True Blue Campus Traffic Regulations

January 2008 version 4.1.3

Only vehicles with a current SGU parking permit or temporary/visitors permit can park on campus. A permit does not necessarily guarantee a parking space on campus. When all spaces are filled you must park outside.

Six types of parking permits are available: Full-time Faculty, Part-time Faculty, Staff (full and part-time), Students (full and part-time), Disabled, Temporary and Visitor.

Parking assignments as described below are in effect from 6 am – 6 pm each weekday, Monday – Friday.

Open parking applies after 6 pm and until 6 am each weekday, and all day on Saturday, Sunday and Grenadian Public Holidays in designated parking areas only.

Location of parking facilities: See attached map.

The speed limit throughout campus may not exceed 15 MPH.

The Department of Public Safety and Security (DPSS) is responsible for the enforcement of these regulations.

Faculty / Senior Administration Parking Permit (hanging permit with picture):

Faculty vehicles must have a hanging permit with photo indicating the specific assigned parking location(s) to be allowed access to SGU campus & facilities. Full and part-time faculty have different colored permits and different assigned parking areas. Permits must be displayed so the photo and assigned location can be clearly seen from outside the vehicle.

To obtain a Parking Permit, the following documents must be brought to the DPSS Office in the Chancellery:-

- Valid Driver's license for Grenada
- SGU ID
- Valid Vehicle insurance policy
- Make, model, registration and license (disk) number of vehicle

and each person must sign to acknowledge receipt and acceptance of these regulations.

Staff and Student Parking Decal:

Staff and Students must obtain parking decals to be allowed access to SGU campus & facilities. Two types of Parking Decals are available: STAFF or STUDENT. Assigned parking locations are different for each category.

To obtain a Parking Decal, the following documents must be brought to the DPSS Office in the Chancellery:-

- Valid Driver's license for Grenada
- SGU ID for the current term
- Valid Vehicle insurance policy
- Make, model, registration and license (disk) number of vehicle

and each person must sign to acknowledge receipt and acceptance of these regulations.
Disabled Permit:
A Disabled Permit may be provided for a designated time period to individuals needing special consideration. To obtain such a permit, an individual must apply to DPSS and bring a medical document stating the reason for the concession. In addition to the regular permit (faculty, staff or student), a Disabled Permit must be visible in the dashboard window at all times.

Temporary Permit:
A Temporary Permit may be provided for a designated time period to individuals needing special consideration on a short term basis. To obtain such a permit, an individual must apply to DPSS and may need to bring a medical document from the SGU clinic stating the reason for the concession. The Temporary Permit must be visible in the dashboard window at all times.

Temporary Parking Permit for 30 minutes:
Persons may get a temporary permit at the Security entrance booth for up to 30 minutes to facilitate pick-ups and drop-offs (e.g., grocery deliveries) during regular parking hours. The Temporary permit must be visible in the dashboard window. At the end of 30 minutes, the vehicle must leave campus or be moved to the appropriate assigned parking location.

Visitor Permit:
Persons or departments expecting a visitor to campus may telephone the SGU security booth ahead of time to request a visitor permit for guest vehicles. If not organized in advance, staff in the security booth will check first with the visitor and call the department for verification. The Visitor Permit will be dated and valid for the day of issue only.

Changing or Selling Vehicles:
If a staff or student is selling his registered vehicle, he must return the old decal to the Security Office in order to get a new one. This also applies to a damaged vehicle. A Faculty member may transfer the hanging permit to the new or second vehicle but must register the new vehicle with DPSS before doing so.

Grace periods:
All SGU staff, faculty and student can use the permit from the prior semester for week 1 of each new School of Medicine semester. Parking must be in the appropriate designated area according to permit.

Pick-up, Drop-off and Waiting Zones:
There are no pick-up, drop-off or waiting zones in the immediate vicinity of academic buildings (lecture halls, Library) or bus stops.

Existing zones are located near the basketball courts and near the DES building. More sites will be added as building construction allows.

Long Term Parking:
Prior permission for long term parking over holidays and vacations must be requested in advance from the Parking Committee. Long term parking will be provided ONLY in specific areas and a key for the vehicle must be left with DPSS. In the event that DPSS does not have a key, the vehicle will be removed at the owner’s cost and risk.
**Bicycles and Motor Bike Parking:**

All bicycles and motor bikes must be parked in designated areas only. The current location is between SuperDorm 5 and the new Vet Lecture Hall.

**Pedestrian Crossings:**

No parking, pick-ups, drop-offs or waiting are allowed in pedestrian crossing areas.

**Parking and Traffic Signs:**

Parking is allowed in designated areas only.
Parking in a non designated area is not allowed, even in the absence of NO PARKING signs.

**Parking and Driving Violations:**

Failure to comply with the traffic regulations, signs or car park policy will result in a ticket. Any person guilty of 3 parking / traffic offenses within the semester will lose their decal and parking privilege until the end of the semester.

After 3 offenses in a single semester: In the case of students, written information will be forwarded to the Dean of Students Office as indicative of non-cognitive behavior. In the case of staff, written information will be forwarded to the Business Administrator’s Office, and noted in employee records. In the case of faculty, written information will be forwarded to the Provost Office, and put into the employee file.

Fines will increase by $25 for each repeated offense of the same nature, (e.g. $50, $75, $100)

The DPSS can use the clamp at their discretion for any parking violation, as listed below.

Clamp removal: EC$ 75 (regardless of number of offenses)

**Penalties:**

- No current SGU permit or decal  EC$ 50
- Improper display of parking permit  EC$ 50
- Parking in a location other than designated area according to permit (Mon-Fri, 6 am-6 pm)  EC$ 50
- Parking in a No Parking Area, Disabled space or Visitor space  EC$ 50
- Parking in a reserved Faculty/Administrator space  EC$ 50
- Parking on lawns, sidewalk or grass  EC$50
- Parking with an improper angle or using more than one spot  EC$ 50
- Bicycles or motorbikes parked outside designated areas EC$ 50
- No license disk or insurance or registration plate  EC$ 100
- Using a counterfeit or altered permit  EC$ 100
- Insubordinate behavior, obscene language  EC$ 100
- No Grenada driving license  EC$ 100
- Speeding 15MPH speed limit  EC$ 100
Administration:

Within 10 days of receiving a ticket, Fines for vehicle or parking violations are paid to the Business Administrator's Office in the Chancellery Building (open Monday - Friday, 9 am - 5 pm).

Appeals regarding vehicle or parking violations may be directed to the Judiciary Panel. Details are available from the Business Office.

The SGU Parking Committee is responsible for drafting traffic and parking policies for SGU facilities in Grenada. Any complaints or comments should be directed to the Chairman, Mr. Numa Rais, Facilities Manager at the Business Office.  (Version 4.1.3 January 2008)

Definitions:

Student:
- All registered students (full and part-time).

Staff:
- All staff levels to Administrative Assistant
- All Faculty at Demonstrator level, Adjunctive faculty, Clinical Tutors.

Full Time Faculty/Senior Administrative Staff:
- All Full time Faculty above the levels mentioned above,
- Staff from Assistant Administrator to Business Administrator levels.

Part Time Faculty:
- All part time Faculty in any School (e.g., SAS part-time faculty, part-time clinical tutors in SOM)

I acknowledge that I have received and will be bound by these foregoing regulations.

Name – Print: ……………………………………………………………………………………

Signature: ……………………………………………………………………………………………

Date: ……………………………………………………………………………………………