

BELLARMINE UNIVERSITY CAMPUS PARKING AND TRAFFIC REGULATIONS

The Office of Public Safety is responsible for enforcing all parking rules and regulations pursuant to the authority conferred by the University. All University personnel and students must assume responsibility for any citations they receive for improper parking; this responsibility includes payment of fines. There are limited on campus parking spaces, so parking is first-come, first-served and not guaranteed.

Bellarmine University reserves the right to revise parking and traffic regulations and to close or alter parking spaces at any time.

VEHICLE REGISTRATION AND PARKING PERMIT TAGS

All University personnel and students must have a valid parking permit displayed in their vehicle in order to park on Bellarmine University property. To obtain a parking permit, you must register online at <https://one.bellarmino.edu>

- The Office of Public Safety, Room CNTH 054 of Centro Treece Hall, will issue parking permits for students 24 hours a day, 7 days a week.
- Parking permits for faculty and staff members will be issued by the Student Account's Office (CNHH Room 208) during normal business hours.
- Faculty, staff and students will be issued one parking permit. A permit may be transferred to any vehicle driven on Bellarmine University property. The individual who purchases/registers for the tag will be responsible for all parking violations in any vehicle displaying the permit.
- All vehicle registrations and parking permit tags expire July 31 of each year.
- Parking permit tags must be displayed on the rearview mirror of the vehicle. Display permit number facing outwards. The parking permit tag must be displayed in order to avoid a citation.
- If you drive a motorcycle or motorbike, you will be issued a permit from the Office of Public Safety that can be adhered where it is visible on the motorcycle/motorbike.
- The parking permit fee for students is included in the Comprehensive Fee.
- Use of the parking permit is restricted solely to the person issued the permit. Only faculty/staff may receive a second permit. Faculty/staff may do so at no additional cost by registering a second vehicle. If a third permit tag is needed, request approval from the Director of Public Safety, once approved you will be charged \$25.00.
- The theft or loss of a parking permit should be reported to the Office of Public Safety immediately. In the event that a vehicle is stolen, and the permit is no longer obtainable, the individual may provide a police report to the Office of Public Safety for a replacement permit at no charge. If the permit was lost or stolen on campus property, please contact the Office of Public Safety to file a report. If the permit is lost or stolen and a police report is not provided, the individual will need to remit payment for \$25.00 for a replacement permit. Subsequent replacement permits will result in a charge of \$50.00 for each additional replacement permit. Recovered, lost or stolen permits should be returned to the Office of Public Safety.
- Any egregious violation of the parking policy such as tampering, altering or giving a permit to an unauthorized person will be referred to the Dean of Students or the Office of Public Safety for investigation.

ENFORCEMENT

Prior to enforcing the parking regulations, the Office of Public Safety will announce to the community when it will begin issuing citations. Enforcement of the parking regulations will be suspended during the period from 5:00 pm on Friday through 9:00 pm on Sunday, as well as during events that draw a large number of visitors to the campus. However, the rules against parking in fire lanes, unauthorized use of an accessible parking space, reserved/restricted spaces, grass or landscaped areas, and moving violations will be enforced at all times.

DESIGNATED PARKING AREAS

Parking is permitted on campus in available spaces on a **FIRST COME FIRST SERVED BASIS**, but only in the designated paved areas. The parking permit does not guarantee a specific parking space. Reserved markings may appear on signs or be painted on the pavement. Compliance with these restrictions will be strictly enforced. **All permits may park in any open non-reserved faculty/staff and/or upperclass designated parking lots from 5:00 pm on Friday through 9:00 pm on Sunday.** Please note the rules against parking in fire lanes, unauthorized use of an accessible parking space, reserved/restricted spaces, grass or landscaped areas, and moving violations will be enforced at all times.

ALUMNI/SURF PATRON PARKING

“A” DESIGNATED PARKING PERMIT

Vehicles with a designated “A” permit (Alumni/SURF) may park in Lot 2: Knights Lot, Monday through Fridays from 7:00 am through 5:00 pm.

FACULTY AND STAFF MEMBER PARKING

“B” DESIGNATED PARKING PERMIT

Only vehicles with a designated “B” permit (faculty/staff) will be allowed to park in Lot 6: Centro Lot. Faculty and staff members are not allowed to park in the spaces designated by Admissions for perspective students. Faculty and staff members are allowed to park in Lot 4: Via Cassia, Lot 9: Ursuline Lot and Lot 13: Newburg West Lot, Monday through Friday from 7:00 am through 5:00 pm

Faculty and staff members are highly encouraged to park in lots designated for faculty and staff members. However, if there are no spaces available, faculty and staff members may park in student parking. Please attempt to park in your designated lot.

“E” DESIGNATED PARKING FOR EMPLOYEES

Faculty and staff members can purchase an “E” permit for \$10.00. Faculty and staff members with an “E” permit will be required to park in Lot 1: Bellarmine Lot only, which is designated for both “E” and “F” permit holders.

STUDENT PARKING UPPERCLASS PARKING

“U” DESIGNATED PARKING PERMIT (Junior and Senior Residents Only)

Vehicles with a designated “U” permit may park in the designated upperclass lot. This is Lot 11a, Siena Lot. “U” permit holders may park in all lots designated for “S” permit holders. “U” permit holders may not park in the designated faculty/staff lots, which are as follows: Lot 4: Via Cassia Lot, Lot 6: Centro Lot, Lot 9: Ursuline Lot and Lot 13: Newburg Lot West, Monday through Friday from 7:00 am until 5:00 pm.

“S” DESIGNATED PARKING PERMIT

Vehicles with a designated “S” permit may not park in the designated faculty/staff lots, which are as follows: Lot 4: Via Cassia Lot, Lot 6: Centro Lot, Lot 9: Ursuline Lot and Lot 13: Newburg Lot West, Monday through Friday from 7:00 am until 5:00 pm. In addition, “S” permits may not park in the designated upperclass lot except on the weekends from Friday after 5:00 pm through 9:00 pm on Sunday. This lot is Lot 11a: Siena Lot.

FIRST-YEAR STUDENT PARKING

“F” DESIGNATED PARKING PERMIT (First-Year Commuters)

First-time Full-time commuting students will be issued an “F” designated parking permit and will be required to park in Lot 2: Knights Lot from 7:00 am on Monday until 5:00 pm on Friday. Individuals that have an “F” permit tag may not park in the designated upperclass lot except on the weekends from Friday after 5:00 pm through 9:00 pm on Sunday. This is Lot 11a: Siena Lot.

First-year students must keep their “F” parking permit their entire first year, regardless of how many credit hours they may have earned.

“R” DESIGNATED PARKING PERMIT (First-Year Residents)

First-time Full-time residents with a designated “R” permit will be required to park in Lot 1: Bellarmine Lot Monday thru Friday from 7:00 am. until 5:00 pm. “R” permits may not park in the designated upperclass lots except on the weekends from Friday after 5:00 pm through 9:00 pm on Sunday. This is Lot 11a: Siena Lot.

First-year students must keep their “R” parking permit their entire first year, regardless of how many credit hours they may have earned.

ACCESSIBLE PARKING

The University endorses the general Kentucky regulations governing parking regulations for those needing accessible parking.

Parking in designated accessible parking areas is reserved for those students, employees and visitors who have a documented disability. **If you are unable to park in your designated lot, you may park in any legal space.**

All students, faculty and staff members who utilize accessible parking spaces are required to obtain a Bellarmine Accessible Parking permit. Members with a state issued accessible permit must still obtain a Bellarmine Accessible Parking permit. A Bellarmine Accessible Parking permit can be obtained from the Director in the Office of Public Safety with a valid doctor's note. Public Safety is located in Centro Treece Hall Room CNTH-054. The phone number is 502.272.7777. For additional assistance, you may also contact the Director of Disability Services at 502.272.8490.

Any Employees, with an "E", or Student with a "S", "F", "R" or "U" permit who have an accessible parking permit will not be restricted to these areas and may park in any legal space, provided their vehicle displays the proper Bellarmine parking permit tag and the Bellarmine issued accessible parking dashboard permit. First-year commuters with an "F" parking permit and first-year residents with an "R" permit must keep their permit for the entire first year, regardless of how many credit hours they may have earned. Please attempt to park in your designated lot. Please note the rules against parking in fire lanes, unauthorized use of an accessible parking space, reserved/restricted spaces, grass or landscaped areas, and moving violations will be enforced at all times.

NON-CREDIT COURSE ENROLLEES

Non-credit course enrollees will not be required to register their vehicle; however, the Continuing Education Department will issue a special permit. Special permits will be valid only during the hours in which the non-credit courses are being offered. The special permit allows the individual to park in any unrestricted student parking areas. These students are also required to follow the same accessible parking regulations as any other student.

FACULTY, STAFF AND STUDENTS WITH TEMPORARY VEHICLES

Faculty, staff and students must come to the Office of Public Safety to obtain a temporary parking pass. Failing to obtain a temporary parking pass will result in the individual receiving a citation. Individuals can obtain this parking pass 24 hours a day, 7 days a week from the Office of Public Safety. Please bring with you the year, make, model of vehicle, along with your license plate number.

GENERAL VISITORS AND ADMISSIONS VISITORS

No parking permit is required for short-term parking in visitor-designated areas located in Lot 1: Bellarmine Lot, Lot 6: Centro Lot and Lot 13: Newburg Lot East, visitors do not need to register with Public Safety. Only Admissions Visitors and/or reserved visitors can park in the designated Admission and Reserved Visitor spaces located in Lot 6: Centro Lot. These spots are designated with signage.

VISITOR PARKING

DESIGNATED VISITOR SPOTS/VISITOR TEMPORARY PARKING PERMITS

Campus visitors will be allowed to park in the designated visitor spots Monday through Friday from 7:00 am through 5:00 pm. Visitors who have temporary parking permits may park in any available legal parking spaces. Please note the rules against parking in fire lanes, unauthorized use of an accessible parking space, reserved/restricted spaces, grass or landscaped areas, and moving violations will be enforced at all times.

General visitor information:

- Parking time is limited to 2 hours in Lot 1: Bellarmine Lot and Lot 13: Newburg Lot East. Visitor signs are posted.
- Long-term visitors (those parking for more than 2 hours) should be sent a special parking permit by the department they are visiting or obtain a special temporary parking permit from the Office of Public Safety, located on the ground level in Centro Treece Hall (Room CNTH-054).
- If there are no visitor spots available, please come to the Office of Public Safety to obtain a temporary parking permit.
- Metroversity or other students attending classes on campus are not considered visitors and must obtain a valid parking permit.

- Please park in the 15-minute parking outside the Office of Public Safety in Lot 5: Franciscan Lot to obtain temporary parking

LOADING ZONE PARKING

Loading Zone parking spots are located in several places next to each major building. Vehicles parked in these spaces must be dropping off or picking up material from their office, class or Residence Hall. Parking in the Loading Zones with flashers is limited to 15 minutes and will be strictly enforced.

MOTORCYCLE, MOTORBIKE AND MOPED PARKING

All University personnel and students must display a permit on any motorcycle/motorbike/moped that is parked on campus. These spaces are marked with green stripes. More than one motorcycle/motorbike/moped can park in the designated green spaces. Motorcycles, motorbikes, and mopeds must be parked in a designated motorcycle/motorbike/moped parking area. Failure to park in a designated motorcycle/motorbike/moped area will result in a citation. The Office of Public Safety will issue a permit that is able to be displayed on the vehicle.

WEEKEND PARKING

Although parking is open on the weekends from 5:00 pm on Friday through 9:00 pm on Sunday, those spaces that are reserved or restricted remain reserved or restricted. Restricted parking spaces include reserved spaces for campus officials and offices, accessible parking spaces, fire lanes, reserved visitor spaces, admissions, and improper use of 15-minute parking. If you park in any reserved/restricted spot, you will receive a citation.

RESTRICTED LANES

Parking in fire lanes (as indicated by yellow striping on the roadway or curb), driving lanes (any area that does not have white striping), in grass or landscaped areas, and spaces allocated for accessible parking may result in the vehicle being ticketed, booted and/or towed.

MOVING VIOLATIONS

Persons involved in moving violations, such as speeding, reckless driving, failure to observe stop signs and other driving regulations are subject to receiving a citation. The speed limit while driving on campus is 15 miles per hour.

FINES AND APPEALS

The Office of Public Safety is responsible for the enforcement of parking and traffic regulations and the issuance of citations for violations of these regulations. All University personnel and students must assume responsibility for any citations they receive for improper parking. This responsibility includes the payment of fines.

Should a person believe their citation is unjust and not in keeping with the University parking regulations, that person may appeal the citation to the traffic appeals committee. Attendance at the committee meetings is not mandatory for an appeal to be made. If an individual would like to appear before the committee in addition to their written appeal, they must do so themselves; no proxies will be allowed to appear on behalf of an individual. No attorneys or parents may be present at the committee meetings. If a student is registered with our Office of Disability Services with academic accommodations, those accommodations will be met during any appeals. Please email trafficappeals@bellarmine.edu in advance to make the committee aware of any needs.

- Any person receiving \$200.00 or more (or more than five citations) in parking violations may have their vehicle booted. Parking boots may be applied to vehicles with any unpaid citations after thirty (30) days.
- Faculty and staff members: by registering your vehicle you authorize the university to deduct unpaid parking fines and penalties from your earnings. Initial parking citation fees are displayed in the Bellarmine Parking Permit system (Rydin). After 10 days, unpaid parking citations may be moved out of Rydin to the employee's account. When the citation is moved to the employee's account, the citation shows as "PAID" in the Rydin system in order to prevent duplicate payment. To verify if payment has been received, please validate by selecting "PAID" in the Rydin system to see details of the payment. If the record reads "School Account/Tuition Bill" (even if you are an employee), then the citation was not paid in the parking system before the 10-day grace period and is still outstanding.
- Students' unpaid parking fines may be added to their student account. Unpaid fines could result in additional charges and financial holds for transcripts, grades and registration. Initial parking citation fees are displayed in the Bellarmine Parking Permit system (Rydin). After 10 days, unpaid parking citations may be moved out of Rydin and to the student's tuition account. When the citation is moved to the student account, the citation shows as "PAID" in order to prevent duplicate payment in the Rydin System. To verify if payment has been received, please validate by selecting "PAID" in the Rydin system to see details of the payment. If the record

reads "Student Account/Tuition Bill" then the citation was not paid in the parking system before the 10-day grace period and is still outstanding.

TRAFFIC APPEALS COMMITTEE HEARINGS

The Traffic Appeals Committee will convene twice a month throughout the year (September, October, November, December, February, March, April and once in May if needed). All meetings of the Traffic Appeals Committee will be listed on the Office of Public Safety website. The Office of Public Safety will have a representative at the appeal hearings. Decisions will not be given at the hearing but via email after the hearing.

Please note it is important to file your appeal within 10 business days.

To file an appeal, please visit <http://www.bellarmine.edu/security/services/parkingappeal/>

FINE SCHEDULE

The following fines will be assessed for violations of the respective regulations:

Citation	Fee	Definition
No Parking Permit Tag/Decal displayed	\$40.00	Failing to obtain or display a Bellarmine issued parking permit. The permit should be hanging from the rear-view mirror facing outwards or if on a motorized vehicle placed where it can be easily observed.
Misuse of Parking Permit /Tag	\$40.00	Tampering, altering or knowingly giving a permit to an unauthorized person.
Expired permit	\$40.00	Failing to obtain a Bellarmine issued parking permit tag that is applicable for the current school year. All parking permits expire July 31.
Improper parking	\$40.00	Examples of improper parking are: parking in the grass, parking outside the lines of a parking space, parking in two parking spaces, parking a motor bike improperly, etc.
Parking in a restricted area	\$40.00	Failing to park in the lots as designated by your Bellarmine parking permit tag. Also, parking in the following areas: Admissions, Visitor, reserved or any other assigned designated parking.
Minor Violations	\$40.00	Examples: Altering/misusing assigned parking permit. Altering posted signage, moving traffic cones/barriers, etc.
Major Violations	\$100.00	Example: Moving violations: Driving the wrong way on a posted one-way road, Stop sign violation, Reckless driving/speeding, etc.
Parking in a fire lane	\$100.00	Parking in designated passageways or access roads that allow fire apparatuses to pass through; that are not intended for normal vehicle traffic.

Parking in an accessible parking space	\$100.00	Parking in an accessible parking space without the Bellarmine assigned Accessible Parking tag.
Boot Removal*	\$100.00	The fee that has to be paid before the boot is removed from the vehicle.

Parking boots may be applied to vehicles with any unpaid citations after thirty (30) days or permit/tag holder over \$200.00 in outstanding citations

*Boot removal fee and outstanding unpaid citation balance must be paid before the boot will be removed.

OFF CAMPUS PARKING

Bellarmino University has a beautiful campus in a wonderful neighborhood. A good relationship with our neighbors is important. We ask that you be a good citizen and neighbor and always park on campus. It shows our neighbors that the university cares about the integrity of the neighborhood.

PERMIT DESCRIPTIONS

Permit	Code	Description
Alumni	A	Alumni and Surf Patron Parking
Employee	B	Faculty and staff members
Employee (restricted)	E	Faculty and staff members restricted to Lot 1: Bellarmine Lot
Upperclass Resident	U	Upperclass Students living on Campus
Student	S	Students
First-Time Full-Time Commuters	F	First-time, full-time commuting students
First-Time Full-Time Resident	R	First-time, full-time resident students

LOT DESCRIPTIONS

Lot Number	Lot Name	Location Descriptions	Permits Permit to Park in Lot
1	Bellarmino Lot	Follow Via Cassia to the back of campus, take a left at the stop sign.	"E" "R"
2	Knights Lot	Borders East, North and West of Knights Hall to the North of Knights Way	"F" "A"
3	Alumni Way Lot	Between Alumni Drive and Knights Way	"S"
4	Via Cassia Lot	Between Alumni Drive and Via Cassia	"B"
5	Franciscan Lot	From the side of Pasteur to Horrigan by the Public Safety Office	"B"
6	Centro Lot	Directly in front of Centro	"B"
7	Seibert Lot	Seibert Terrace	"S"
8	Treece Lot	Treece Terrace	"S"
9	Ursuline Lot	Small lot behind Miles Hall	"B"
10	Thomas Merton Lot	Small lot behind Petrik next to Newman Hall	"S"

11a	Siena Lot	Between Kennedy/Newman and Secondo	"U"
11b	Siena Lot	In Front of Terzo	"S"
12	Stadium Lot	To the side of Frazier Stadium	"S"
13	Newburg Lot East and Newburg Lot West	Surrounding Allen Hall	East: "S" West: "B"
14	Bishop Lot	1961 Bishop Lane	"B" "S"
15	Sports Complex	3408 Newburg Road	"B" "S"
16	Waterson Building	3430 Newburg Road	"B" "S"

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