENTS

Handicap parking is only for vehicles with a state issued handicap license plate or state issued hang tag. These must be displayed in order to be considered appropriately parked. All vehicles with a state issued handicap license plate or hang tag can park in any handicap spot on Main, Tuttleman or Ravenhill Campus, but all vehicles must be registered with a valid Jefferson permit.

11. TEMPORARY PARKING

Temporary parking is available to all **registered vehicles**, in an appropriate Time Zone parking space (i.e. 10, 15, 20 or 30 minutes) with 4-way emergency lights flashing. Temporary parking should never occur in a handicap space or violate a parking regulation such as blocking traffic or creating a hazard.

12. OUTSIDE VENDOR PARKING

All vendors must check in at the Facilities Department located on Main Campus (Building #5 on the map). Vendors will be provided with a temporary permit for parking on campus.

13. VISITOR PARKING

Visitor parking on campus is limited. Visitor parking spaces are available in the Search parking lot on Main Campus, Building #29 on the map. Additional visitor parking is available on Ravenhill Campus in the Ravenhill parking lot. All visitor parking is shown in orange on the map. Visitor spaces in the Search parking lot are not intended for faculty, staff or students. If you are found in violation, you will be issued a parking citation. Parking arrangements must be made with Public Safety if you are hosting an event with ten (10) visitors or more. Visitors with a state issued handicap license plate or hang tag can park in any handicap spot on campus.

14. STUDENT GUESTS

Due to COVID 19 regulations, if student guests are permitted on campus, they must register their vehicles with Public Safety each time they visit campus. The resident student must accompany their guest(s) to Public Safety for this purpose. Guests must show current driver's license, vehicle registration and vehicle insurance. A hang tag will be issued in accordance with Resident Life visitor policy. Students are responsible for their guests and their vehicles. During the week, Monday through Friday, 7 a.m. to 5 p.m. guests must park in the Ravenhill parking lot. However, guests can park in commuter and staff lots on weekday evenings Monday through Friday, 5 p.m. to 7 a.m. and weekends Friday, 5 p.m. through Monday, 7 a.m.

15. FUEL EFFICIENT VEHICLE PARKING

Fuel efficient vehicles are those that meet the U.S. Green Building Council's LEED criteria. To determine if your vehicle is a fuel efficient vehicle, go to <http://www.eastfalls.jefferson.edu/security/Parking/index.html>. Click on **LEED Certified Vehicles**. This will bring up a spreadsheet of all model year 1998-2020 vehicles that meet the criteria. The University will only recognize vehicles on this list as fuel efficient vehicles. These vehicles may park in the parking spaces designated for "fuel efficient vehicles only." Any other vehicles will be ticketed.

16. BICYCLING ON CAMPUS

Register your bicycle in person at the front desk of the Gallagher Center during normal business hours. In the event your bike is lost or stolen, Athletics will have a complete record to immediately provide to Public Safety and other law enforcement agencies. We highly recommend U-Locks, which are available in the bookstore. Should you lose your key or forget your combination, after Public Safety verification, we can assist in cutting your lock off. There is a permanent Bike "Fix-IT" & Air Pump Station located on the first floor of the parking garage complete with a pump and tools. Refer to the parking map for bike rack locations on campus.

17. RAM VAN SHUTTLE

Public Safety is responsible for the Ram Van shuttles that make continuous loops at several stops located throughout the campus. Due to COVID-19, the RAM Van will have limited service and capacity. You must wear a mask at all times when you are riding the shuttle. The RAM Van will make a continuous loop between the Ravenhill and Main Campuses. Operating from 4:30 p.m. to 11:30 p.m. 7 days a week. Stops are conveniently located at: Outside the Public Safety Building (Ravenhill parking lot), The Tuttleman Center (Monday through Friday), Downs Hall and by the Ram Statue, adjacent to the Gallagher Athletic and Recreation Center.

18. HOTEL SHUTTLE

The Hotel Shuttle is for Jefferson students living in off-campus housing through the University at the Hilton. This shuttle runs a continuous loop from the Hilton located at 4200 City Avenue, Philadelphia, PA, to the East Falls campus. The Hotel Shuttle will operate from 7 a.m. to 11:30 p.m. 7 days a week. Two shuttles will operate Monday through Friday, with a single shuttle on weekends and holidays. Stops will be made at: Mott Circle, The Tuttleman Center, Downs Hall and by the Ram Statue, adjacent to the Gallagher Athletic and Recreation Center

The Hotel shuttles will make a complete loop each trip. Varying traffic conditions make it near impossible to keep to a schedule for each stop. Departure times listed are to enable students to better plan getting to campus for classes during the day, and return to the Hilton in the afternoon/evening. Check the web site for any schedule changes that may be made due to traffic

conditions or weather events. For more information on the shuttle and its schedule, please go to: <http://www.philau.edu/security/Parking/RamShuttle.html>.

19. SEPTA (Southeastern Pennsylvania Transportation Authority) Key Cards

SEPTA Key Cards are available to purchase at the Bookstore in the Kanbar Campus Center. Key Cards cost \$4.95 and the money is put back on the card once the customer creates an account with SEPTA online and registers the card. Five dollars must be loaded onto the Key Card when it is purchased initially. Once the Key Card is activated online, the total amount on the card will be \$9.95. Key Cards can be used for both SEPTA trains and buses. Purchasers have the option to add funds to an existing Key Card. Additional information and schedules for **SEPTA can be found at <http://www.septa.org/>**.

20. ENTERPRISE CAR SHARE

In collaboration with Jefferson, Enterprise offers a neighborhood based car sharing service. This vehicle is available to our campus community and PA area residents. The vehicle is located outside of the Department of Public Safety in the Ravenhill parking lot, Building #30 on the map.

21. VIOLATIONS AND PENALTIES

Fines may be paid at <http://jefferson.thepermitstore.com> within the 15 days of a violation or appeals notice. After the 15 days, all payments must be made at the Cashier's window, located in Archer Hall. Public Safety is unable to accept any type of payment for traffic violations. Citations for guests or visitors will be the responsibility of the sponsoring party. If an appeal is not filed within 15 days from the date of the violation, the registrant will be liable for an additional \$15.00 penalty. This section applies to all faculty, staff, students and visitors. The following is a list of the violations:

A. \$35.00 Fines

- No Permit/Failure to Register
- Incorrect Lot for Permit Type
- Parking on Sidewalks, Grass or in No Parking Areas
- Careless Driving/Disregard of Traffic Signs
- Time Zone Violation
- Unattended Vehicle in a Drop-Off Zone

B. \$100.00 Fines

- Use of a Forged or Lost/Stolen Permit
- Blocking a Driveway (towable violation)
- Blocking a Crosswalk (towable violation)
- Parking in Marked Fire Lane (towable violation)
- Blocking Traffic (towable violation)
- Registering Vehicle for Another Student
- Impeding the Movement or Operation of Emergency Equipment (towable violation)

C. \$300.00 Fines

- Parking in or Blocking an ADA-Accessible Space Without a Valid State Issued ADA-accessible hang tag or license plate.

D. Non-Renewal of Permit

- Failure to pay monetary fines for violations and penalties against the same vehicle in one registration period, will result in the non-renewal of a parking permit for the upcoming academic year.

22. RELOCATING/IMMOBILIZATION POLICY

A. Immobilization—When any vehicle is determined to have three (3) or more unsatisfied violations charged against it within one vehicle registration period, the vehicle may be subjected to immobilization. All outstanding violations must be then satisfied and **\$50.00** paid to remove the immobilization device. The University is not responsible for damage resulting from immobilizing a vehicle.

B. Relocating—The University reserves the right to remove any vehicle that impedes or disrupts University business or the movement or operation of emergency activities. See Section 19, Violations and Penalties, for a list of all towable violations. The owner will be responsible for the costs involved in removing, impounding and storing such a vehicle. The University is not responsible for damage to a vehicle resulting from towing a vehicle.

C. Impounded vehicles not claimed by their owner within 30 days will be considered abandoned and will be disposed of in accordance with state law.

23. APPEALS

An appeal for any penalty prescribed by these regulations must be made within 15 days of the date of violation by submitting a written appeal at <http://jefferson.thepermitstore.com>. The appeal process is closed after 15 days. Properly submitted appeals will be reviewed by the Appeals Review Board as needed each semester. Appeals for citations given to guests or visitors need to be appealed within the 15 day period, or they will be liable for payment. Appeals for guests or visitors of resident students are subject to verification of Residence Halls Sign-in Sheets. An appointment must be made with the Department of Public Safety in order to discuss parking violations.

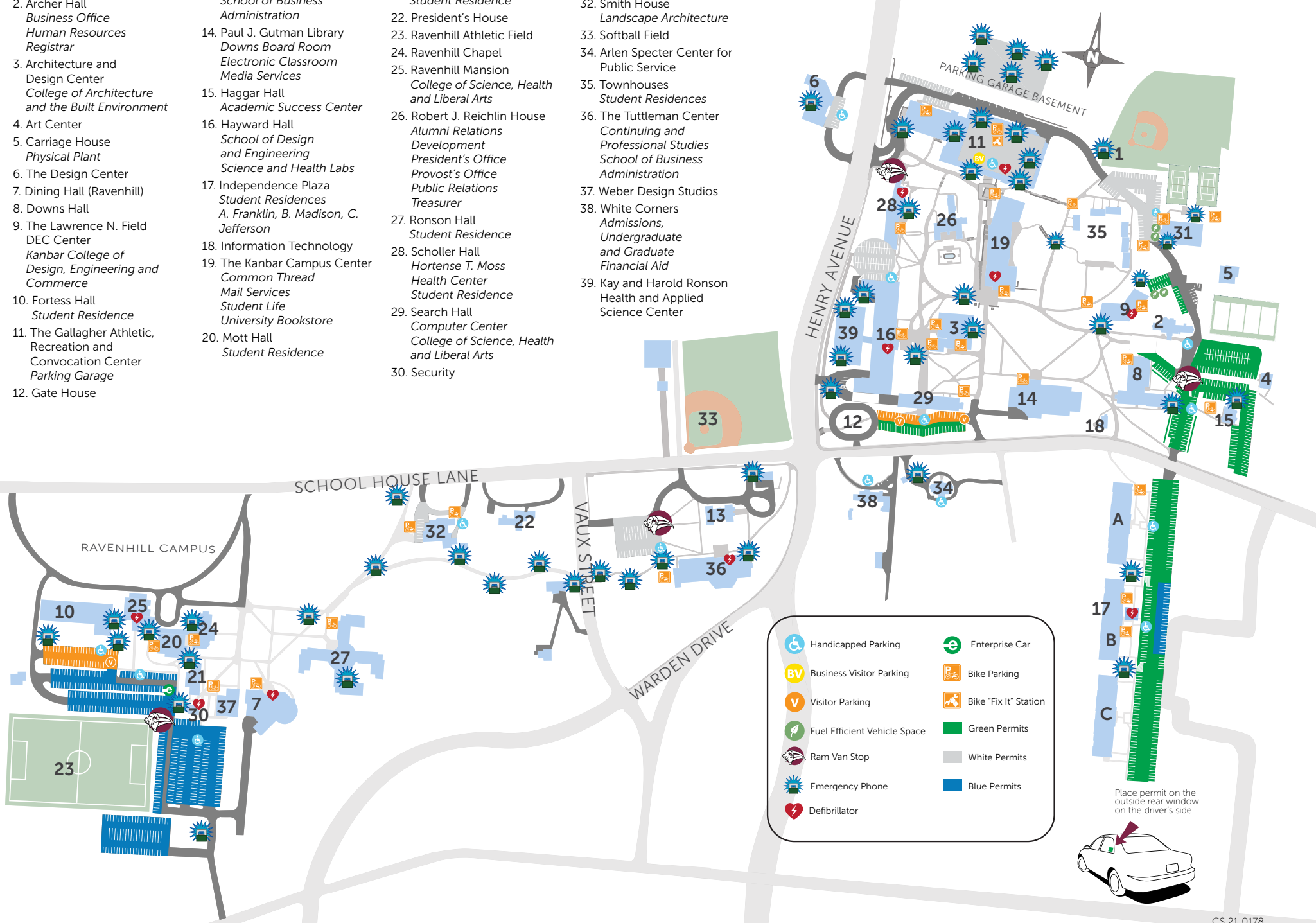
24. UNIVERSITY LIABILITY

No liability is created by the granting of parking or vehicle operating privileges on property owned, leased or otherwise controlled by the University. Although Public Safety patrols campus parking facilities, the University assumes no responsibility for the care or protection of a vehicle or its contents while operated or parked on University property. Parking your vehicle in the Townhouse parking lot next to the baseball field or in the Ravenhill parking lot next to the soccer field is at your own risk during baseball or soccer games and practices.

Parking Guide

Note: Some lots are for both commuters and residents.
Continuing construction on Main Campus may affect parking assignments.

- | | | | |
|---|--|--|--|
| 1. Alumni Field | 13. Gibbs Hall
<i>School of Business Administration</i> | 21. Partridge Hall
<i>Student Residence</i> | 31. The SEED Center |
| 2. Archer Hall
<i>Business Office
Human Resources
Registrar</i> | 14. Paul J. Gutman Library
<i>Downs Board Room
Electronic Classroom
Media Services</i> | 22. President's House | 32. Smith House
<i>Landscape Architecture</i> |
| 3. Architecture and Design Center
<i>College of Architecture and the Built Environment</i> | 15. Haggart Hall
<i>Academic Success Center</i> | 23. Ravenhill Athletic Field | 33. Softball Field |
| 4. Art Center | 16. Hayward Hall
<i>School of Design and Engineering
Science and Health Labs</i> | 24. Ravenhill Chapel | 34. Arlen Specter Center for Public Service |
| 5. Carriage House
<i>Physical Plant</i> | 17. Independence Plaza
<i>Student Residences
A. Franklin, B. Madison, C. Jefferson</i> | 25. Ravenhill Mansion
<i>College of Science, Health and Liberal Arts</i> | 35. Townhouses
<i>Student Residences</i> |
| 6. The Design Center | 18. Information Technology | 26. Robert J. Reichlin House
<i>Alumni Relations
Development
President's Office
Provost's Office
Public Relations
Treasurer</i> | 36. The Tuttleman Center
<i>Continuing and Professional Studies
School of Business Administration</i> |
| 7. Dining Hall (Ravenhill) | 19. The Kanbar Campus Center
<i>Common Thread
Mail Services
Student Life
University Bookstore</i> | 27. Ronson Hall
<i>Student Residence</i> | 37. Weber Design Studios |
| 8. Downs Hall | 20. Mott Hall
<i>Student Residence</i> | 28. Scholler Hall
<i>Hortense T. Moss
Health Center
Student Residence</i> | 38. White Corners
<i>Admissions,
Undergraduate and Graduate
Financial Aid</i> |
| 9. The Lawrence N. Field
DEC Center
<i>Kanbar College of Design, Engineering and Commerce</i> | | 29. Search Hall
<i>Computer Center
College of Science, Health and Liberal Arts</i> | 39. Kay and Harold Ronson
<i>Health and Applied
Science Center</i> |
| 10. Fortess Hall
<i>Student Residence</i> | | 30. Security | |
| 11. The Gallagher Athletic, Recreation and Convocation Center
<i>Parking Garage</i> | | | |
| 12. Gate House | | | |



Handicapped Parking	Enterprise Car
Business Visitor Parking	Bike Parking
Visitor Parking	Bike "Fix It" Station
Fuel Efficient Vehicle Space	Green Permits
Ram Van Stop	White Permits
Emergency Phone	Blue Permits
Defibrillator	

