	Vehicle Operation and Parking Policy	Responsible Administrative Unit: Administration & Operations
	Issued: September 1993 Revised: June 15, 2016	Policy Contact: Director of Facilities Management Gbowerso@mines.edu

1.0 INTRODUCTION

Pursuant to §23-5-108, C.R.S. (2009), the Colorado School of Mines (CSM, Mines or the University) has chosen to share jurisdiction for enforcement of traffic laws on driveways and streets located on its campus with the City of Golden. Therefore, City of Golden traffic ordinances have the same force and effect on driveways and streets located on CSM property as on other streets and highways located in Golden. Additionally, Golden law enforcement officers possess the authority to enforce City of Golden traffic ordinances and State of Colorado traffic laws on driveways and streets located on CSM property. Parking Services employees possess the authority to enforce all regulations contained in this policy as relates to Parking. CSM Public Safety Officers possess the authority to enforce regulations contained in this policy as well as City of Golden traffic ordinances and State of Colorado traffic laws on driveways and streets located on CSM property. Definitions set forth in the Model Traffic Code, as well as those provided in Section 13.0 of this policy, shall be used as a reference to resolve any ambiguity in the terminology used in this policy.

2.0 POLICY STATEMENT

This policy is intended to promote safe driving by operators of all vehicles utilizing streets, driveways, and parking lots on the CSM campus. Additionally, it is intended to allocate parking space throughout the CSM community on an equitable basis. The provisions set forth below are in effect at all times and apply to all persons and vehicles physically present on the CSM campus. For the purpose of this policy, the CSM campus shall include all real property owned or managed by CSM including, but not limited to: CSM Main Campus, CSM Athletics Fields and complex, CSM property accessible via West Campus Drive, Mines' Park developments, property on either side of Jones Road, CSM property south of 19th Street, and the Survey Field. The Board of Trustees hereby delegates to the CSM administration the authority to approve future amendments to this policy, except that any future changes to the level of fines and fees assessed herein require specific approval of the Board.


3.0 GENERAL PROVISIONS

3.1 Damage to or Theft from Vehicle

CSM disclaims responsibility for any damage to or theft of vehicles or any articles left therein, while parked on CSM property. No bailment is created by CSM through the granting of any parking or operating privileges on any property leased, owned, or otherwise controlled by CSM.

3.2 Personal Responsibility.

Faculty, staff, students, and visitors are charged with the responsibility of knowing the provisions and regulations contained herein and shall be held responsible for violations involving a vehicle in their possession or subject to their control.

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3.3 Reserved/Restricted Parking.

Students are not authorized to park in reserved/restricted parking areas during regular business hours, this includes spaces identified for Visitors Only.

3.4 License and Registration.

All vehicles operated on the CSM campus must have valid state license plates and vehicle registration, either from Colorado or from the state of residence of the owner/operator.

3.5 Signs and Devices.

Tampering with or defacing parking direction signs and devices or traffic control signs or devices will result in revocation of parking privileges on the CSM campus for a minimum of one (1) full academic semester, and may also result in criminal prosecution.

3.6 Trailer Parking.


The parking of trailers of any type is prohibited on the CSM campus without the prior written permission of Parking Services. When permission is granted, parking of trailers may be restricted to a specific site or area on campus.

3.7 Student Parking Permit.

Students may request one permit and are allowed to have only one (1) vehicle on campus at any given time. Students who are married or in a domestic partnership may request a second permit at no additional cost as long as the student provides **at least two (2)** of the following types of documentation:

- Joint deed;
- Joint mortgage;
- Joint lease;
- Joint credit card;
- Joint bank account;
- Marriage license;
- Previous designation of the Spouse or Domestic Partner as beneficiary for a life insurance or retirement contract;
- Designation of the Spouse or Domestic Partner as primary beneficiary in the employee's will;
- Joint designation of durable powers of attorney authorizing each partner to act on behalf of the other; or
- Jointly named on auto, renters, or homeowners' insurance policies.

Faculty, Staff and students who are married or in a domestic partnership are allowed more than one parking permit each year; however, only one vehicle per family is authorized on campus at any given time. Authorized married residents of Mines Park may have two (2) permitted vehicles in Mines Park.

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3.8 Overnight Parking.

Persons not living on campus may not leave their vehicles on campus overnight unless they have requested and received prior written permission from Parking Services to do so. Individuals who have been granted such permission shall park only in the area designated by Parking Services.

3.9 Camping.

Camping is prohibited in campus parking lots and on other campus property.

3.10 Tickets.

Tickets issued to permitted vehicles shall be the responsibility of the permit holder. Tickets shall be paid online via the Parking Services website. Tickets issued to non-permitted vehicles will be verified with DMV records and assigned to employees and/or students as appropriate, and may result in holds on student accounts.

3.11 Incapacitated Vehicle.

Persons who live on campus may not leave their vehicles on campus in a disabled or apparently abandoned state without the prior written permission of Parking Services. In case of an incapacitated vehicle, Parking Services should be notified immediately.

3.12 Repairing Vehicles.


No person shall make significant repairs to a motor vehicle on CSM property without the approval of Public Safety and express written permission from Parking Services. Motor vehicles shall not be parked in a manner that causes damage to CSM property.

4.0 PARKING REGISTRATION

CSM faculty, staff and students who park motorized vehicles on the CSM campus are required to register all such vehicles with Parking Services at the start of each Fall Semester, or immediately upon bringing a vehicle on campus during the course of a semester.

CSM faculty, staff, and students purchasing parking exclusively at a campus parking meter may elect not to register their vehicles. Registration of a motor vehicle does not guarantee a parking place on campus. The person in whose name a parking permit is assigned shall be responsible for payment of all parking fines and fees incurred by that permit.

Acquiring a campus parking permit implies the recipient has read and is attentive to the terms and conditions included in this policy.

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5.0 PARKING REGISTRATION FEES

The current [Fees and Charges](#) page includes a listing of current parking fees.

5.1 Student Parking Registration Fee

Parking Fees are opt-in. Each student requesting an annual CSM parking permit shall be charged parking registration fees, according to current fees associated with their permit choice. The annual parking registration fee is charged at the time of registration. Parking permits are valid through the summer semester, for those students requesting their first permit during these months, the permit will be charged at the prior Spring Semester rate.

5.2 First Year Resident Freshmen Parking (see [Appendix B](#) for Lottery Information)


First year students that live on campus are not permitted to park on campus unless a permit is obtained through the lottery system. Residents may enter the lottery only once and will receive a maximum of one parking permit for one vehicle. No resident is eligible for multiple parking permits. Resident parking will be restricted to designated lots..

- Residents who submit any false information as part of participation in a parking lottery or in the submission of a parking permit application will be subject to removal from the lottery and/or revocation of the permit.
- Residents are not permitted to enter the lottery for purposes of acquiring a permit for anyone other than themselves..

5.3 Faculty and Staff Parking Registration Fee

Each faculty and staff member requesting an annual CSM parking permit shall be charged monthly parking fees by payroll deduction, according to parking fees associated with their permit choice, beginning August 1 of the current fiscal year. If a new faculty or staff member registers a motor vehicle after an academic year has begun, payroll deductions will begin in the first month payroll is issued following the new employee registering their vehicle with Parking Services.

- Reserved permit holders may only park in the designated lot of the reserved permit issued or in any (yellow) commuter lot. Reserved permits will no longer be valid for general lots or on street parking. This restriction does not apply to lots outside the core campus (Moly Building or Mines Park).
- Reserved permit holders must pay all reserved parking fees in full each year they wish to retain their reserved parking permit.
- Employees with alternate pay schedules, other than monthly, shall pay parking permit fees in full at the Parking Services office upon issuance of new annual permits.

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- Non-state employees shall pay parking permit fees in full at the Parking Services office upon issuance of new annual permits.

5.4 Lost/Stolen and Replacement Permits

Lost or stolen permits must be reported to Parking Services. Tickets issued prior to notification shall be the responsibility of the permit holder.

A \$25.00 fee shall be charged for replacement of all parking registration stickers to all faculty, staff, and students. When the replacement is the result of a stolen permit or vehicle accident, upon the submission of a documented police report, this fee may be waived.

5.5 Parking Space Not Guaranteed

Parking for permit holders is on a first come, first served basis. Possession of a permit allows parking on campus in designated areas, but does not guarantee that a space will be available.

6.0 TRAFFIC REGULATIONS

The following regulations, in addition to City of Golden traffic ordinances and applicable State of Colorado statutes, shall be enforced on the CSM campus. Offenses shall be referred to the City of Golden or Jefferson County, as appropriate, for prosecution. Sanctions provided in the City of Golden traffic ordinances and applicable State of Colorado statutes shall be imposed upon violators, if convicted.

6.1 Campus Speed Limit.

The speed limit on the CSM campus is 25 miles per hour unless otherwise posted.

6.2 Pedestrians on Campus

Pedestrians shall have the right of way while lawfully on CSM streets, at intersections, crosswalks, driveways, parking lots and sidewalks at all times.

6.3 Safe Vehicle Operation.


No person shall operate a motor vehicle, bicycle, or skateboard in such a manner as to endanger the health, safety, or welfare of another person.

6.4 Sidewalks, Lawns, Roadways.

The operation of motor vehicles on sidewalks and lawns is prohibited. The use of skateboards on any streets or roadways through CSM campus property is prohibited.

6.5 Obey Traffic Devices.

The operator of every motor vehicle and bicycle shall obey the instructions of all applicable traffic control devices located on the CSM campus.

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6.6 Comply with Enforcement.

No person shall interfere with traffic enforcement or refuse to obey the traffic instructions of any Public Safety Officer or Parking Enforcement Employee.

6.7 Vehicle Operation.

No vehicle shall be operated in such a manner as to interfere with the operations of CSM.

6.8 Disturbing the Peace.

No vehicle shall be operated in such a manner as to disturb the peace or cause damage to CSM property.

7.0 GENERAL PARKING PROVISIONS

Parking is enforced Monday through Friday during regular business hours, including holidays when the school administration is open for business.

7.1 Authorized Parking Areas

Authorized parking areas are clearly marked by signage and may be restricted by other traffic control devices from time to time. CSM reserves the right to impose parking limitations upon these areas during special circumstances or in emergency situations.


7.2 Towing and Booting

CSM reserves the right to remove any motor vehicle from its property for any of the following reasons: 1) apparent abandonment of the vehicle; 2) the vehicle fails to display a valid license plate; 3) the vehicle is parked in such a manner as to constitute a hazard to vehicular or pedestrian traffic; 4) the vehicle is parked in such a manner as to obstruct the movement of emergency equipment; or 5) the parking privileges of the registrant of the vehicle have been previously revoked.

Vehicles are considered abandoned and may be towed when: 1) the vehicle has not moved in at least two (2) weeks; 2) multiple tickets have been left unattended on vehicle; or 3) the owner has not contacted Parking Services or Public Safety within five (5) business days after being tagged abandoned. The registrant of the towed vehicle will be responsible for payment of all expenses incurred in removing the vehicle. CSM assumes no responsibility for any damage to a towed vehicle or its contents.

Vehicles may be booted on the third (3rd) unpaid campus ticket issued or upon displaying a permit that has been reported as lost or stolen. If the owner does not contact the Parking Office within seven (7) calendar days after the boot is attached, vehicle will be removed from campus. All fines and fees affiliated with the removal of a booted vehicle shall be the sole responsibility of the owner.

The above lists are illustrative, not exhaustive, and CSM reserves the right to remove any motor vehicle from its property for other significant reasons not listed.

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7.3 Visitor Parking

All visitors to the CSM campus must display a valid parking permit or paid parking receipt to park on CSM property. Permits are available by payment via parking kiosk or directly from Parking Services. Designated “General” (blue lot) permits are available for a daily fee of \$8.00 and also allow parking on campus streets; designated “Commuter” (yellow lot) permits are available for a daily fee of \$5.00 and allow parking only in yellow parking areas. In addition, daily “scratch-off” permits and other visitor parking permits are available exclusively from Parking Services, which is located at 1318 Maple Street.

From time to time, additional special rates and discounts may apply and will be reflected at the parking meters, as determined by Parking Services.

During regular business hours, students and employees are not authorized to park in any space identified for Visitors.

7.4 Vendor Parking

Organizations that have active service contracts with Colorado School of Mines, whose business requires them to be on CSM property to make repairs, perform maintenance work, etc. may request a CSM Vendor Permit.

Vendor parking permits shall be issued exclusively from the Parking Services office and may include specific conditions for their use. Other vendors and contractors are considered visitors and shall pay for parking according to section 7.3 above.

7.5 Loading Zone Parking

A motor vehicle may only be parked in a marked loading zone to load or unload materials for a maximum of 15 minutes. Persons must be actively loading or unloading and hazard lights must be flashing when parked in these areas. Sidewalks, walkways, grass, and narrow roadways may not be used for loading or unloading without the explicit prior written permission from Parking Services.


7.6 Parking for Persons with Disabilities

Parking spaces reserved for persons with disabilities are clearly marked and restricted at all times. Only vehicles with state-issued disability license plates or placards may park in these spaces. Other unofficial permits or decals will not be recognized. Temporary disability parking permits are not issued through Mines.

In addition, a CSM parking permit is required to park in marked disability parking spaces on campus.

7.7 Construction Sites and Contractors

Parking within a temporary fenced construction area is controlled exclusively by the contractor. Construction employees may park within the confines of a fenced and specifically designated construction area without a CSM parking permit. Contractors parking outside construction sites within the campus boundaries shall display a CSM parking permit

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unless other arrangements are coordinated with Parking Services by the CSM project manager.

7.8 Motorcycle and Moped Parking

Motorcycle parking permits are required for all motorized scooters, mopeds, and motorcycles and must be applied where they are clearly visible.

Motorcycle and moped parking is provided throughout the campus at crosshatched areas at the ends of parking rows (except those next to disability spaces). Motorcycles may park on campus streets with a General parking permit. Motorcycles and mopeds that run on gasoline may not be parked on sidewalks, secured in bicycle racks, or in other non-designated areas. Electric mopeds may be parked and secured to bicycle racks.

7.9 Maintenance/Service Parking

CSM Employees whose primary job requires them to be on CSM property periodically or for extended periods to make repairs, perform maintenance work, make deliveries, or engage in a similar activity shall display a CSM Maintenance Permit when driving their personal vehicle and may park in Maintenance Spaces for site visits and deliveries that do not exceed 30 minutes.

Maintenance permits shall be issued exclusively by Parking Services to those service related departments requesting them. Requests shall be made in writing by the department head. Maintenance permits do not authorize parking in Fire Lanes, marked disability spots, or other restricted areas. Parking in a reserved parking space with a Maintenance permit is unauthorized unless approved, in advance, by Parking Services.


7.10 USGS Parking

USGS employees shall display a USGS parking permit, which authorizes them exclusive use of the parking lot directly east of the building at 1711 Illinois Street in those spaces marked USGS.

USGS employees may also be issued a CSM parking permit that authorizes them to park in CSM Commuter lots when the USGS parking lot is filled to capacity.

Visitors of USGS shall be issued a temporary CSM parking permit provided to USGS representatives by Parking Services, exclusively for use in the USGS parking lot spaces. USGS visitors parking outside the USGS parking lot spaces shall display a paid parking meter receipt when parked within the campus boundaries.

Parking permits must be clearly visible when parked on campus. No authorization is given to USGS employees parking personal or department vehicles in reserved lots or other areas not specifically noted in this section.

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7.11 Mines Park Resident Parking

Students living under a Student Life Contract and bringing a vehicle to campus shall only receive a “Mines’ Park” permit. Mines’ Park resident students are authorized to park exclusively in Mines’ Park and may not park at any other location during regular business hours without displaying a paid meter receipt.

7.12 Greek Life Residents

Students living in Greek Housing shall only purchase a Commuter Parking permit.

7.13 Bus Parking

A clearly marked bus carrying visitors, students, and/or invited guests to campus shall park on the North side of Lot Q without displaying a parking permit. Unmarked vehicles transporting visitors and/or invited guests shall clearly display a paid meter receipt on the dash.

7.14 Electric Vehicle Charging Stations (see [Appendix C](#) for Electric Vehicle Charging Stations)

There are 3 different locations to charge an electric vehicle on campus and can charge up to 6 vehicles at a time. Use of the electricity is free, however, those who use the charging stations will need to have a campus permit for the specified lot or visitors/public will need to purchase an hourly permit from our pay and display parking meters.

7.15 Overselling of Reserved Lots

A reserved lot can be oversold if it has been determined that the lot is being underutilized on a regular basis. Data collection will be used to determine the amount and of permits sold. All permit holders of that lot will be notified of any such change.


7.16 Professional Staff Living in Residence Halls

Professional Staff (RLC) who desire to park a vehicle on campus may purchase a parking permit through Parking Services. If needed, each apartment is allotted a second permit (a General permit for the RLC and a Commuter permit for the second occupant), regardless of whether the second occupant is CSM-affiliated or not; however only the Resident Life Coordinator may utilize the Housing Staff reserved space. Written documentation is needed from Residence Life to obtain the second permit

8.0 PARKING REGULATIONS AND VIOLATIONS

8.1 Class A Violations

8.1.1 No CSM parking permit or improper placement of CSM permit: All motorized vehicles parking on campus property owned or managed by CSM, shall immediately display a valid CSM parking permit or current paid parking meter receipt. The permit must be properly displayed; Student and employee permits must be visible on the inside front windshield, lower left corner; Visitor permits must be displayed and visible

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on the front dash. No person shall alter any CSM- issued parking permit. Permits are considered invalid if they are expired, appear altered, or have been illegally reproduced.

8.1.2 Prohibited parking/painted curb or posted sign: No person shall park a motor vehicle on CSM property in any location other than a designated parking area that has been marked with appropriate signage or other traffic control devices.

8.1.3 Parked in area not intended for motor vehicles: Motor vehicles shall not be parked in walkways, on lawns, grassy areas, on sidewalks or other undesignated areas. No vehicle shall be parked in an area on CSM property, which is not designated as a parking lot or is not a designated parking space, except as noted in this document.

8.1.4 Parked outside marked boundaries: Motor vehicles must be parked within the indicated boundaries of a parking stall within a lined lot.

8.1.5 Parked outside permit area: Permitted vehicles may not be parked outside those designated parking areas restricted by their parking permit type. Students and employees must display a current paid receipt when parking outside their permit area. Meter receipts are invalid in reserved or restricted parking spaces.

8.1.6 Model traffic code: No motor vehicle shall be parked in violation of any State of Colorado [Model Traffic Code Regulation](#).

Class A Violations are written for vehicles parked:

- On or within 20 feet of a Crosswalk;
- Within 30 feet of a Stop Sign;
- Facing oncoming traffic; or
- More than 12 inches from the curb.


8.2 Class B Violations

8.2.1 Parked in a reserved/restricted space: No person shall park in a reserved parking lot or restricted space without an approved permit or prior written permission from Parking Services. This regulation shall not be construed to prohibit parking during non-business hours in any CSM lot in which this practice is permitted.

8.2.2 Model traffic code: No motor vehicle shall be parked in violation of any State of Colorado Model Traffic Code [Regulation](#).

Class B Violations are written for vehicles parked:

- Obstructing Street/Driveway Access;
- Blocking Fire Lane/Emergency Access;
- Within 15 feet of Fire Hydrant;
- Defective/Unsafe Vehicle;

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- Abandoned Vehicle; or
- Displaying Expired Vehicle Registration.

8.3 CLASS C Violations

8.3.1 Parked in a disability space without appropriate permit: Motor vehicles shall not be parked in a space designated for motorists with a disability without displaying a valid CSM parking permit and a state-issued disability license plate or placard.

8.3.2 Misuse of permit: Using a department issued parking meter code or displaying or using a permit that has been reported as lost/stolen is intentional misuse of a CSM parking permit. Obtaining a second permit by falsifying a lost/stolen report and then using the reported permit, forgery, duplication, alteration or other intentional misuse of a CSM parking permit is prohibited and may result in criminal prosecution and revocation of parking privileges on the CSM campus.

9.0 CITATION APPEAL PROCESS

9.1 Appeal Procedure


An appeal of a campus parking citation must be filed with Parking Services within fifteen (15) calendar days from the date of issuance of the citation. Appeal forms are available online from the Parking Services webpage and in the Parking Services Office. Extension of an appeal deadline may be granted by Parking Services in exceptional cases, only if a written request for extension is received prior to the expiration of the appeal period. Failure to file a written appeal or a written request for extension within fifteen (15) calendar days from the date of issuance of a citation will result in forfeiture of all appeal rights related to such citation.

Appeals not received at Parking Services within fifteen (15) calendar days from the date of issuance of a citation, whether sent by US Mail, interoffice mail, email, or personal delivery will not be processed without prior approval for an extension of the deadline.

The CSM appeal process is not available for moving traffic violations or criminal violations. Violators who wish to contest a moving traffic or criminal violation must take their citations to the Public Safety office within fifteen (15) calendar days from the date of issuance of the citation and meet with the on-duty officer who will re-issue a court citation and a court date.

9.2 Effect of Appeal

All appeals will be presented to the CSM Parking Referee. The Referee shall conduct an impartial review of the facts and circumstances surrounding the issuance of the citation and issue a final decision regarding the appeal. The Referee may uphold the citation, reduce the fine, void the citation, or double the fine. The decision of the Referee is binding upon both the appellant and CSM Parking Services and **may not be petitioned further**. The Referee or Parking Services shall deliver a statement describing the result of the appeal via email or first class mail to the address provided on the appeal form by the appellant. The date of delivery

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of this appeal response shall be deemed to be three (3) business days from the date of mailing.

10.0 LATE PAYMENT FEE

A person who fails to pay a parking fine within fifteen (15) calendar days after the issuance of the citation may be charged a late payment fee. If a parking citation is appealed as set forth herein, no late payment fee shall be imposed until fifteen (15) days beyond the date of delivery of a statement informing the appellant that a fine remains due or 15 calendar days from the date of the citation, whichever is later.

11.0 FINE ENFORCEMENT

11.1 Students

Students with a parking violation fine or fee shall pay such fine or fee via the online system through the Parking Services website. Citations remaining unpaid more than fifteen (15) days shall result in late fees, holds, denial of registration, or withholding of diploma and/or transcripts. Citations for vehicles displaying an unpaid parking permit shall be charged to the permit holder. Serious traffic and parking violations may a result in suspension or revocation of the student's CSM parking privileges.

11.2 Faculty and Staff


Faculty and Staff employees with a parking violation fine or fee shall pay such fine or fee via the online system through the Parking Services website. Citations remaining unpaid more than 15 days shall result in late fees and may be subject to payroll deduction for payment or sent to collections.

New annual parking permits will not be issued to faculty or staff with unpaid citations. Serious traffic and parking violations may also result in suspension or revocation of the employee's CSM parking privileges.

11.3 Non-CSM Organizations

An employee of any non-CSM organization (i.e., Sodexo, Bookstore, Foundation, etc.) residing on campus with a parking violation fine or fee shall pay such fine or fee via the online system through the Parking Services website. Citations remaining unpaid more than fifteen (15) days shall result in the addition of a \$15.00 late fee. When a parking violation fine or fee remains unpaid after sixty (60) days from the due date, parking privileges shall be revoked.

Serious traffic and parking violations may also result in suspension or revocation of the employee's CSM parking privileges.

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11.4 Visitors

A campus visitor with an unpaid parking violation fine or fee may have such fines or fees sent to collections when sixty (60) days past due, which shall include a \$15.00 late fee and may include other associated charges payable by the violator.

12.0 BICYCLES

12.1 Operation

Bicycles utilized for transportation on the CSM campus shall be operated in a safe, responsible manner with due regard for the welfare of pedestrians. Ordinances of the City of Golden regarding the operation of bicycles shall be enforced on the CSM campus by the Department of Public Safety.

12.2 Parking

Bicycles should be parked in and secured to the bicycle racks provided on campus. Bicycles shall not be parked in stairwells, on stairways, in hallways, or attached to trees, railings, signs, or lamp posts, etc. Violation of this regulation shall result in the removal of the bicycle for storage by the Department of Public Safety.

13.0 DEFINITIONS

The following definitions of words and phrases supplement those described in the City of Golden Traffic Ordinances, which also apply to the Colorado School of Mines parking regulations:


13.1 Campus: All property owned, leased and/or under the control of the Colorado School of Mines, East to West from Washington Street, including Mines Park, and North to South from the K Lotto East of the Jones Road complex, and including Lot AA.

13.2 Faculty and Staff Members: All full-time, temporary, special, or regular faculty and State classified personnel. Includes all non-student hourly or part-time, non-student temporary employees, faculty in a transitional appointment status, and resident employees of cooperating agencies housed on campus.

13.3 Student: All persons enrolled for credit or audit of one (1) or more hours of graduate or undergraduate work except faculty and staff members as defined above. (Continuously enrolled students are considered regularly enrolled students even though credit hours may not be received.)

13.4 Immediate Family: Spouse, child, or sibling living in the student or employee's household.

13.5 Visitor: A visitor is considered to be anyone who is not included under the definitions for faculty, staff, and students (See definitions 13.2 and 13.3).

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13.6 Motor Vehicle: All vehicles which are self-propelled (no distinction is made among federal, state, and privately-owned vehicles).

13.7 Service Vehicles: Includes CSM Facilities Management vehicles actively engaged in service or maintenance of the buildings and grounds, while displaying a government license plate and CSM logo.. All other vehicles are excluded except by specific permission of Parking Services.

13.8 Emergency Vehicle: Police, Fire & Rescue, Medical, Civil Emergency and Recovery vehicles.

13.9 Bicycle: Every device propelled solely by human power upon which a person can ride. This includes tricycles, recumbent bicycles, unicycles, and tandem bicycles.

13.10 Motorcycle: A motor vehicle designed to travel with no more than three (3) wheels in contact with the ground, except tractors with an engine size of 50cc or greater.

13.11 Moped: Mopeds, motor scooters, and motorized bicycles powered by electricity or combustible fuel with an engine size no greater than 49cc.

13.12 Parking: Leaving a vehicle standing, whether or not the vehicle is occupied and/or running.

13.13 Color Curb: Paint on the curbing used as a traffic control device:


- **Red** – No parking, stopping, or standing.
- **Yellow** – No Parking.
- **Blue** –Disability Parking.
- **Green** – Maintenance and Service vehicles.

13.14 Parking Summons: A citation issued by a Parking Services or Public Safety employee for a violation of parking regulations that is disposed of by Parking Services in accordance with CSM policies set forth in these Parking Regulations.

13.15 Appeals Referee: Those person(s) made up of faculty, staff and students charged with the responsibility, by expressed authority of the Board of Trustees of Colorado School of Mines, to decide appeals of campus parking citations.

13.16 Frivolous Appeal: An appeal that appears to the Appeals Referee to be based on a situation, which bears little or no weight, worth, or merit.

13.17 Compact Vehicle: Generally, the dimensions of a compact vehicle are not less than fifteen (15) feet long by six (6) feet wide.

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13.18 Vendor: Groups or persons with active service contracts with any Colorado School of Mines organization whose business requires them to be on CSM property to make repairs or perform maintenance work.


13.19 Resident Student: A student who is living in a residence hall under the terms and conditions of a Residence Life Contract.

13.20 Mines Park Resident: An individual who is living in Mines Park under a Mines Park Student Housing Agreement.

14.0 HISTORY AND REVIEW CYCLE

The policy and procedures have an annual review cycle.

Policy Adopted September 1993; Revised September 2008; Revised September 9, 2014; Revised May 2015. Revision June 2016, updated links and fees.

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	Issued: September 1993 Revised: June 15, 2016	Policy Contact: Director of Facilities Management Gbowerso@mines.edu

APPENDIX A: PARKING DISCOUNT FOR FUEL EFFICIENT VEHICLES

Parking Services is aimed at encouraging the use of fuel-efficient vehicles on the Mines' campus. This program, which has earned LEED points for new campus buildings, rewards owners of fuel-efficient vehicles (as defined below) with a 20% parking discount. For the purposes of this program, a qualifying vehicle is one that is ranked by the American Council for an Energy Efficient Economy (ACEEE) as having a score of 40 or greater.. A spreadsheet containing the list is available online at [GreenerCars.org](http://www.greenercars.org) @ <http://www.greenercars.org/news/list-leed-qualified-cars>, and information on the methodology used in scoring can be found at Greener Car Methodology @ <http://www.greenercars.org/greenercars-ratings/how-we-determine-ratings>.

Provisions of the **LEED Green Car discount** are as follows:


A.1 To receive the discounted annual parking permit, vehicle owners must show vehicle registration at the Parking Services Office and have the VIN verified on their vehicle. The VIN number will be entered into a computerized system to verify that the vehicle qualifies for the program.

A.2 If the vehicle qualifies, owners may request the discount FOR THAT SPECIFIC VEHICLE. Permits will be issued as follows:

- General and Commuter permit holders will receive a nontransferable LEED Green Car permit for the qualifying vehicle. This permit will replace the General or Commuter permit on the vehicle.
- Reserved permit holders will receive the nontransferable LEED Green Car permit as well, but it will supplement the Reserved lot permit. Both permits are necessary in order to be valid. If a Reserved permit holder does not have both the LEED Green Car permit and a Reserved lot permit visible on the vehicle, a citation will be issued.

A.3 The discount will only apply to an owner's primary vehicle, defined as the vehicle driven 95% of the time. Vehicle owners who take part in this program are not eligible to obtain a second vehicle permit. Each year, those qualifying for a LEED General or Commuter Green Car permit are also issued one (1) scratch-off permits for each month available on their current permit to use in a second vehicle.

A.4 The 20% discount begins once the vehicle has been identified by Parking Services as a LEED Green Car. The discount will not be retroactive. For those that have already paid for a permit, a reimbursement will be provided.

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APPENDIX B: PERMIT LOTTERY PROCESS FOR FIRST YEAR FRESHMAN RESIDENT STUDENTS

B.1 Provisions of the Lottery Process are as follows:

- The lottery is conducted in three rounds, if needed. In the first round, names are selected on the first business day after the lottery sign-up closes. Selected students will be notified via campus e-mail within 24 hours of the drawing. Students not selected in each round of the lottery will also be notified by campus email.
- To enter into the lottery, go to the CSM Parking Services [website](#) and click on Freshmen Residents and then following the instructions.
- Students accepting a permit through the lottery system will need to pay in full and pick up their permit after August 1st.
- Unclaimed lottery permits from the first round will be drawn again in the second round of the lottery with notifications as indicated above All unclaimed permits, if any, will be drawn in a last-chance drawing at the end of July. Winners only will be notified from this final lottery drawing.

B.2 Lottery Timing and Deadlines


The lottery is held once a year. If you do not respond by the response deadline, you will forfeit a parking permit for the year. The important dates are listed on the CSM Parking Services [website](#). Please note that Round 2 and the last-chance drawing of the lottery will occur only if necessary.

B.3 First Year Resident Freshmen Policy Waiver Process

Exceptions. First year resident freshmen who can demonstrate that they have exceptional needs for a vehicle on campus may complete a First Year Resident Freshman Parking Waiver Application to request a waiver to section 5.2 of this policy. A limited number of spaces have been allotted to accommodate first year resident freshmen on an exception basis.

A first year resident freshmen student may apply for a permit if frequent access to a vehicle is required for one of the following:

- **Off-campus employment.** The student will need to submit the most recent pay stub with an address, which must be further than five miles from the campus. In addition, a pay stub must be submitted to the Parking Office by the 10th of each month as proof of continued employment.

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- **Meeting military service requirements.** A letter from the applicant's commanding officer on unit stationery must be submitted including: 1) full unit designation, 2) drill location; and 3) a drill schedule that reflects required attendance.
- **Extreme Transport Need.** This includes any other transportation need deemed valid by the review committee (see below). Having a car for convenience does not qualify for this exception.

For applicants with accessibility issues or medical conditions that necessitate parking a vehicle on campus, a disability placard from the applicant's home state Department of Motor Vehicles must be obtained before completing the application.


Note: Students receiving a waiver of the student housing requirement will also receive a parking permit waiver allowing the student to purchase a General or Commuter permit.

Waiver Application Review. Applications will be reviewed by a committee that includes student representatives, faculty, and staff. Granted waivers will be kept to a minimum. Documentation to support the request is required in most cases and may require additional documentation from the Disability Services department depending on the request. Incomplete applications will be denied.

Waiver applications should be turned in as soon as possible. Review of applications for the current academic year will begin in mid-June following the first lottery drawing and preceding the academic year start. Decisions will be emailed to waiver applicants no later than six (6) weeks from the date the application was reviewed.

First year resident freshmen awaiting waiver decisions are not permitted to park vehicles on campus and can expect to be ticketed, booted, and/or towed if not displaying a valid meter receipt..

Consequences for Waiver Application Fraud. Freshmen who obtain a parking permit by providing falsified information, as well as upperclassmen who attempt to purchase a permit for first year resident freshmen, will have future parking privileges revoked and may face further action under the Student Conduct Process.

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APPENDIX C: ELECTRIC VEHICLE CHARGING STATION

Parking Services is aimed at encouraging the use of fuel efficient vehicles on the Mines' campus. (See [Appendix A](#)). CSM has received grant money from the Regional Air Quality Council and installed four, level 2, electric vehicle charging stations throughout campus, which will be able to charge 6 vehicles at a time. These charging stations can be found in Lots E, CTLM, and F.

Use of the electricity is free, however, those who use the charging stations will need to have a campus permit for the specified lot or visitors/public will need to purchase an hourly permit from our pay and display parking meters.

There is a 4-hour time limit at each station. It is a violation to be parked in an EV charging station without actively charging a hybrid/electric vehicle.