

TRAFFIC AND PARKING ENFORCEMENT

To report an emergency from:

Campus phone dial: 55

Cell/off-campus dial: 770-3362

Anonymous crime tip: 336-770-1414

Non-emergency: 336-770-3321

UNCSA Department of Police and Public Safety

1533 S. Main St.

Winston-Salem, NC 27127

Fax: 336-750-0866



TRAFFIC AND PARKING ENFORCEMENT

The University of North Carolina School of the Arts Department of Police and Public Safety (UNCSADPPS) is responsible for enforcing all parking and traffic laws in accordance with the authority vested in it by the Board of Trustees under North Carolina General Statutes 116.44.4. Our jurisdiction covers all University owned and leased property including: buildings, parking lots, streets, immediately adjoining public streets, and satellite locations.

The UNCSA campus experiences a high volume of both pedestrian and vehicular traffic depending upon the time of day, class schedule and special events schedule. All drivers are expected to drive with extreme caution while on UNCSA owned or controlled property. UNCSA police officers do enforce traffic regulations, as specified under North Carolina General Statute Chapter 20, in an effort to insure safety for all students, faculty, staff, and visitors. Please abide by the posted speed limits, honor all pedestrian crosswalks, and come to a full stop at all STOP signs. At all times obey police officer verbal commands and traffic direction.

PARKING

All students, faculty, and staff who park on University of North Carolina School of the Arts property must display a valid parking decal or temporary permit, appropriately placed, on the vehicle being parked.

This is in effect at all times.

Decals (and decal number) shall be clearly visible and affixed to the exterior of the rear windshield on the passenger side of the vehicle. Motorcycles shall place the decal on the rear fender. Faculty, staff, or student decal holders who are temporarily driving a different vehicle are required to get a temporary parking permit (at no cost) from the UNCSA Department of Police and Public Safety.

Temporary permits are only available to those with current year parking decals.

Parking is extremely limited. All vehicles must be parked in the designated area or space as indicated by the issued decal. The registered decal holder shall be responsible for any parking violations.

PARKING DECALS

Initial decals, replacement decals, and temporary permits are all issued by the UNCSA Department of Police and Public Safety which is located in the Police Department directly across the street from the Drama Gym. All vehicles are required to have the legal minimum NC liability insurance coverage, even if the vehicle is registered in another state.

Commuter Student – The commuter student decal is issued to all students that live off-campus. Parking with this decal is limited to those lots posted as “C” Decal required (**Lots B & N**). **A commuter decal is NOT valid for “R” lots at any time.** Students may ask for an exception to this by contacting the UNCSA Department of Police and Public Safety in advance with a specific one-time request.

Resident Student – The resident student decal is issued to all students that live in Bailey St. Apartments or A-F Residence Halls. Parking with this decal is limited to those lots posted as “R” Decal required (**Lots M & N**). **A resident decal is not valid for “C” lots at any time.** Students may ask for an exception to this by contacting the UNCSA Department of Police and Public Safety in advance with a specific one-time request.

Center Stage Student – The “CS” Center Stage decal is issued to all UNCSA students assigned a Center Stage apartment. Parking with this decal is allowed in Lot A (the rear side of the lot) & Lot H (the Center Stage lot non-visitor spaces only) until after 6 pm. After 6 p.m. “CS” students may park in other student lots until 6 a.m.

Non-student visitors to Center Stage residents must park in visitors parking area.

Faculty/Staff Non-Reserved – This decal is issued to all faculty and staff members that are not assigned a reserved space. This decal is valid in any faculty/staff lot, non-reserved space (**Lots A, B, D, G, I, J, K & L**). Any space in the lot that is not marked by: posted reserved sign, pavement reserved marking, or pavement number marking is available for general use.

Faculty/Staff Reserved – This decal is issued to a limited number of **full-time** faculty/staff that have an individually assigned reserved space (**Lots A, D, E & O**). This decal is only valid in that **reserved space, during the hours specified as reserved for that space.** Due to limited available parking, we ask that the holder use only the reserved space unless it is absolutely necessary to move the vehicle to another space on campus.

Please note that this decal does not allow the holder to block in a vehicle or park in another reserved space, if someone has taken the one assigned to them. In this case, the holder should call the UNCSADPPS to report the illegally parked vehicle and park temporarily in a faculty/staff non-reserved lot until the situation is resolved. Any vehicle with a reserved decal that parks behind another vehicle or in another reserved space is subject to a parking citation, wheel-lock and/or tow.

Special Notes:

- All faculty/staff non-reserved lots, and reserved parking lots are enforced for proper decals from Monday 6 AM through Friday 6 PM, unless otherwise posted. **During this time any vehicle parked without the proper decal will be subject to citation, wheel-lock, and/or tow.**
- Students are allowed to use these lots after 6:00 p.m. on Friday if they have a current student decal but must have the car moved by 6:00 a.m. on Monday.

- Faculty, staff, and students are prohibited from parking in visitor spaces.
- Leaving your car on campus after hours or overnight is only allowed for business purposes, not personal travel.

IS THE PARKING LOT FULL?

If you arrive on campus and find **no parking anywhere on campus** for your designated parking decal, call UNCSA police for guidance on where to temporarily park. Your decal does not guarantee a specific lot, only one of the spaces/lots associated with your parking designation. There are times when you may need to park further from your destination than you anticipated in order to park legally.

SPECIAL 24-7 PARKING DESIGNATIONS

All of the following designations will be enforced

AT ALL TIMES

Any space with one of the following designations, by posted sign or pavement marking, is considered special use parking on a 24 hour-a-day, seven-day a week basis:

- Service Vehicle
- Loading Zone
- Visitor Parking
- Handicapped Parking (minimum \$100.00 fine)
- Crosswalk
- 24 Hour Reserved
- Residential Parking
- Time limited parking (i.e., 15 minutes, etc.)
- School specific parking (i.e., Film Students only)
- In front of Watson Hall is Handicapped only at all times; No daily staff parking

Any space with one of the following designations, by posted sign, pavement marking, or by inclusion in this list of parking rules is considered a **NO PARKING area on a 24 hour-a-day, seven days a week basis**:

- Fire Lane (red curb or signage)
- Yellow or white hash marks
- Any pavement area other than a clearly marked parking space: white lines on both sides of vehicle
- Any grass or landscaped area
- Any area adjacent to a dumpster

LOADING AND UNLOADING

Vehicles are allowed in these designated areas only when **ACTIVELY** loading/unloading. The driver must move the vehicle to an appropriate space upon completion of loading/unloading.

When conducting authorized loading/unloading for a performance or class/business related reason, secure one of the loading/unloading passes supplied to each Art School, Administration, Development, High School, Communications, Undergraduate Academic and Graduate Programs and Student Life. Hang the pass from the rear view mirror with the "LOADING" and department information facing outward so that it can be read from the front of the vehicle.

All UNCSA students, faculty and staff MUST have a valid parking decal to park or load/unload anywhere on campus, for any length of time.

Make sure the vehicle is parked in a safe location; **never** block a fire lane, use a reserved or handicapped space, or obstruct traffic. ALWAYS have a loading/unloading pass displayed.

PARKING DECAL FEES

Full academic year: August 1 – July 31

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| Students | \$ 65.00 |
| 2 nd (extra /replacement decals) | \$ 5.00 |

Student employees are not eligible for employee parking decals.

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| Full-time, Part-Time & Temporary faculty/staff | |
| Non-reserved | \$7 Month/\$84 Year |
| Reserved | \$12 Month/\$144 Year |
| Extra Decals/Replacements | \$10 each |

Summer School only

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| Summer students | \$ 25.00 |
| Summer faculty/staff | \$ 25.00 |

UNAUTHORIZED DECALS

It is unlawful to alter any parking decal indicating eligibility to park on campus. Persons found displaying a decal that has been reported stolen can be prosecuted under North Carolina General Statute 14-71.1. It is unlawful to transfer a decal to another person except through the UNCSA Department of Police and Public Safety.

SPECIAL EVENT PARKING

Persons hosting a special event on campus must contact UNCSADPPS to insure adequate parking arrangements. Visitors not parked in visitor spaces are subject to citation unless approved by UNCSA Police in advance. Events with 25 or more vehicles may need to use off-campus parking depending upon campus-wide parking needs for a particular day. If so, UNCSADPPS will facilitate the arrangements. Given the number of special events, never assume a specific parking area will be available for special event guests or buses without contacting UNCSADPPS first. During events UNCSADPPS may find it necessary to redirect faculty, staff, and students from their normal parking locations to alternative on-campus parking.

PARKING VIOLATION FINES, FEES, AND COLLECTIONS

Any person violating the UNCSA Parking/Traffic Rules and Regulations is subject to a fine of no more than \$100.00. Faculty, staff, students, and visitors are responsible for paying any fines or fees levied due to parking violations. **The Department of Police and Public Safety is charged with collecting these fines/fees, for distribution to the public schools pursuant to the NC Constitution, Article IX, Section 7. Must be paid at the Cashier's Office.**

1. Any vehicle illegally parked is subject to being towed or wheel-locked at any time.
 - a. Wheel-lock fees are \$65.00. You will also need to pay for the particular offense listed on the parking citation (i.e., Unauthorized Parking \$15.00, No Current Decal \$15.00, etc.) In addition, anyone cited for "No Current Decal" will still need to purchase a decal or they will be subject to future citations, wheel-locks, or towing whenever parked on campus.
 - b. The cost of towing is \$100 plus the fine on the citation at the time of towing. The towing company will charge their fees separately and we have no control over their charges.
2. Any vehicle parked, left disabled, or abandoned in violation of the regulations may be towed to a storage area. The cost of removal and storage is the responsibility of the vehicle owner.
3. Any ticket unpaid by faculty/staff after 30 days will be salary deducted. Anyone with 3 or more parking tickets are subject to revocation of **parking privileges** and/or having the vehicle wheel-locked or towed.

4. All student tickets, wheel-locks, and tows immediately generate a “Hold” on the student’s records. After 10 days, if the student has not successfully appealed or paid the fines, they will be added to their Student Account.

PARKING APPEALS

Any person cited for the violation of any portion of the parking regulations for which a civil penalty is imposed may appeal the citation in person or in writing to the Police Captain or the Chief of Police within 10 working days of its issuance. You can appeal in person (with appointment) or e-mail the completed appeal form. Call UNCSA at 770-3321 to make an appointment to appeal the citation; or go to the UNCSA website, copy the form and save it as a WORD Document, complete it and e-mail it to fuiells@unca.edu. **For an appeal to be successful, generally it must be: a citation issued in error, or there must be a valid extenuating circumstance. For example, “I overslept and didn’t move my car” generally would not be considered adequate for appeal. “I went to the hospital emergency room overnight and couldn’t move my vehicle” may be granted.**

ESCORT AND MOTORIST ASSISTANCE PROGRAMS

Walking at night? We will provide an escort for you from a location on campus to a location on (or near) campus.

Need a jump start? Lock your keys in your car? We will provide a motorist assist.

Call UNCSADPPS for complimentary assistance on campus property 24 hours a day, seven days a week.