



SNU POLICY: Vehicle Code

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Policy Reviewed by: SNU Department of Public Safety/Campus Police

Approval Authority: Chief Financial Officer & Vice President for Business Affairs

Approval Date: May 23, 2022

Next Review Date: May 2023

Purpose and Scope

Southern Nazarene University's Board of Trustees established and designated the Southern Nazarene University Department of Public Safety (DPS)/ Police Department as the law enforcement agency for all university properties as of March of 2021. Subsequently, SNU entered a Memo of Understanding with the City of Bethany, Oklahoma to establish the appropriate jurisdictional authority to enforce all local, state, and federal statutes, including traffic rules and regulations, on campus. Such rules and regulations apply to all employees, students, and visitors at any SNU campus or property. Everyone's responsibility is to know, understand, and abide by the requirements of the University Vehicle Code (UVC), the City of Bethany, OK Code of Ordinances, and the State of Oklahoma Vehicle Statutes.

1. Registration Information

- a. All Vehicles are required to have a Southern Nazarene University parking permit/sticker. Permits are used to show university affiliation of the vehicle owner and/or operator.
- b. SNU parking stickers are free to all employees, students, and approved university guests and can be provided by SNU DPS.
- c. An SNU parking permit does not guarantee a parking space on campus.
- d. All permits/stickers are the property of Southern Nazarene University. As such, the university and/or SNU DPS reserves the right to deny or revoke a permit.
- e. To receive a SNU parking sticker, the driver of the vehicle must be a currently enrolled student or employee in good standing.
- f. Parking stickers must always be visible from the outside of the vehicle and should be placed in one of the following designated locations on a vehicle. Permits must adhere to the bottom driver side of the rear window of a car, truck, or SUV, the bottom driver side corner of a front windshield or another front visible location for motorcycles.
- g. Removing or defacing a parking permit will invalidate it.

h. Student Vehicles

- i. Student parking permits are valid if the student remains enrolled at the university.
- ii. Student parking permits are color coded by year issued. Holders of a specific permit may keep their colored permit for their entire time of enrollment at SNU.

i. Employee Vehicles

- i. Employee permits are valid from the date of issue until deactivated by the SNU DPS at the time of the individual's SNU employment ending.

j. Visitors

- i. Visitors of Southern Nazarene University's campus are permitted to park in any of the parking lots.
- ii. Approved overnight or multi-day visitors on Southern Nazarene University's campus must obtain a temporary parking permit issued from the SNU DPS before having their vehicle on campus multiple days or overnight. DPS will provide temporary parking permits to offices, departments, and resident directors to provide to such guests. These permits will be dated to coincide with the visitors' time at SNU premises.

2. Parking and Driving

- a. Southern Nazarene University shall assume no liability or responsibility for theft, damage, or loss that may occur during the use of parking facilities or services. Therefore, individuals choosing to park anywhere on Southern Nazarene University's campuses do so at their own risk. Damage to, misuse, or defacing of SNU property or facilities with a vehicle is prohibited and subject to citation and criminal prosecution.
- b. Vehicles must be parked in designated parking spaces. Painted lines and posted signage mark parking spaces appropriate for vehicles to park within on SNU premises.
- c. ADA accessible parking spaces are reserved for those vehicles with a properly issued and valid ADA hangtag/ license plate from state or municipal authorities. Illegally parking in such spaces is not permitted and is subject to fines and/or impound per federal, state, and/or municipal codes.
- d. SNU DPS can issue temporary ADA parking access for all university owned parking lots for any employee and or student when it is determined appropriately necessary.
- e. Resident Director (RD) spaces are marked by signage and are reserved entirely for the RD of the specified building. Parking in the RD parking space may result in student judicial processes and consequences.
- f. Spaces marked for Department of Public Safety/Police vehicles are reserved 24/7. Parking in the safety vehicle parking spaces may result in student judicial processes and consequences.
- g. Parking spaces reserved at the Physical Plant/SNU Facilities are reserved for Facilities Operations Vehicles only. Parking in these reserved spaces may result in student judicial processes and consequences.
- h. Parking in any fire lane is not lawfully permitted and is subject to fines and/or impound per federal, state, and/or municipal codes.

i. Traffic Violations of City of Bethany Code of Ordinances

- i. The City of Bethany Code of Ordinances includes but is not necessarily limited to speeding, running stop signs, and failure to properly display vehicle equipment. For a complete list of all City of Bethany Municipal Ordinances, please visit: <https://codelibrary.amlegal.com/Ordinances/bethany/latest/overview>

- ii. SNU DPS/Campus Police officers are fully sworn and commissioned law enforcement officers with the State of Oklahoma and may stop vehicles for violation of City of Bethany Municipal Laws through a memorandum of understanding (MOU). Drivers who violate City of Bethany Municipal Laws may receive a City of Bethany Citation issued by a police officer with SNU and are required to appear in court. Failure by any student or employee to appear in court may have a warrant issued for their arrest. The City of Bethany City Council sets the fee schedule for violations of these municipal ordinances.
- iii. Drivers who fail to provide a valid license from any state and/or no proof of insurance may have their vehicle impounded and possibly cited. SNU DPS uses tow companies authorized by the City of Bethany Police.

j. Motorcycles

- i. All motorcycles must be registered the same as any other vehicle on campus. Additionally, all motorcycles will be held to the same standard as any other cars or trucks.
- ii. Motorcyclists must adhere to all motor vehicle regulations.
- iii. No motorcycles/mopeds are to be driven or parked in breezeways, sidewalks, or porches.

k. Abandoned/Broken Down Vehicle Policy

- i. A vehicle is considered abandoned or broken down if the car has not moved in the last ten days with no communication to SNU DPS and shows signs of abandonment (flat tires, expired tags, no tags, etc.). If a resident is off campus leaving a vehicle for an extended period, they must notify the SNU DPS.
- ii. If a vehicle is determined abandoned or broken down and is not registered by the SNU DPS, the car will be marked with a notice advising the owner that their vehicle will be removed from campus ten (10) days the date of the message.
- iii. If a vehicle is determined to be abandoned and registered with the SNU DPS, the registered owner will be contacted and given a ten (10) day notice to remove the vehicle themselves from campus or repair the vehicle working order. Failure to comply will result in the vehicle being towed at the owner's expense.
- iv. All vehicles are towed at the owner's expense.

3. Enforcement

- a. Southern Nazarene University reserves the right to ticket, immobilize, or tow any vehicle in violation of any established parking regulations at the owner's expense. Persistent violators may also have their parking privileges denied or revoked.
- b. Any citation issued by SNU DPS for violations of City of Bethany Ordinances cannot be appealed to SNU DPS or university leadership. Any appeal shall be handled within the confines of a City of Bethany Municipal Court Hearing. SNU will not remove or cancel a municipal citation after being issued.
- c. Any vehicle found to not have a SNU parking permit/sticker may be impounded and removed from campus property. Students who fail or refuse to obtain a parking permit/sticker may be referred to SNU Student Life for student judicial review and not permitted to have a vehicle on university premises. Employees who fail or refuse to

obtain a parking permit/sticker may be subject to disciplinary action through university human resources and not permitted to have or operate a vehicle on university premises.

d. Tow and Impound Policy

- i. Vehicles found without a valid parking permit or parked in violation of the Southern Nazarene University Vehicle Code are subject to citation and/or being towed at the owner's expense.
- ii. Vehicles may be impounded as indicated in City of Bethany Code of ordinances (§70.137 Impoundment, 2022)
- iii. Vehicles impounded by SNU DPS/Campus Police will need a towing release from SNU Public Safety before obtaining the vehicle at the tow yard. To obtain a release from DPS a vehicle owner would need the following:
 - iv. A current and valid driver's license.
 - v. Current registration for the vehicle.
 - vi. Valid insurance for the vehicle and driver.
 - vii. Payment of a \$100 dollar release fee payable to Southern Nazarene University. This fee must be made at SNU DPS Office. Acceptable payments are cash and or credit.
- viii. Vehicles can only be released during normal business hours of Monday through Friday between 8:00am and 5:00pm.

4. Bicycles

- a. Bicycles are not required to be registered at Southern Nazarene University.
- b. Anyone operating a bicycle on SNU premises is advised to wear a safety helmet.
- c. Bicycles are to be locked to a bike rack when not in use, as a means of security for the bicycle.
- d. Bicycles are not allowed inside any SNU buildings. If any bicycle is found inside a building, it will be removed and held by the SNU Public Safety Department.
- e. Bicycles are not to be left on campus during summer break and will be removed by SNU DPS, unless the bicycle is being used by a student employed at SNU or taking courses over the summer.
- f. Southern Nazarene University shall assume no liability or responsibility for theft, damage, or loss that may occur as a result of the use of SNU facilities or services. Therefore, individuals choosing to have a bicycle anywhere on Southern Nazarene University's campus do so at their own risk.