



The University of Montana-Helena
COLLEGE OF TECHNOLOGY

DRAFT

Policy Number: 600.5

Policy Title: Parking on College Property

Subject: Section 600. Physical Plant

Date Adopted:

Date(s) Revised:

Approved by:

Daniel J. Bingham, PhD
Dean/CEO
The University of Montana – Helena
College of Technology

POLICY STATEMENT:

The University of Montana – Helena College of Technology (UM-Helena) is committed to maintaining safe and accessible campuses for its students, staff, faculty, and visitors. Consistent with the policies set forth by the Montana Board of Regents of Higher Education ([Policy 940.11](#) and [Policy 1002.1](#)) and Montana Code Annotated ([Title 20. Education](#), [Title 61. Motor Vehicles](#), and [Title 17. State Finance](#)), UM-Helena Policy 600.5 has been established to regulate parking on all UM-Helena campuses. This policy applies to all UM-Helena students, staff, faculty, and visitors, and replaces any existing related UM-Helena policies.

All UM-Helena college policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations; with Board of Regents' policies and procedures; and with The University of Montana's policies and procedures.

PROCEDURES:**1. General Guidelines**

- 1.1. State, County, City, and UM-Helena policies, ordinances, and regulations are enforced on UM-Helena property 24 hours a day, seven days a week (unless otherwise posted).
- 1.2. All vehicles parking in permit areas must display a current permit. Any form of permit that is damaged, illegible, hidden, taped, expired, improperly located or displayed, or reported lost/stolen is considered invalid and may subject the vehicle's owner to receiving a citation or having the vehicle clamped or towed.
- 1.3. Moving violations may be prosecuted in City or County court. Driving motor vehicles on other than authorized roads, driveways, or parking areas will be considered moving violations.
- 1.4. Parking privileges may be suspended for one academic year for misuse of parking permits or for habitual offenders of parking and traffic regulations (see Parking Violation Fines, Section 5). The placement of parking citations is considered proper notification of any violations.
- 1.5. These regulations are enforced in their entirety. It is the responsibility of those using college parking facilities to acquaint themselves with their content. Those unaware of these regulations will not be considered in appeals.

2. Purchasing and Displaying Parking Permits

- 2.1. All students, staff, and faculty desiring to park on campus property will be charged an annual parking/access fee of \$10.00, which will be effective for the fall, spring, and summer semesters. Revenue generated from this fee will be used for the development and improvement of parking lots and to strengthen the campus traffic control.
- 2.2. Window permits must be permanently affixed to or easily visible in the driver's lower left side of the front windshield.
- 2.3. Hanging permits must be hung on the rear view mirror, permit side facing out/forward for easily visibility.

3. Parking on College Property

- 3.1. No parking is allowed on campus without current or temporary licensing and registration, to include expired license plates and vehicles failing to properly display a license plate. Such vehicles may be towed and/or fined for "no parking."

- 3.2. No parking will be allowed within the fenced-in area of the Airport Campus. This will include any area behind equipment and buildings. This area may be used for loading and unloading equipment only. This applies to all noncollege-owned vehicles.
- 3.3. No person shall stop, stand, or park any vehicle that impedes traffic or creates a potential safety hazard unless directed to do so by a police officer, traffic control device, or other appropriate authority.
- 3.4. Falsifying any information whatsoever on a vehicle or license number shall result in a fine and/or revocation of parking privileges for the remainder of the academic year (constitutes nonacademic misconduct within Student Conduct Code).
- 3.5. When parking, the entire vehicle must be situated within the marked boundary of the parking space. The fact that another vehicle has improperly parked does not constitute an excuse for any other vehicle to likewise improperly park. Vehicles may not be backed into any angled parking spaces.
- 3.6. While parked on UM-Helena property, no vehicle shall undergo any repairs or maintenance, including oil changes.
- 3.7. Pedestrians have the right of way on sidewalks and in crosswalks.
- 3.8. Without authorization from the Assistant Dean/Fiscal & Plant, no barricades shall be moved and no vehicles may operate or park in an area that is closed by the use of barricades. Violators are subject to being issued a citation and towed.
- 3.9. Driving motor vehicles on property other than authorized roads, driveways, or parking areas is prohibited without prior permission from the Assistant Dean/Fiscal & Plant.
- 3.10. The office of the Assistant Dean/Fiscal & Plant is the authority that administers and enforces parking regulations. Questions about parking should be referred to this office.
- 3.11. Faculty, staff, and students of UM-Helena, as well as visitors, shall be subject to such fines and penalties as listed in these regulations.
- 3.12. The University of Montana – Helena College of Technology is not responsible, by state law, for damage to, or theft of, the personal property on campus. Faculty, staff, and students are encouraged to adequately insure their personal property and protect their property by appropriately securing their personal items and taking other simple precautions to prevent theft and damage.
- 3.13. These regulations may be amended at any time and become effective by order of the Dean/CEO. Notice shall be posted on the college's web site and published in campus and/or local newspapers once a week for three consecutive weeks.

4. Special Occasions/Emergencies

- 4.1. For special occasions or major public events, and in emergencies, parking limitations may be imposed by the Assistant Dean/Fiscal & Plant as required by prevailing conditions.
- 4.2. Any exceptions for special occasions must be authorized in advance by the Assistant Dean/Fiscal & Plant.
- 4.3. Disabled vehicles must be reported to the Assistant Dean/Fiscal & Plant immediately. If reported, up to 24 hours may be granted for campus parking while arrangements are made to move or remove the vehicle. A vehicle creating a hazardous situation must be removed immediately.
- 4.4. Arrangements for parking trailers, buses, and large vehicles must be made with the Assistant Dean/Fiscal & Plant in advance of using campus parking facilities.
- 4.5. Any accident involving a vehicle on UM-Helena property must be reported immediately to the Assistant Dean/Fiscal & Plant.

5. Parking Violation Fines

- 5.1. Montana statute regulations ([MCA 20-25-312](#)) and the Montana Board of Regents of Higher Education ([Board Policy 1002.1](#)) authorize The University of Montana – Helena College of Technology to levy fines against all individuals in violation of parking, traffic, and registration regulations.
- 5.2. Students with outstanding parking fines on registered vehicles will be billed on their student accounts. Students not registering vehicles are responsible for fine payments from the issuance of the citations.
- 5.3. Pending payment of fines, a student will not be able to register for classes, and transcripts will be withheld. Fines not paid or timely appealed by faculty and staff will be withheld from amounts owed to them. This paragraph serves as official notification of actions that may be taken ([MCA 17-4-105](#)). Failure to identify vehicles that are used by students, staff, or faculty in no way releases the driver from obligation of payment.
- 5.4. All violations are classified as follows:

VIOLATION TYPE	FINE
No Decal	\$10.00
Improper Parking	\$10.00
Expired Registration	\$10.00
Yellow Curb	\$10.00

Special Permit	\$10.00
Reserved Parking	\$10.00
No Parking Zone	\$10.00
Fire Lane	\$10.00
False Registration	\$10.00
*DISABILITY MCA 49-4-307 and Board of Regents' Policy 1002.1 Disability space includes hashed access-way.	\$100.00

6. Vehicle Towing

6.1. Vehicles in violation may be towed at the owner's expense from the following areas:

- Disability Parking
- Fire Lanes
- Hydrants
- Loading Zones
- Shop Doors
- Reserved for Service Vehicles

6.2. Vehicles can be towed, impounded, and stored, at owner's expense and risk, under any of the following circumstances:

6.2.1. Any vehicle left in a position that endangers public safety, interferes with vehicular or pedestrian traffic, interferes with college functions or operations, or which could cause harm to UM-Helena property. Examples include parking on grass, in construction areas, or in contact with buildings, fences, signs, poles, etc.

6.2.2. Vehicles of habitual offenders may be towed or immobilized at any time without warning. A habitual offender is anyone who has college parking violations totaling \$80.00 or more. Authority to immobilize vehicles as a substitute for having vehicles towed will be at the direction of the Assistant Dean/Fiscal & Plant. Vehicles will be immobilized only once during the fiscal year; further infraction will result in towing. Release fees, as well as all fines, must be paid in full with cash or credit card for vehicle release. Vehicles will be towed at the owner's expense to an off-campus storage facility with a daily storage fee.

- 6.2.3. A vehicle is presumed abandoned under state statute [MCA 61-8-356](#), which sets a maximum time limit for parked vehicles of no more than 48 hours on streets, and 5 days on other City, County, or State property.
 - 6.2.4. Any vehicle that is parked in areas closed for use. Such areas will be indicated with the use of barricades.
 - 6.2.5. Wherever possible, areas subject to towing will be clearly marked as established by [MCA 61-8-206](#). UM-Helena is authorized to tow vehicles under [MCA 20-25-312](#). Any towing that has taken place under this provision may be subject to review by the Traffic Appeals and Review Committee. All outstanding fines must be paid in full for vehicle release.
-