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 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: www.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 valid excuse 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. 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.

E. 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.

F. Permits are not transferable between vehicles. Any attempt to transfer, loan or resell a permit will result in revocation of parking privileges.

G. The registrant is held responsible for any policy violations involving the registered vehicle.

H. 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.

I. Rental, temporary or loaner vehicles must obtain a hangtag from Public Safety.

J. The parking and transportation policy is the sole authority for parking at the Jefferson University 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 www.EastFalls.Jefferson.edu/security/parking. To complete the registration process you will need your vehicle information.

B. Your primary university function will assist in dictating your parking eligibility. If you are a university faculty or staff member at East Falls or another Jefferson University location that is taking classes at the university, you are considered a faculty/staff member. If you are a university student with work study employment or an internship/apprenticeship, you are considered a student.

C. To see the Fee Schedule and Registration Rules go to www.eastfalls.jefferson.edu/security/parking.

D. A yearly registration fee is required (see 3E. Fee Schedule) and a vehicle is considered registered only when a valid parking permit assigned to that vehicle is properly displayed.

E. Fee Schedule

Full-time Faculty and Staff (White Permit) $70 per year (Faculty and staff may pay by credit card or payroll deduction. Payroll deduction will be five (5) equal payments of $14.00 each.)

Full-time Commuter Students (Green Permit) $70 per year (Students may pay by credit card or student account. Payroll deductions apply only to faculty and staff.)

Part-time Commuter Students (Green Permit) $15 per year

Continuing and Professional Studies Students (Green Permit) $15 per year

Evening Graduate Students (Green Permit) $15 per year

Part-time Faculty and Staff (White Permit) $15 per year

Residential Students (Blue Permit) No Fee

Ravenhill Lot (Blue Permit) No Fee

F. 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.

G. “No Permit” citations will be issued for vehicles parked on campus with no permits.

H. Notify the Department of Public Safety immediately if your permit is lost or stolen.
I. Authorized refunds are prorated and are issued by request only. Refunds will not be issued after January 31st.

J. A second permit for an additional vehicle can be obtained by registering on IPARQ at no cost.

4. STUDENT REGISTRATION
There is a yearly registration fee (see 3E. Fee Schedule) for student parking permits. To pick up a permit, students must personally appear at the Public Safety Office (or designated location) and present a current, valid University I.D. card and driver’s license, the state vehicle registration card and proof of current insurance for the vehicle they wish to register. 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.

5. COMMUTING, GRADUATE AND CONTINUING EDUCATION STUDENT PERMITS
Commuting, Graduate and Continuing and Professional Studies students must all register for a green permit in order to park on the university’s campus. Vehicles displaying a green permit may park on the Main and Ravenhill Campus, as indicated on the parking map.

6. RESIDENT STUDENT PERMITS
Students residing in the Townhouses, Independence Plaza, Scholler Hall, Ronson Hall, Partridge Hall, Fortess Hall and Mott Hall are considered resident students. All resident students MUST register for a blue permit. Freshman resident students are only eligible to park on campus with approval from the Department of Public Safety. Attempts of freshman to bring a vehicle to campus to park may result in the inability to obtain a future permit.

Vehicles with a blue permit MUST park in the Ravenhill parking lot Monday through Friday, 7:00 a.m. to 5:00 p.m. However, vehicles with blue permits can park in commuter and staff lots on weekday evenings Monday through Friday, 5:00 p.m. to 7:00 a.m. and weekends Friday, 5:00 p.m. through Monday, 7:00 a.m.

8. RAVENHILL PARKING LOT
Faculty, staff and students who choose to park in the Ravenhill parking lot 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. However, vehicles with blue permits can park in commuter and staff lots on weekday evenings Monday through Friday, 5:00 p.m. to 7:00 a.m. and weekends Friday, 5:00 p.m. through Monday, 7:00 a.m. All Residential students MUST park in the Ravenhill parking lot.

9. BICYCLE REGISTRATION
Register your bicycle in person at the front desk of the Gallagher 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 your key or forget your combination, let Public Safety know and we can assist in cutting your lock off.

10. VISITOR PARKING
Visitor parking on campus is limited. Visitor parking spaces are available in the Search parking lot on Main Campus. Additional visitor parking is available on Ravenhill Campus in the Ravenhill parking lot. The spaces in the Search parking lot are not intended for faculty, staff or students. If you are found in violation, you will be cited. Parking arrangements must be made with Public Safety if you are hosting an event with ten (10) guests or more.

11. OUTSIDE VENDOR PARKING
All vendors must check in at the Facilities Department located on Main Campus (Building #5 on the map). Vendors will be provided with a temporary permit for parking on campus.

12. STUDENT GUESTS
All guests of resident students 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 current driver’s license, vehicle registration and vehicle insurance. A hang tag will be issued in accordance with Resident 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, 5:00 p.m. to 7:00 a.m. and weekends Friday, 5:00 p.m. through Monday, 7:00 a.m.

13. 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 www.jefferson.edu/security/parking. Click on LEED Certified Vehicles. This will bring up a spreadsheet of all model year 1998-2019 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.”
Any other vehicles will be ticketed.

14. ENTERPRISE CAR SHARE
In collaboration with Jefferson University, Enterprise offers a neighborhood based car sharing service. This vehicle is available to our campus community and PA area residents. The vehicle is located outside of the Department of Public Safety in the Ravenhill parking lot (Building #30 on the map).

15. TEMPORARY PARKING
Temporary parking is available to all registered vehicles, in an appropriate Time Zone parking space (i.e. 10, 15 or 20 minutes) with 4-way emergency lights flashing. Temporary parking should never occur in any handicap space or in any way that would block traffic or create a hazard. If you violate this regulation, you will be issued for a Time Zone Violation.
16. VIOLATIONS AND PENALTIES

Fines may be paid at http://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/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
   - 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. $300.00 Fines
   - Parking in or Blocking an ADA-Accessible Space Without a Valid State Issued ADA-accessible hang tag or license plate

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.

17. 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 16, 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.

18. 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 http://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 citations given to guests/visitors need to be appealed by that guest or visitor within the 15 day period, or they will be liable for payment. Appeals for guests 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.

19. HANDICAP PARKING

Handicap parking is only for vehicles with a state issued handicap license plate or state issued hang tag. These must be displayed in order to be considered appropriately parked. All vehicles with a state issued handicap license plate or hang tag can park in any handicap spot on Main or Ravenhill Campus, but all vehicles must be registered with a valid Jefferson permit.

20. 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. Officers of the Department of Public Safety patrol University parking facilities. However, 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/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
   College of Architecture and the Built Environment
4. Art Center
5. Carriage House
6. The Design Center
7. Dining Hall (Ravenhill)
8. Downs Hall
9. The Lawrence N. Field DEC Center
   Kanbar College of Design, Engineering and Commerce
10. Fortess Hall
11. The Gallagher Athletic, Recreation and Convocation Center
   Parking Garage
12. Gate House
13. Gibbs Hall
   School of Business Administration
14. Paul J. Gutman Library
   Downs Board Room
   Electronic Classroom Media Services
15. Haggard Hall
   Academic Success Center
16. Hayward Hall
   School of Design and Engineering
   Science and Health Labs
17. Independence Plaza
   Student Residences
   A. Franklin, B. Madison, C. Jefferson
18. Information Technology
19. The Kanbar Campus Center
   Common Thread
   Mail Services
   Student Life
   University Bookstore
20. Mott Hall
   Student Residence
21. Partridge Hall
   Student Residence
22. President’s House
23. Ravenhill Athletic Field
24. Ravenhill Chapel
25. Ravenhill Mansion
   College of Science, Health and Liberal Arts
26. Robert J. Reichlin House
   Alumni Relations
   Development
   President’s Office
   Provost’s Office
   Public Relations
   Treasurer
27. Ronson Hall
   Student Residence
28. Scholler Hall
   Hortense T. Moss Health Center
   Student Residence
29. Search Hall
   Computer Center
   College of Science, Health and Liberal Arts
30. Security
31. The SEED Center
32. Smith House
   Landscape Architecture
33. Softball Field
34. Arlen Specter Center for Public Service
35. Townhouses
   Student Residences
36. The Tuttleman Center
   Continuing and Professional Studies
   School of Business Administration
37. Weber Design Studios
38. White Corners
   Admissions, Undergraduate and Graduate
   Financial Aid
39. The Ronson Health and Applied Science Center

Parking Guide

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

- Handicapped Parking
- Enterprise Car
- Business Visitor Parking
- Bike Parking
- Visitor Parking
- Bike “Fix It” Station
- Fuel Efficient Vehicle Space
- Green Permits
- Ram Van Stop
- White Permits
- Blue Permits
- Emergency Phone
- Defibrillator