

POLICIES AND PROCEDURES

UNIVERSITY PARKING & TRANSPORTATION COMMITTEE WEST CHESTER UNIVERSITY

Revised Fall 2013

A. INTRODUCTION

Like many universities throughout the United States, West Chester University has experienced a shortage of parking spaces. With campus parking spaces at a premium, it is clear that spaces must be available to those community members who are in the greatest need (i. e., commuter students & employees). Cooperation on the part of all University community members in observing parking rules and regulations will help assure that the policies are effective and benefit the entire campus.

In order to improve parking facilities and to manage the parking program, it is necessary that a fee be charged to persons utilizing spaces at West Chester University. Such a fee will help defray costs of administering the Parking Program, funding parking enforcement officers, maintaining parking lots, and paying for materials and supplies. The fee shall be determined by the administration through negotiation with appropriate campus employee constituencies and discussion with the representatives of appropriate student groups.

B. NAME

The name of this committee shall be the University Parking & Transportation Committee.

C. GOALS AND RESPONSIBILITIES

1. The University Parking & Transportation Committee is responsible for recommending parking and transportation policy to the University administration.
2. Recommend the development and improvement of designated parking areas and transportation service for the University community.
3. Report all activities via the University Parking & Transportation Committee minutes to the Vice President for Administration and Finance.
4. Suggest improvement of campus parking and transportation services.
5. Educate the University community and surrounding community concerning parking & transportation concerns.
6. Encourage the use by members of the campus community of alternate means of transportation.

7. Act as the hearing board for appeals of parking tickets or any other grievance with regard to parking on campus. Insuring that parking enforcement is fair and impartial.
8. Provide other services as deemed appropriate by the Vice President for Administration and Finance and /or the President of the University.

D. MEMBERSHIP

1. Since parking is an issue that concerns many members of the campus community, the University Parking & Transportation Committee is composed of representatives from all interested groups.
2. The voting membership of the Parking & Transportation Committee shall consist of fifteen (15) members distributed as follows.
 - a. 2 Faculty members – appointed by the APSCUF union
 - b. 2 AFSCME bargaining unit members – appointed by the APSCME union
 - c. 1 SCUPA bargaining unit member – appointed by SCUPA union
 - d. 1 SPFPA bargaining unit member- appointed by the SPFPA union
 - e. 1 Manager/Chair – appointed by the Vice President for Administration and Finance
 - f. 1 Student Affairs member (the member will either be Management or SCUPA) – appointed by the Vice President for Student Affairs
 - g. 2 Off Campus Students – appointed by the Off-Campus Student Association
 - h. 1 Residence Hall Student – appointed by the Residence Hall Associations
 - i. 2 Student Member – appointed by the Student Government
 - j. 1 At-Large (student w/ a disability, appointed by Vice President of Student Affairs)
 - k. 1 Graduate Student – appointed by the Graduate Student Association
3. The ex-officio non-voting membership will serve as staff and resource to the committee. Representatives from the following offices will serve.
 - a. Public Safety
 - b. Facilities
 - c. Disabled/Handicapped
4. Representatives of the University Parking & Transportation Committee will be appointed for no more than a three year term with the exception of the Manager/Chair. They cannot succeed themselves on the committee. As much as possible, appointments will be staggered so that one third of the membership turns over each year.
5. The appointment of new members will become effectives with the beginning of an academic year.

E. OPERATING PROCEDURES

1. The chair of the University Parking & Transportation Committee will be appointed each year by the Vice President for Administration and Finance. The chair will have the responsibility of calling all meetings, preparing agenda and minutes and conducting all appropriate business and forwarding recommendations of the committee to the Vice President for Administration and Finance.
2. A minimum of one meeting per month will be held during the academic year. Additional meetings may be called as needed
3. To conduct business, the University Parking & Transportation Committee must have a quorum of six (6) voting members.
4. A valid vote on any issue is constituted by a majority of the voting members in attendance.
5. Proxies shall not be permitted.
6. Minutes will be taken at every University Parking & Transportation Committee meeting. Copies of the minutes and agenda for the future meeting will be distributed prior to the scheduled meeting.

F. MOTOR VEHICLE REGULATIONS AT WEST CHESTER UNIVERSITY

All motor vehicle and parking regulations are published in the West Chester University Motor Vehicle Regulations pamphlet. This guide is reviewed yearly and amended accordingly. All persons registering a vehicle on campus are given a copy and are encouraged to be familiar with its contents.

G. PARKING CONCERNS

University community members who have concerns about parking or transportation are encouraged to send recommendations to their representatives on the Parking & Transportation Committee for review. All suggestions or concerns will receive consideration.

Vice President for Administration & Finance

Approval Date