

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

- 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. –