



NORTHEAST OHIO MEDICAL UNIVERSITY POLICE DEPARTMENT

4209 St. Rt. 44, PO Box 95 | Rootstown, Ohio 44272 | 330.325.5911 | Emergency: 911

CAMPUS PARKING RULES AND REGULATIONS

GENERAL INFORMATION

All persons who operate a motor vehicle on campus are expected to comply with the University's Operation, Regulation, and Control of Motor Vehicles on Campus policy, and all parking regulations. The driver will be held responsible for tickets/fines for improper operation of the vehicle. The registered permit holder will be responsible for all parking tickets/fines as well as any other violations. These regulations apply all year long, 24 hours a day, including academic breaks and in all weather conditions. Permits remain the property of NEOMED and are not transferrable between persons.

REGISTRATION REGULATIONS

Faculty, staff, and students must register their vehicle with the University via the NEOMED website.

Students

- Go to the NEOMED website: <http://www.neomed.edu>
- Click on *Students* at the top
- Click on *Student Self-Service* and log in
- Click on *All Users*
- Click on *NEOMED Parking*
- Add vehicle information

Faculty/Staff

- Go to the NEOMED website: <http://www.neomed.edu>
- Click on *Faculty & Staff* at the top
- Click on the *Banner Application Menu* and log in
- Click on *All Users*
- Click on *NEOMED Parking*
- Add vehicle information

Once vehicle registration is complete, the permit can be picked up at the campus security office in room A-90 between the hours of 8a.m.-4p.m., Monday-Friday.



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Parking permits are required for all faculty, staff, students, Bio-Med Science Academy staff and students, and all employee tenants of the NEW Center/Medical Office Building. Keep in mind that permits assist the Department of Public Safety in locating the driver of a vehicle should the vehicle need to be moved, if headlights are left on, if an alarm is going off, etc. If a vehicle needs to be relocated (i.e. parked in a fire lane, not parked in a marked parking space), police officers make a strong effort to contact the driver of the vehicle prior to having the vehicle towed. If the driver cannot be located because their vehicle information is not registered and they are not displaying a valid parking permit, the vehicle could be towed.

Transfer a Permit

If a different vehicle is purchased, the vehicle information must be updated with the University. A new permit will not need to be issued for a new vehicle.

Faculty and Staff Employees

Faculty and staff shall obtain one parking permit. Permits shall be placed on the rear-view mirror while the vehicle is parked on University property.

Medical and Pharmacy Students

Medical and pharmacy students shall obtain one parking permit. Permits shall be placed on the rear-view mirror while the vehicle is parked on University property.

Graduate Students

College of Graduate Studies students shall obtain one parking permit. Permits shall be placed on the rear-view mirror while the vehicle is parked on University property.

First year Kent State University (KSU) graduate students in the Biomedical Sciences program ("KBMS" students) must obtain a KSU parking permit. Students utilizing a KSU permit must have a permit which grants comparable parking privileges as a NEOMED permit. Examples of KSU permits that will not be honored on the NEOMED campus include but are not limited to morning/weekend, afternoon/weekend, and night/weekend permits.



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Bio-Med Science Academy Staff and Students

Bio-Med Science Academy staff and students shall obtain one parking permit. Permits shall be placed on the rear-view mirror while the vehicle is parked on University property.

To obtain a parking permit, click on the following link which will take you to the Contact and Vehicle Information form. Submission of this form is required to obtain your parking permit.

<https://forms.office.com/r/KpkX3GwPuS>

Bio-Med Science Academy students are required to park in the A parking lot. Please refer to the last page of this document for a parking map.

Student Assistants, Volunteers, Temporary Employees, Clinical Faculty

Student assistants, volunteers, temporary employees, and clinical faculty will be issued a “Rootstown Campus Only” permit. This permit is valid only on the NEOMED campus. Kent State University, Youngstown State University, University of Akron, and Cleveland State University will not honor a “Rootstown Campus Only” permit.

Permits shall be placed on the rear-view mirror while the vehicle is parked on University property.

NEW Center/MOB Tenant Employees

NEW Center/MOB tenant employees shall obtain one parking permit. Permits shall be placed on the rear-view mirror while the vehicle is parked on University property.

To obtain a parking permit, click on the following link which will take you to the Contact and Vehicle Information form. Submission of this form is required to obtain your parking permit.

<https://forms.office.com/r/KpkX3GwPuS>



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REGISTRATION ENFORCEMENT

The NEOMED Police Department conducts parking enforcement. Anyone who is required to display a NEOMED parking permit but fails to do so can be issued a citation.

TRAFFIC REGULATIONS

- Traffic rules and regulations and directive signs governing the operation and parking of motor vehicles are in effect at all times unless specifically limited by the NEOMED Police Department.
- Motorists must yield to the right of way of pedestrians and bicyclists.
- The maximum speed limit on campus is 25 miles per hour.
- Driving on sidewalks, paths, on grass, or off-road is prohibited. Parking on roadways, service driveways, sidewalks, paths, grass, off-road, or along any curb is prohibited.
- Tearing down, altering, defacing, or removing any sign or traffic control device, including traffic cones, is prohibited.
- Traffic and parking violations include, but are not limited to:
 - Parking in a designated handicapped space without a handicapped permit;
 - Remaining in your vehicle while parked in a handicapped space without a valid handicap permit is still illegal.
 - Parking in a fire lane;
 - Using more than one parking space per vehicle;
 - Parking in designated visitor parking lots/spaces;
 - Parking an oversized or recreational vehicle, boat or trailer on campus without permission from the Department of Public Safety;
 - Prolonged parking in the temporary loading/unloading parking spaces at The Village;
 - These spaces are limited to 15 minutes. Turning your hazard lights on does not extend the timeframe of these parking spaces.
 - Failure to properly display a valid parking permit; and
 - Failure to obey police officers directing traffic

Towing Vehicles from Campus

NEOMED may direct outside contractors to tow any unauthorized or illegally parked vehicle from campus at any time. Towed vehicles will be taken to a local impoundment lot where they may be recovered, at the owner's expense.



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PARKING REGULATIONS

- The absence of NO PARKING signs does not imply that parking is allowed. Before parking in an area that is questionable, call the Department of Public Safety at 330-325-5911. Parking in designated parking lots is restricted to the marked spaces only.
- Parked vehicles may not obstruct access ramps, loading zones or traffic, or obstruct access by any emergency vehicle such as fire department, EMS or police. Parked vehicles cannot interfere with normal University operations or create a hazard. Vehicles parked in such a manner are subject to being issued a citation and/or towed.
- If your vehicle is disabled, contact the Department of Public Safety at 330-325-5911 for assistance. Abandoned vehicles will be towed at the owner's expense.
- Repairs to vehicles parked on campus such as oil changes, etc., are not permitted.

RGE Parking Lot

The RGE parking lot is for faculty and staff parking only. Students who are enrolled in the KBMS, BTB, or MMSc-A programs are permitted to park in the RGE parking lot. All other students and residents of The Village are not permitted to park in this lot between the hours of 7a.m.-5p.m., weekdays. All students and residents of The Village are permitted to park in this lot on weekends and from 5p.m.-7a.m., weekdays. Students and residents of The Village who park in this lot during restricted hours are subject to citations and/or tow.

NEW Center Parking Lot (Visitor Lots)

NEOMED employees and students as well as Bio-Med Students are not permitted to park in the NEW Center visitor lots, including the lots immediately outside of the NEW Center/MOB between the hours of 7 a.m. – 5 p.m., weekdays. NEOMED employees who have a primary work location located in the NEW Center/MOB are permitted to park in the NEW Center visitor lot, closest to State Route 44.

Overnight Parking

If it is necessary to leave a vehicle on campus overnight, the Department of Public Safety must be notified. Failure to notify the Department may result in a citation and/or towing of the vehicle at the owner's expense.



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VIOLATIONS

Payment Procedure for NEOMED Citations

- All citations issued by the NEOMED Police Department show the nature of the violation, location, amount of fine, and name of the issuing officer.
- Fines may be paid Monday-Friday, 8:30a.m.-4:00p.m. in Accounting, room G-219.
- Citations must be paid within 30 days. Unpaid citations after 30 days will be increased to \$50.
- Unpaid citations after 60 days will be entered for employee payroll deduction.
- Fines for students will be immediately posted to student accounts until payment is received.

Appeal Process for NEOMED Citations

- Only those with a valid parking permit (NEOMED, Kent State University, Youngstown State University, University of Akron, Cleveland State University, and associated hospitals) may go through the appeals process. The appeal must be filed within 15 business days of the date the citation was written. Appeals submitted after this deadline will not be considered. **The grounds for filing the appeal must be that you were not in violation of the parking rules, not that you do not agree with the rules or fine amount.**
- Appeals must be submitted on the Parking Citation Appeal Form, available on the Public Safety section of the NEOMED intranet. The citation must be attached to the appeal. Appeals will not be considered if you do not have the citation. Verbal appeals will not be considered.
- The appeal will be reviewed, and the appellant will be notified in writing of the decision.
- If the appeal is upheld or reduced to a warning, the citation will be dismissed. If the appeal is denied, the original or any reduced fine must be paid in Accounting, room G-219.

SPECIAL EVENTS/MAINTENANCE

The Departments of Public Safety and Campus Operations have the authority to close parking lots and individual spaces to facilitate University special events or to perform necessary maintenance.

FINES

Fines for NEOMED citations issued for parking violations are \$25 and/or towed vehicle. Anyone issued a citation for traffic offenses under the Ohio Revised Code is subject to fines and/or court dates as set forth by Portage County Municipal Court.

Certain traffic offenses under the Ohio Revised Code are also violations of NEOMED parking rules and regulations. Citations can be issued for both.



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