

**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**

Clafin 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 Clafin 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 Clafin University.

**Applicability**

This policy is applicable to the general population of University employees, students, **and** visitors and who park on Clafin 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).

