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 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, including breaks and holidays, 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 jefferson.thepermitstore.com and follow the instructions. 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 eastfalls.jefferson.edu/security/Parking/index.html.

B. To complete the registration process you will need information from your vehicle 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. All faculty and staff who register for a white permit, MUST provide their home address in the “Delivery Options” Section in iParq, as white permits will be mailed to your home address at your expense. The cost per permit is $4.95. Faculty and staff who select a Ravenhill blue permit will need to pick it up from Public Safety.

F. All student permits will be available for pick up by the expiration date on your printed temporary permit at the Department of Public Safety. Students MUST pick up their own permit with valid driver’s license, state vehicle registration card and proof of current insurance.

G. A yearly registration fee is required 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 Student (Green Permit).......................... $70 per year
III. Part-time Commuter Student (Green Permit)......................... $15 per year
IV. Continuing and Professional Studies Student (Green Permit)............. $15 per year
V. Evening Graduate Student (Green Permit) .......................... $15 per year
VI. Part-time Faculty and Staff (White Permit)...... $15 per year
VII. Residential Student (Blue Permit) ................................. No Fee
VIII. Ravenhill Lot (Blue Permit) .............................. No Fee
IX. Vendor (Yellow Permit)................................. $70 per year
X. Full-time Student (Green Permit) .............................. $15 per year
"No Permit" citations will be issued for unregistered vehicles parked on campus.

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

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

A second permit for an additional vehicle can be obtained by registering on iParq at no cost with the exception of shipping for white permits.

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.

Freshman resident students are NOT permitted 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.

All faculty and staff who register for a white permit, MUST provide their home address in the “Delivery Options” Section in iParq, as white permits will be mailed to your home address at your expense. The cost per permit is $4.95. Faculty and staff who select a Ravenhill blue permit will need to pick it up 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, Tuttleman and Ravenhill campuses. 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. All Commuting, Graduate and Continuing and Professional Studies parking is shown in green or blue on the parking map.

Students residing in the Townhouses, Independence Plaza, Scholler Hall, Ronson Hall, Partridge Hall, Fortress Hall and Mott Hall are considered resident students. Resident students MUST register for a blue permit. Vehicles with a blue permit MUST park in either the Ravenhill lot or the 33 blue spaces in the Independence Plaza 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.

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.

1. STUDENT REGISTRATION

Freshman resident students are NOT permitted 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. There is a yearly registration fee (see 3G. Fee Schedule) for student parking permits. All student permits will be available to be picked up at the Department of Public Safety. 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. 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. All Commuting, Graduate and Continuing and Professional Studies parking is shown in green or blue on the parking map.

7. RESIDENT STUDENT PERMITS

A. Students residing in the Townhouses, Independence Plaza, Scholler Hall, Ronson Hall, Partridge Hall, Fortress Hall and Mott Hall are considered resident students. Resident students MUST register for a blue permit. Vehicles with a blue permit MUST park in either the Ravenhill lot or the 33 blue spaces in the Independence Plaza 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.

8. FACULTY AND STAFF PERMITS

All faculty and staff who register for a white permit, MUST provide their home address in the “Delivery Options” Section in iParq, as white permits will be mailed to your home address at your expense. The cost per permit is $4.95. Faculty and staff who select a Ravenhill blue permit will need to pick it up 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, Tuttleman and Ravenhill campuses. 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 or the 33 blue spaces in the Independence Plaza lot.

Faculty, staff and 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 or the 33 blue spaces in the Independence Plaza 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

If your vehicle is parked in a handicap space and you are not displaying a valid, state-issued Disabled Person or Disabled Veteran plate or placard, you will receive a ticket in the amount of $301.00 which is the fine set forth by the City of Philadelphia. All vehicles with a valid, state-issued Disabled Person or Disabled Veteran plate or placard, can park in any handicap spot on Main campus, 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. VENDOR PARKING

Permanently assigned vendors working on campus using their personal vehicle, MUST register for a yellow parking permit. All other vendors using company vehicles must check in at the Facilities Department located on Main Campus, building #5 on the map.

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 valid, state-issued Disabled Person or Disabled Veteran plate or placard can park in any handicap spot on Main, Tuttleman or Ravenhill campus.

14. STUDENT GUESTS

Any student guest 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 a valid driver’s license, state vehicle registration card and proof of current insurance. A hang tag will be issued in accordance with Residential 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 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." For exact locations of spots, please refer to the parking map. Any other non-fuel-efficient vehicles parked in these spots will be ticketed.

16. BICYCLING ON CAMPUS
A. Bike Registration - Register your bicycle in person at the front desk of the Gallagher Athletic Recreation and Convocation 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 the key or forget the combination, after Public Safety verifies you are the owner of the bike, we can assist in cutting the lock off.

B. Bike "Fix-IT" & Air Pump Station – 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.

C. Abandoned/Confiscation – Jefferson confiscates bicycles that are either abandoned or unclaimed. A bike is considered abandoned if it is not registered with the University and/or displays signs of significant neglect, such as flat or bent tires or missing parts. Public Safety will tag bikes that display signs of neglect before removing them. A bike is considered unclaimed if the owner does not pick up his/her bike within 60 days of confiscation or remains unclaimed after summer storage drop off. If the bicycle is registered, Public Safety will contact the owner. If the bicycle is not claimed at the end of the 60-day period, it will be donated, recycled or scrapped. The University is not responsible for damaged locks when removing abandoned bikes.

17. RAM VAN SHUTTLE
Public Safety is responsible for the Ram Van shuttle that makes a continuous loop at several stops between the Ravenhill and Main campuses operating from 7 a.m. to 3 a.m. Monday thru Friday and from 10 a.m. to 3 a.m. on Saturday and Sunday. Stops are conveniently located: outside the Public Safety Building (Ravenhill parking lot), the Tuttleman Center (Monday thru Friday until 10 p.m.), Downs Hall, and by the Ram Statue, adjacent to the Gallagher Athletic and Recreation Center. In addition, the shuttle WILL ONLY make stops at Mott Circle for persons who use a wheelchair. You must follow all Jefferson University policies and protocols when riding the shuttle.

18. SEPTA (Southeastern Pennsylvania Transportation Authority) Key Cards
SEPTA Key Cards are available for purchase at the Campus Store 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. A minimum of 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 septa.org.

19. VIOLATIONS AND PENALTIES
Fines may be paid at 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. $301.00 Fines
   • Parking in or blocking an ADA-Accessible space without a valid, state-issued Disabled Person or Disabled Veteran plate or placard

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.

20. 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.

21. 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 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 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  
2. Archer Hall  
3. Architecture and Design Center  
4. Art Center  
5. Carriage House  
6. The Design Center  
7. Dining Hall (Ravenhill)  
8. Downs Hall  
9. The Lawrence N. Field DEC Center  
10. Fortess Hall  
11. The Gallagher Athletic, Recreation and Convocation Center  
12. Gate House  
13. Gibbs Hall  
14. Paul J. Gutman Library  
15. Haggard Hall  
16. Hayward Hall  
17. Independence Plaza  
18. Information Technology  
19. The Kanbar Campus Center  
20. Mott Hall  
21. Partridge Hall  
22. President’s House  
23. Ravenhill Athletic Field  
24. Ravenhill Chapel  
25. Ravenhill Mansion  
26. Robert J. Reichlin House  
27. Ronson Hall  
28. Scholler Hall  
29. Search Hall  
30. Public Safety  
31. The SEED Center  
32. Smith House  
33. Softball Field  
34. Arlen Specter Center for Public Service  
35. Townhouses  
36. The Tuttleman Center  
37. Weber Design Studios  
38. White Corners  
39. Kay and Harold Ronson Health and Applied Science Center  

Place permit on the outside rear window on the driver’s side.