

## Parking and Traffic Information

### Purpose

The purpose of this section is to set forth the rules and regulations for the use of motor vehicles on the Nova Southeastern University campuses.

These rules and regulations have been promulgated for the safety, welfare, and health of students, employees, and visitors; the protection and maintenance of university property; and to govern traffic on the campuses.

Cooperation and compliance with these rules and regulations by all members of this community are essential. Failure to comply may result in a citation being issued or suspension/revocation of driving privileges on campus.

### Policy

Nova Southeastern University is an independent university, and as such, the streets, parking lots, and other areas of the university are private property. The operation and/or parking of any vehicle on Nova Southeastern University property is a privilege, not a right. The university has the right to regulate the use of motor vehicles on its property for the good and the safety of everyone.

### Required

All Nova Southeastern University employees, students, and outside contractors who park on campus must obtain a parking permit for any vehicle parked on campus. Parking permits are available at the One-Stop Shop. The acquisition of a parking permit only authorizes the parking of a vehicle on campus. It does not establish a designated parking space. A vehicle



parked in any unauthorized area is in violation of the regulations in this document.

### Enforcement

The Nova Southeastern University Public Safety Department is responsible for reporting violations of university motor vehicle regulations to Nova Southeastern University officials. Florida laws pertaining to the operation of motor vehicles are enforced by the local police department, the Broward County Sheriff's Office, Miami-Dade police, and the Florida Highway Patrol.

Violations of university motor vehicle regulations will be controlled by the agency with jurisdiction.

### Definition of a Visitor

A visitor is someone not directly affiliated with Nova Southeastern University. Spouses and children of faculty members, staff members, and students are considered to be affiliated with Nova Southeastern University and thus are not included in the definition of a visitor.

## Parking Regulations

Main campus parking lots are color coded for easier identification. Vehicles parked in campus lots must display the corresponding colored parking permit as follows:

<b>Blue</b>	employees
<b>Red</b>	undergraduate and graduate students
<b>Orange</b>	students living in residence halls
<b>Green</b>	University School students
<b>Brown</b>	outside contractors
<b>Salmon</b>	visitors

### Restricted Areas

- Gated Areas (surface lots and parking garages): To park in any gated area, you must have and present a valid NSU campus card (SharkCard) to the electronic access control card reader. NSU campus cards are available through Campus Card Services. Call (954) 262-8929 for information.
- Faculty and Staff Only: These gated parking areas are not open to students. Access to these lots are by assignment of special parking clearances assigned to the designated cardholder's NSU campus card (SharkCard). Questions or

requests regarding clearance to restricted lots should be addressed to Facilities Management at (954) 262-8843.

- Visitor or client parking spaces
- Fire lanes in any managed or owned properties of the university
- All disabled parking spaces (unless displaying state-issued permit and/or issued plate)
- On any roadway where the parked vehicle becomes an obstruction in the traffic lane
- Wherever signs and road markings prohibit parking
- Designated spaces except where otherwise authorized
- Sidewalks, walkways, lawns, or other cultivated areas such as gardens

### Metered Parking

Nova Southeastern University offers metered parking spaces in the Alvin Sherman Library, Research, and Information Technology Center's public parking garage (ASLRITC Garage). All individuals who park in this area must pay to park. Public patrons visiting the campus must enter the parking garage from one of the two entrances off SW 30th Street. Public parking costs \$1 per hour. Please make note of your parking space number and pay in advance at one of the meters located near the elevator in the southeast corner of the garage. You may add time at a meter located in the library near the Connections Cafe entrance.

## Parking and Traffic Policies

### General Policies

1. In order to park a motor vehicle on campus in any university parking area, it must be registered with the university and a parking permit must be properly displayed.
2. All administrators, faculty and staff members, students, visitors, and outside contractors must register vehicles to be driven or parked on campus.
3. Administrators, faculty and staff members, students, and visitors are responsible for any violations of these regulations in which their vehicles are involved.
4. **Nova Southeastern University assumes no liability for damages to any vehicle parked or driven on campus.**
5. Motorcycles, motor scooters, and mopeds are subject to traffic law regulations.
6. The Public Safety Department is authorized to designate any spaces as temporarily reserved parking.
7. Abandoned vehicles are subject to towing at the owner's expense, unless the owner notifies the Public Safety Department in writing at the time the vehicle becomes disabled. The executive director of Public Safety will determine whether a disabled vehicle is allowed to remain on campus.
8. Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the making of any repairs is the responsibility of the person making such repairs.
9. Trailers or mobile campers are allowed to be parked on campus only with written permission from the executive director of protective services. Trailers and mobile campers are not allowed to be left on campus overnight.



All individuals who park in the metered public section of the ASLRITC Garage are required to pay for parking. This includes students, faculty and staff members, and all visitors.

Exceptions: Students and faculty and staff members are permitted to park on the second and third floors of the public side of the ASLRITC Garage at no charge prior to 6:00 p.m. After 6:00 p.m., all individuals, including students and faculty and staff members, must pay to park anywhere on the public side of the garage. **Note:** The first floor of the public side is pay-to-park for everyone at all times.

10. The maximum speed on any NSU driveway or roadway—excluding those owned and managed by the town of Davie, Broward County, or the state of Florida—is 15 miles per hour or less, unless signage indicates otherwise.
11. All vehicle operators must obey Public Safety and police direction and instructions regarding operating and parking motor vehicles.
12. Personal vehicles are not allowed to be left on campus overnight unless it is the outcome of approved NSU business travel or approved NSU International Student travel. In these instances, parking arrangements must be approved by the office of Facilities Management.
13. The parking of personal vehicles on NSU property during tropical cyclones is NOT permitted by nonresident NSU students, staff members, or faculty members.

## Permits

The One-Stop Shop, located in the Horvitz Administration Building, issues parking permits for all NSU faculty and staff members and students. A current NSU decal permit must be displayed on the vehicle or a parking citation will be issued. NSU requires the parking decal permit to be affixed to the **exterior** of the left-hand corner of the rear window or the left side of the rear bumper, not inside the vehicle.



The parking permit application is available at [www.nova.edu/cwis/facilities/forms.html](http://www.nova.edu/cwis/facilities/forms.html), or it can be picked up at the One-Stop Shop. All permits issued will require the applicant to present a valid driver's license, current NSU identification card, and

a state-issued vehicle registration card for each vehicle registered. The applications and copies of the required documents can be submitted to the One-Stop Shop by interoffice mail or by fax to **(954) 262-7265**. Faculty and staff members and students will be notified via NSU email with the date and time decals will be available for pick up at the One-Stop Shop. If you present your application and copy of registration to the One-Stop Shop in person, your decal will be issued at that time. If, at any time, the One-Stop Shop representative cannot enter the information, the application will be entered later and the decal(s) can be picked up at the One-Stop Shop at a later time. Representatives of the One-Stop Shop will attend orientation sessions to help accommodate students/programs on the main NSU campus. All applications from these sessions will be entered into the BOSSCARS parking records system, and the decals will be sent back to orientation leaders for distribution. Students will have to show their driver's licenses or NSU identification cards to receive their decals.

The fee for the parking permit for all NSU students is included in tuition.

- Temporary and visitor parking passes (hangtags) will be issued for a specified time, not to exceed seven days, and will be issued at no charge by the Public Safety Department at the Horvitz Administration Building or the Terry Building.
- Exception: The temporary permit may be extended, under certain conditions, such as the need for repairs, for a period not to exceed 30 days.
- All parking permits expire on the date indicated on the permit. A current NSU parking permit must be prominently displayed (as outlined in this policy) on any vehicle parked on NSU property. Vehicles in violation of this policy will be ticketed or towed.
- Every motor vehicle on the property of Nova Southeastern University shall display the proper NSU parking permit emblem or decal at all times.
- Everyone should report any transfer or sale of a registered vehicle promptly to the One-Stop Shop. If the vehicle is purchased or used to replace another, the new vehicle shall be registered at no charge.
- Parking permits shall be affixed to the left side of the rear bumper, or affixed to the **exterior** left lower corner of the rear window. On motorcycles, motor scooters, and mopeds, the parking decal shall be displayed in plain view and readable.

- The NSU parking permit must be visible at all times while the vehicle is parked on campus. Any vehicle with an NSU parking permit not affixed in accordance with this policy will be cited and fined for improper display and is subject to being towed from campus at the owner's expense.
- Exception: Visitor passes and temporary parking permits (hangtags) are to be hung from the rearview mirror.
- If, for any reason, the parking permit is lost or destroyed, notify the university One-Stop Shop and another may be obtained at no charge.

## Payment of Fines

1. The fine for any parking violations issued by the Nova Southeastern University Public Safety Department shall be assessed in the amount indicated on the parking citation.
2. Fines are to be paid at the One-Stop Shop, Horvitz Administration Building, 3301 College Avenue, Fort Lauderdale, Florida 33314-7796. This can be done either in person or by mail. The hours of operation are as follows: Monday through Thursday (8:30 a.m. to 7:00 p.m.), Friday (8:30 a.m. to 6:00 p.m.) and Saturday (9:00 a.m. to noon). All fines must be paid within five business days of receipt of the citation or the recipient may be subject to additional fines and late fees. **Any appeal must be made in writing within the five business days and must explain, in detail, the circumstances for the appeal.**
3. Students not current in payment to the One-Stop Shop will have a stop order placed on grades and transcripts, and they cannot register for class until the block is removed.
4. If the parking fines for a vehicle are not paid, the vehicle will be towed at the owner's expense.
5. NSU reserves the right to attempt collection on outstanding citations for up to three years after issuance upon receipt of notice to collect; proof of appeal or payment must be provided in order to dismiss.

## Appeals

The NSU/Town of Davie parking citations can be appealed through the NSU Division of Parking Enforcement. To obtain a form to request a hearing, go to the following Web site, [www.nova.edu/cwis/facilities/forms.html](http://www.nova.edu/cwis/facilities/forms.html), or visit the Public Safety officer

in the Horvitz Administration Building or the Health Professions Division, Terry Building. The form must be obtained and returned to the Office of Parking Enforcement/Public Safety Department within five business days of receipt of the violation notice.

Forms may be faxed to (954) 262-3924 or mailed to  
 Nova Southeastern University  
 Public Safety/Parking Enforcement Division  
 Parker Building  
 3301 College Avenue  
 Fort Lauderdale, Florida 33314-7796

You may email your questions/concerns to [parkingservices@nova.edu](mailto:parkingservices@nova.edu), or call (954) 262-8984.

Any person charged with an infraction must either **pay the prescribed fee or appeal the citation within five (5) business days from the date the citation was issued.**

Lack of knowledge of NSU's traffic and parking policies is not an acceptable justification to appeal a citation.

## Revocation

The university reserves the right to revoke any on-campus parking and driving privileges for the following reasons:

1. violations in excess of five per semester or seven per year
2. use of fraudulent permits
3. creating a nuisance or causing property damage while making repairs to vehicles on campus
4. causing other property damage
5. becoming either verbally or physically abusive, threatening, or assaulting any Public Safety officer during the performance of his/her duties
6. inappropriate operation of any motor vehicle on campus that is a detriment or safety concern to the campus community

Payment of parking citations may not void the revocation decision.

## Towing

A vehicle may be towed at the owner's expense after parking citations have been issued to the vehicle and remain unpaid past the deadline for payment.

The following are also subject to be towed from campus at the owner's expense:

1. vehicles that are not properly permitted
2. vehicles with unpaid parking fines
3. vehicles with payment past due

4. vehicles with the parking privilege revoked
5. vehicles otherwise in violation of university parking policies
6. vehicles blocking a driving lane, fully or partially restricting passage
7. vehicles blocking another parked vehicle, fully or partially restricting passage or exit

The **towing** of a vehicle from the campus may occur any time a vehicle has no parking permit.

## Golf Carts

Individuals utilizing golf carts on NSU property are expected to operate them in a safe and courteous manner. Golf cart operators found in violation of these safety procedures and/or misusing golf cart equipment may be subject to disciplinary action, including being prohibited from operating a golf cart on NSU property. This policy will be enforced by NSU Public Safety and the local police.

### Procedures for Safe Operations of Golf Carts

The following are basic rules of operating and maintaining golf carts used for work transportation on the campus of Nova Southeastern University.

1. Golf carts should be operated on campus roadways. Sidewalks should be used only where roadways and/or parking lots are not available, and then only to the nearest adjacent street or parking lot.
2. On the campus of Nova Southeastern University, the pedestrian always has the right-of-way. Operators of golf carts will permit this right-of-way. If the golf cart is being operated on a sidewalk, the operator will pull off of the sidewalk to pass the pedestrians or stop the unit when approaching pedestrians until they pass.
3. Most of the golf carts used on this campus are designed to carry a driver and one passenger. Some "tram" type carts carry multiple passengers. No golf cart is to be operated with more passengers than seating is provided for.
4. All occupants in the golf cart shall keep hands, arms, legs, and feet within the confines of the golf cart at all times when the cart is in motion.
5. Drivers should never back up a golf cart without making sure there are no people or obstructions behind the cart.
6. Drivers should never shift gears while the vehicle is in motion.
7. A golf cart should be operated on campus at a speed equivalent to a well-paced walk and **no faster than 15 mph**. This maximum speed may be subject to the terrain over which the cart is being driven; the weather conditions; and the total weight of the golf cart, passengers, and any equipment being carried.
8. Golf cart operators shall possess a valid driver's license and observe all Florida vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles, etc.
9. Avoid operating a golf cart on landscaped lawns.
10. Reduce speed to compensate for inclines, pedestrians, and weather conditions.
11. Maintain adequate distance between vehicles and pedestrians.
12. Approach sharp or blind corners with caution and reduce speed.
13. Use extreme care at building entrances and upon entering/exiting enclosed areas.



14. Do not park on any area that has pavers.
15. Use parking areas posted for golf carts, areas on sidewalks that are not in the main stream, or a Services parking space.
16. Never leave the keys in the golf cart when the cart is unattended.
17. When the golf cart is not in use, the operator must place the golf cart control lever in the park or neutral position, remove and secure the key, and set the parking pedal brake.
18. When the golf cart is not in use, including overnight, the unit will be secured with a chain and lock or other equivalent locking mechanism. The steering wheel must be chained to a fixed post on the cart to prevent the wheel from turning.
19. No personally owned golf carts are allowed on any NSU campus.

## **Equipment and Safety Checklist**

Before operating the golf cart, the operator will check for proper tire condition and inflation. Brakes will be checked for proper operation. The operator will check for any indication of battery fluid leaks such as wet spots under the unit. If the golf cart is in need of repair or maintenance, it should not be driven. Authorized Physical Plant personnel will work on the identified problem at the site where the cart is located or will tow it to the Fleet Services Department.

**Battery Recharge:** When recharging the batteries, the following safety rules shall be observed.

- Do not smoke near the recharge station.
- Only an approved battery charger will be used to recharge the batteries (designed to shut off automatically when the batteries are fully charged.)
- Do not recharge near an open flame or source of ignition.
- Pour baking soda on all spilled battery acid before cleaning up the spill.
- You should wash skin thoroughly with cold water if it comes in contact with battery acid.
- Disconnect all battery charger cords before using the golf cart.