University Policy Number 400.05:  
Policy on Vehicle Parking and Immobilization (Booting)

**Responsible Administrator:** Vice President for Student Development and Services  
**Responsible Office:** Office of Public Safety  
**Originally Issued:** January 2012  
**Revision Date:**  
**Authority:** Office of the President

**Policy Statement**  
Claflin University Policy on Parking, Policy Number 400.04, requires University employees and students to obtain a parking decal to park vehicles on University property. Additionally, when a decal is not obtained, it is the policy of Claflin University to tow and/or immobilize illegally parked vehicles with a “boot.”

**Statement of Purpose**  
This policy establishes guidelines and standards for the towing and booting of illegally parked vehicles at Claflin University.

**Applicability**  
This policy is applicable to the general population of University employees, students, and visitors and who park on Claflin University property. An exception to this policy may be to persons who attend athletic events, pre-arranged meetings on University business or other special events who have made prior arrangements with the **Department of Public Safety** regarding parking.

**Vehicle Towing and/or Booting**  
If a vehicle is parked in violation of University parking guidelines or has outstanding parking violations, it may be towed or immobilized with a boot at any time. The following circumstances may warrant vehicle towing and/or booting.

- Vehicles without a parking decal;
- Illegally parked vehicles when a complaint is received;
- Vehicles with three or more unpaid citations;
- Possession of a stolen or lost parking decal or possession of a decal issued to someone other than the individual using the decal;
- A vehicle which has a parking decal but the decal is not properly displayed in the left front windshield of the driver’s side. (Vehicle registrations are NOT checked; it is the responsibility of the vehicle owner to ensure that the parking decal is properly displayed to prevent towing.)
• Possession of an altered, fake, or expired permit; and possession of a permit not authorized for use by the Office of Public Safety;
• Illegally parked vehicles;
• Parking or blocking other vehicles, roadways, entrances, loading areas, curbs, dumpsters, restricted or reserved spaces;
• Possession of a parking decal obtained by falsification of information;
• Abandoned vehicles not moved from a space for a period of five (5) or more days or a vehicle that is visibly damaged or unable to be driven from its location.

Vehicle Recovery
1. An immobilization notice containing instructions on how to have a boot removed will be attached to the vehicle (driver's side window and windshield).

2. If a vehicle is immobilized, a $55 boot removal fee is charged and must be paid with all fees incurred and accumulated. The registered driver/owner responsible must report to the Public Safety Office, Monday-Friday 8:00 a.m. - 4:30 p.m. to pay fee(s) and make arrangements to recover the vehicle. After hours and weekends, the registered driver/owner must report to the front entrance public safety booth to recover vehicle and pay fees with cashier's check or money order. No cash or personal checks will be accepted.

3. If arrangements have not been made by the registered driver of the vehicle to remove the boot within 24 hours of placement, the vehicle is subject to towing. Please note that an illegally parked vehicle will still receive citations while the boot is in place; removal of the boot as soon as possible is highly recommended. Once a vehicle has been booted and subsequently towed, the registered driver/owner will be responsible for all fees incurred (including citations incurred, boot removal fee, and towing/storage fees).