Gordon State College
Police Department

Parking Policy

2026-2027

Effective: Nov. 2026

Table of Contents

1. Introduction 2

2. Permits 2

2.1 Faculty/Staff Permits 2

2.1.1 Student Permits 2

2.2 Handicap/Temporary Handicap Permits 3

2.3 Temporary/Visitor Permits 3

2.4 Drivers with Disabilities 4

2.5 Permit and Parking Costs 4

3. Permit Holders - Conditions of Use 4

3.1 General Conditions 4

4. Rules Governing the Use of Gordon State College Parking Facilities 5

4.1 Introduction 5

4.2 Enforcement 5

4.3 Failure to Comply 6

4.4 Regulations 6

4.5 Handicap Parking Regulations 7

4.6 Motorcycle, Scooter, and Bicycle Regulations 7

4.7 Citations 8

4.8 Vehicle Immobilization 8

4.8.1 Boot Removal and Vehicle Recovery 9

5. Collections 9

1. Introduction

The Gordon State College Parking Policy is designed to assist with the management of vehicular traffic and parking for the campus community. Gordon State College promotes safety and requires all drivers and pedestrians to observe Georgia traffic laws as well as the policy outlined in this manual.

Transportation issues, particularly those relating to parking, are of great interest to faculty, staff, students, and visitors. This policy will ensure that college resources for parking are best utilized for the benefit of the whole campus community.

The focus of the parking policy is to:

- Provide parking access to the campus community; and
- Ensure the safety of the campus community

The Gordon State College Chief of Police reserves the right to modify parking rules or regulations as needed, to change the allocation of parking spaces when necessary, and to make exceptions if appropriate. The Gordon State College Police may, on occasion, need to close a parking area or roadway for a special event, safety reasons, or repair. The campus community will be informed when changes occur. The Gordon State College Police also have the authority to ticket, immobilize, or tow, at the owner's expense, any vehicle that is in violation of the established rules and regulations.

2. Permits

All faculty, staff, and students at the College, parking a vehicle on the Gordon State College Campus must display a valid parking permit. Parking policies apply equally to motorcycles and other motorized vehicles.

Permits fall into the following categories:

- Faculty/Staff Permits
- Student Permits
- Handicap Permits
- Temporary Permits
- Cafeteria workers Permits

2.1 Faculty/Staff Permits

All faculty and staff members of the College shall apply for a parking permit that will allow parking on the Gordon State College Campus. Faculty and staff parking spaces are marked with green or white lines. When marked in green, the letters F/S are clearly visible in the parking

spaces. In spaces marked with white lines, a sign “Faculty and Staff parking only” is clearly visible on each parking entry gate. These lots are solely for the use of faculty and staff.

2.1.1 Student Permits

https://gordoncollege.omnigo.one/CESIReportExec/opr/Main.aspx

Every student who will be parking a vehicle on the Gordon State College campus must register his/her vehicle(s) with the Gordon State College Police Department and obtain a student parking permit. Gordon State College will issue students a parking permit which are issued to individuals and up to three respective vehicle(s) and may not be transferred to other individuals. If a permit is found to be displayed in a vehicle other than the vehicle(s) to which the permit was issued, that vehicle is subject to a citation for falsification.

Students are permitted to park in any Gordon State College parking lot, other than the visitor’s lot or handicap spaces, after 5:00 p.m. until 7:00 a.m.

If a student damages or loses his/her parking permit, the student will accrue a $10.00 charge for the replacement of the permit.

In order to receive a Gordon State College parking permit, students must present a valid Gordon State College ID and the vehicle information (year, make, model, color, and license plate number of the vehicle) to the Gordon State College Police Department or scan the Omingo QR code to register your vehicle online. After registration, students must pick up their parking decal at Public Safety. Omingo QR code can be found at the Public Safety office as well as in the campus information section.

2.2 Handicap/Temporary Handicap Permits

Handicap Parking Permits, either state-issued or college-issued, are required at all times to park in Gordon State College handicap spaces. Handicap permits may be issued by Gordon State College Police upon receipt of a letter from the requestor's doctor's office requesting a temporary handicap parking permit.

2.3 Temporary/Visitor Permits

Temporary permits are available to students who occasionally fail to transfer their permanent parking permit to a vehicle. Temporary permits are also available to Faculty and Staff members who occasionally drive a different vehicle than the vehicle registered to their account. Temporary permits must be obtained at the Gordon State College Police and are free of charge. Temporary permit holders must continue to park in the parking spaces properly designated for their status.

Parking registration for conferences or continuing education courses will be administered through the Department of Continuing Education. Attendees will be provided with parking permits that will allow parking in designated areas.

Students who have registered and take all of their courses at off-site campuses are still charged a parking fee but do not have to display the permit at these campuses. However, when it is necessary for an off-campus student to park in a Gordon State College lot, these students should obtain a temporary parking permit from the Gordon State College Police Department.

2.4 Drivers with Disabilities

The College is committed to ensuring that those who have special needs have assistance in accessing Gordon State College premises for the purpose of academic study and employment. Parking spaces for disabled drivers are located as close as possible to the most appropriate entrance of the College building, having due regard for:

- State and Federal rules, regulations, and laws
- The health and safety of people with mobility impairments
- Access for people requiring the use of Gordon State College facilities

There is no limit on the number of parking spaces allocated for disabled drivers, but the minimum will comply with current state and federal requirements.

2.5 Permit and Parking Costs

Students are currently entitled to one parking permit per academic year which they can assign up to three different vehicles, beginning with the fall semester. These vehicles must be in operation by the permit holder. If someone other than the permit holder is found to be parked in a student parking space, that vehicle is subject to a citation for falsification. Students are charged
$10.00 per semester for parking. Replacement permits are $10.00 each.

3. Permit Holders – Conditions of Use

3.1 General Conditions

All permit holders must comply with the rules governing the use of the College parking facilities as outlined in section four.

Permit holders are required to display their issued permit affixed according to the directions on the backing of the permit on the rear driver's side window, front driver's side window, or in a conspicuous location of the registered vehicle.

All permits remain the property of the College and are not transferable. If a permit is lost or misplaced, notification should be made to the Gordon State College Police so that the old permit can be deactivated and a new permit issued. Replacement permits will be issued at the owner's expense at a rate of $10.00 per permit. In addition, if a permit is stolen a police report must be filed with the Gordon State College Police. False reports of a stolen permit is a crime and will be prosecuted to the fullest extent of the law.

It is prohibited to alter, tamper, duplicate or forge in any way Gordon State College parking permits. This will render the permit invalid and may result in disciplinary action or criminal prosecution.

4. Rules Governing the Use of Gordon State College Parking Facilities

4.1 Introduction

The Gordon State College Police Department is charged with the responsibility and authority to

enforce the College's parking policies and regulations. All vehicles at Gordon State College

property is subject to these regulations. Furthermore, compliance with the following regulations is a condition of enrolment and/or employment at Gordon State College. Operating a motor vehicle on college property is a privilege, which is conditioned, in part, of compliance with these rules and regulations. Gordon State College assumes no liability or responsibility for damage or theft to any vehicle parked in or on college property. These regulations are applicable to all members of the college community including, but not limited to faculty, staff, students, visitors, contractors, and vendors.

4.2 Enforcement

The Gordon State College Parking Policy applies throughout the year and is enforced 24 hours a day, 7 days a week, 365 days a year. To enforce the rules and regulations, the Gordon State College Police Department is authorized to issue citations, immobilize vehicles, and pursue collection actions against violators.

Equipment utilized in parking and traffic enforcement is property of the College. Vandalizing or destroying police vehicles, call boxes, vehicle immobilization devices, signs, and markings, and/or citations are strictly prohibited and will be prosecuted.

Citations are issued to vehicles, not vehicle operators. Citations issued to vehicles remain a valid and binding fine, regardless of the vehicle operator. The registered owner of the permit is considered fully responsible for all citations issued to his/her vehicle, regardless of the vehicle operator at the time of citation issuance.

Fines accrued by violating the parking policy constitute a lasting financial obligation to the College by the violator until such time as the citations are paid. Citations may be paid using cash, personal check, cashier's check, money order, or acceptable credit card (online only). Payment of citations will be made at the Bursar's Office, located in the Student Service Center Building. Citations may also be paid for online by following the information chain provided below:

1. Go to www.gordonstate.edu and click on “My Gordon.”

2. Under MY GORDON select “Pay Now via Student Account Center.”

3. You will be redirected to the Student Account Center where you will need to re-enter your 929 numbers and 6-digit PIN.

4. Click the “Make a Payment” button.

5. Select the Payment option you wish to pay enter in the amount to pay if different from the amount shown and click Continue.

6. Click the My Account tab and validate the payment was posted to your account. The Balance should have been reduced.

7. Click View Account Activity to view the payment being posted.

4.3 Failure to Comply

All Gordon State College faculty, staff, students as well as visitors shall be subject to the College parking policy. Details of all citations will be documented and recorded and will be stored in accordance with the Data Protection Act.

4.4 Regulations

4.4.1 Vehicles are only to be parked on Gordon State College property when the driver has legitimate business at the College.

4.4.2 Any vehicle parked on college property must comply with the Gordon State College Parking Policy.

4.4.3 Any vehicle belonging to faculty, staff, and students must display a valid College Parking Permit while parked on Gordon State College property.

4.4.4 All parking facility users have a responsibility to act in a civil manner toward Gordon State College Police personnel. Failure to do so will result in disciplinary action being taken.

4.4.5 Parking is available on campus for visitors with legitimate business. Any vehicle parked in a visitor space may be subject to the inconvenience of verification. Parking registration for community education courses will be administered through the Department of Community Education. Attendees will be provided with parking permits that will allow parking in designated areas.

4.4.6 All people are expected to follow lawful driving practices while on campus. Any action that would be considered an offense in a court of law will be considered an offense on campus.

4.4.7 People parking vehicles on college property do so at their own risk. No responsibility or liability is accepted by the College, its employees, or its agents for damage to or loss of any vehicle, or its contents while parked on college property.

4.4.8 Vehicles without current state registration or which are not insured must not be parked anywhere on Gordon State College premises. The College may also take legal action against persons breaching the rules and reserves the right to initiate any other appropriate legal procedures available.

4.4.9 All accidents and/or injuries in any Gordon State College parking area must be immediately reported to the Gordon State College Police.

4.4.10 Access to all College premises, including parking lots, is by permission of Gordon State College. The College retains the right to refuse entry to parking lots and to require users to leave parking areas and to remove their vehicles at any time at its own discretion.

4.4.11 The College may authorize parking lots to be temporarily closed and dedicated for specific and temporary operational purposes.

4.4.12 Vehicles must be properly parked within a designated parking space.

4.4.13 Parking on campus is a privilege and not a right. This privilege can be revoked should the individual not follow the rules and regulations of campus and/or public safety.

4.4.14 Major repair work, servicing, or valet services of vehicles are strictly prohibited within the parking areas of Gordon State College unless authorized to do so by the Gordon State College Police. When a vehicle is stranded due to a mechanical failure, temporary access will be permitted to tow vehicles for the purpose of completing minor repairs and/or recovery.

4.4.15 Parking is prohibited specifically in the following areas, locations, or circumstances:

a. On yellow lines, areas hatched with lines, or areas denoted as prohibited
b. In a location that blocks entry or exit for emergency or delivery vehicles: for example, outside emergency exits and delivery areas or on emergency access routes
c. On grass areas, sidewalks, or turn-around areas
d. In areas temporarily closed off and dedicated by the College for specific and temporary operational purposes
e. In an area marked as temporarily or permanently allocated for use by visitors or for maintenance or construction work
f. Parking without a permit in a permit-only area

4.4.16 Pedestrians are afforded right-of-way on all College streets and parking facilities.

4.4.17 Per National Safety Council recommendations, speed on campus shall not exceed 5 to 10 miles per hour at any time except on public roadways, which have posted speed limits.

4.5 Handicap Parking Regulations

4.5.1 Any vehicle displaying a valid handicap permit may park in any handicapped parking space at the College, with the exception of the handicap spaces at Alumni House.

4.5.2 Vehicles must always display a valid handicap permit when parked in a handicap parking space.

4.6 Motorcycle, Scooter, Golf Carts and Bicycle Regulations

4.6.1 Drivers of motorcycles and scooters must register their vehicles with the Gordon State College Police and obtain an adhesive parking permit. As with all other vehicles, these vehicles must be parked in the respective parking lot for the students' status.

4.6.2 Bicycles parked on campus must comply with the following regulations:

- When driven on streets or in areas intended for use by motor vehicles, bicycle riders will observe all applicable traffic rules and regulations applicable to motor vehicles.
- When parked, bicycles must be in bicycle racks or other spaces/ areas designated for their use. Bicycles must be parked clear of sidewalks, ramps, building entrances, and handrails/fences. Gordon State College reserves the right to remove abandoned bicycles at its discretion.

*Students **may not** drive golf carts on campus unless authorized by Facilities for an event. Faculty and staff may drive golf carts in the faculty/staff lots or designated handicapped parking lots or parking areas upon approval (with proper permitting). For students who wish to ride an E-Bike on campus, please use the link below to register your bike.
https://acrobat.adobe.com/id/urn:aaid:sc:US:461ec358-0b5f-4a2b-8b7d-9ce3dc28ff8a

4.7 Citations

Any student who receives a traffic/parking ticket has the right to appeal. People dissatisfied with a ticket have (10) business days of the alleged violation to file an online appeal through the link below. The office of the Dean of Students will review all appeals. Relief will be given only in extreme circumstances.

https://cm.maxient.com/reportingform.php?GordonStateCollege&layout_id=3

The citation fine structure is as follows:

VIOLATION	FINE
Not Registered	$10.00
Loading & Unloading 15 Minute Parking Only	$15.00
Improper Parking	$25.00
Obstructing Traffic	$25.00
Parked in Faculty Staff Space	$30.00
Parked in Handicap Space or Unloading	$50.00
Parked in Tow Away Zone	$25.00
Parked in Visitor's Space	$25.00
Failure to Obey a Police Officer	$25.00
Other (Parking Violation Noted on Ticket)	$25.00
Warning	$0.00

4.8 Vehicle Immobilization (Towing/Booting)

If a vehicle is impeding the free flow of traffic or has over (3) outstanding parking violations, it may be towed or immobilized with a boot. This policy applies to repeat offenders even when citations are paid if it is determined that violations are continually occurring in the same areas. Citations are a method of warning the vehicle owner. When citations fail to correct violations, it may become necessary to tow or boot a vehicle. Illegally parked vehicles may also be towed from lots when a complaint is received and/or a lot is full of multiple illegally parked vehicles. Vehicles may be ticketed, towed, and/or booted at the owner's expense under the following circumstances:

1. Vehicles with three or more unpaid citations.
2. Repeat Offenders: Vehicles with five or more (paid or unpaid) citations received within a semester.
3. Vehicles displaying a falsified, lost, stolen, or unauthorized permit may be immobilized immediately. Individuals found to have caused, committed, or benefited from the

falsification of permits, possession of lost permits, the possession of a permit reported to be stolen, or the improper possession of a permit issued to another individual/program/office, are subject to a Gordon State College Police investigation and referral to Student Affairs or Human Resources as appropriate.
4. Illegally parked vehicles that are in a fire lane, police space, handicap space, or other restricted space.
5. Parking or blocking other vehicles, roadways, entrances, loading areas, curbs, dumpsters, restricted or reserved spaces.
6. Cars that do not display a parking permit may be immobilized.

4.8.1 Boot Removal and Vehicle Recovery

1. An immobilization notice containing instructions on how to have the boot removed will be attached to the vehicle (driver's side window or windshield).
2. If arrangements have not been made by the registered driver of the vehicle to remove the boot within 48 hours of placing the boot on the vehicle, the vehicle is subject to towing. An illegally parked vehicle will still receive citations while the boot is in place. Once a vehicle has been booted and subsequently towed, the driver or registered owner will be responsible for all fees incurred (including citations incurred and towing/storage fees) as appropriate.
3. If a vehicle is towed or immobilized, the driver or registered owner responsible must report to the Gordon State College Police Office to make arrangements to recover the vehicle.

Gordon State College assumes no liability during the application or removal of a parking boot and/or towing. Any vehicles on college property meeting the above criteria are subject to towing and/or booting.

The College assumes no liability for impoundment or impounded vehicles. At the time of impoundment, the vehicle owner is responsible for payment of all impoundments, storage, and disposal fees assessed by the private towing company.

5. Collections

Citations open in excess of 120 calendar days are subject to collection action up to and including referral to a collection agency. In addition, an administrative hold will be placed on all Banner records and information for non-payment of debts.