

Introduction

Purpose

The purpose of the ENMU Motor Vehicle and Parking Regulations is to govern vehicle operations and parking at the University. These regulations are provided to you as a necessary information bulletin. It is also necessary for critical safety, security and emergency management initiatives on campus.

Policy

Students, faculty and staff are expected to be familiar with and abide by the ENMU Motor Vehicle and Parking Regulations in addition to the latest edition of the New Mexico Criminal and Traffic Law Manual. These regulations are in effect 24 hours per day regardless of the season. Strict adherence to all regulations is required in order to protect pedestrians, property, vehicles and to provide access for emergency vehicles. The ENMU Department of Public Safety has jurisdiction to enforce these regulations with the right to remove or impound any vehicle(s) operated or parked in violation of the regulations. Vehicle owners are responsible for towing and storage charges. The ENMU Department of Public Safety has authority to enforce criminal and motor vehicle laws on roadways or property that is owned, operated or controlled by ENMU. If a vehicle is unlawfully parked and does not have a violation notice, that does not mean the regulation or law is no longer in effect.

Regulations and Procedures

Administration

These policies, regulations, practices and procedures shall be administered by the ENMU System chief financial officer (CFO), with assistance from the ENMU Department of Public Safety.

Speed Limits and Moving Violations

The maximum speed limit for all roadways controlled by the University are posted by sign. The speed limit on the main campus is 20 miles per hour. Speed limit and other traffic violators will be cited into the state of NM magistrate court or be assessed a fine which may be paid by mail to the state of NM. The violator always has the choice of a court appearance or mailing the fine with the exception of a motor vehicle crash. All parties cited as a result of or in conjunction with a motor vehicle crash will automatically be given a court appearance.

Once a violator elects a choice, that determination will be marked by the officer and cannot be changed. Violators should understand options available regarding payment prior to signing the traffic citation for speeding or any other violation of state law.

Parking Regulations

Vehicle Registrations

- All motor vehicles, including motorcycles, must have a valid and current University parking permit to park on campus at any time. The permits are self-adhesive and are properly displayed when affixed with the provided adhesive to the rear window of the vehicle in the lower left corner (driver's side). Expired parking permits must be removed prior to the new permit being placed on a vehicle (see diagram for proper placement). Alternative placement for vehicles with convertible tops is on the left corner of the vehicle rear bumper. This alternative placement also applies to all vehicles on which that the sticker cannot be properly placed. There are no other exceptions.
- Students, faculty and staff may obtain parking permits in person at the ENMU Department of Public Safety. Permit applications can be found online at: enmu.edu/ParkingPermit. These applications can be printed out and submitted during regular business hours at the ENMU Department of Public Safety. In order to ensure accurate information, parking permits will not be mailed. Vehicle information and limited personal information is required to obtain a permit. A permit authorizes the vehicle to be parked on University property in accordance with these regulations, but it does not guarantee a specific parking place. If a University employee or student has more than one vehicle that might be driven on campus, the additional vehicle must also be registered.

- Validation periods for parking permits will be at the discretion of the ENMU chief of police. The traditional validation period for student parking permits is one year. The traditional validation period for faculty or staff is two years.
- Bicycles do not require a permit. However, it is recommended bicycles be registered with the ENMU Department of Public Safety to enhance the chance of recovery should the bicycle be stolen.
- A temporary permit may be obtained at the ENMU Department of Public Safety at no charge. Temporary and special permits shall be limited to the specific individual, vehicle, or validation period written on the permit.
- Parking permits of any kind will be distributed at no charge.
- Students who intentionally falsify or misrepresent information on the parking permit application may be referred to the appropriate University authority for formal adjudication procedures for violation(s) of the student code of conduct. Students, faculty and staff who fail or refuse to fill out a University parking application accurately or in its entirety will not be issued a parking permit. These students, faculty and staff shall be subject to a violation for failing to register their vehicle despite their refusal.

Where to Park: Parking Lots

- **General use:** All University parking lots shall be generally open for parking to students, faculty and staff displaying valid and current University parking permits on their vehicle(s). Parking lots may be closed for a limited time by law enforcement and/or University officials for general maintenance, construction, and/or special event purposes.
- **Guest and special use:** University parking lots are open to visitors and special permit holders during the validation periods specified on their permits.
- **Special events:** Parking lots may be opened for general use without permits for the duration of any special events (e.g. community, athletic and/or theatre events).
- **Curbs and signs:** Regulations regarding curb markings and signs are in effect in all parking lots. It shall be expressly known that painted curbs absent of sign postage prohibiting or specifying parking will still constitute a violation. Likewise, sign postage prohibiting or specifying parking absent of painted curbs will still constitute a violation.

Where Not to Park: Painted Curbs

- **Red:** These are designated as fire lanes. Do not park. Vehicles are subject to impoundment.
- **Yellow:** These are safety zones. Do not park in these zones.
- **Blue:** These are handicapped zones. Do not park, except with a valid and current handicap placard or handicap license plate issued by the State of New Mexico Motor Vehicle Department. The State of New Mexico honors handicap placards or handicap license plates issued by another state or foreign jurisdiction.
- **White:** These are designated spaces for University maintenance vehicles only. Do not park in these zones.
- **Green:** These are reserved for visitor(s) parking only. Visitors are defined by both individual and vehicle characteristics. Visitors are persons who are not faculty, staff, students or contract employees and whose vehicles do not bear any ENMU parking permit of any kind.

Where Not to Park: Signage

- Any and all signs prohibiting or specifying parking.

General Regulations

- The registrant of the ENMU parking permit shall be held responsible for proper parking of the vehicle, regardless of who the operator may be.
- Vehicles shall not be washed or repaired anywhere in campus parking areas.
- Vehicles shall not be parked on grass, vegetation, or University sidewalks.
- A parallel-parked vehicle must be parked no more than 18 inches from the curb. The vehicle must also be parked facing the same direction as the traffic flow.
- The responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered an excuse for violation of any parking regulation.
 - Any person who repeatedly violates the parking regulations of the University is subject to:

- Vehicle impoundment
- Parking privilege revocation
- Failure to comply with the regulations may result in loss of driving privileges on campus or vehicle impoundment. The registrant of the ENMU parking permit is responsible for paying all costs and any fines levied.
- The University assumes no responsibility for damage to motor vehicles, theft or any other loss for any reason while a vehicle is operated or parked on campus.
- Inoperable vehicles or abandoned vehicles are subject to impoundment after a 72-hour notice has been received. The vehicle operator will be responsible for any towing and/or storage charges.

Motorcycle, Motorbike, and Motor Scooter Regulations

- These vehicles are subject to the same regulations as four-wheeled motor vehicles.
- These vehicles may not be parked in entryways, on sidewalks or pedestrian paths, and must not be stored in University buildings.
- These vehicles may not be driven on any walkway, road or driveway not authorized for use by a four-wheeled vehicle.
- Motorcycle parking has been provided at the University; when it is reasonable and feasible, a motorcycle shall be parked in a parking place designated for motorcycles and not those utilized by full-sized vehicles.

Citations and Payment

- ENMU police officers and student employees assigned to parking enforcement duties are authorized to issue parking citations for violations of University parking regulations.
- Any person who receives a parking citation is required to pay the citation at the ENMU Department of Public Safety, or by mail to ENMU Station 55, 1500 S Ave K, Portales, NM 88130 no later than 15 days from the date of the citation.
- Failure to pay the fine may result in revocation of parking privileges, fines being turned over to collections and a hold being put on transcripts. Faculty and staff who fail to pay fines will be referred to the ENMU System CFO.
- Non-student, faculty and staff personnel who fail to pay fines may have collection measures instituted against them in the Roosevelt County Magistrate Court.

Appeals

A Parking Fine Appeals Board shall be appointed by the University president to make recommendations to the ENMU System CFO and hear appeals of parking citations. The board will be comprised of students, faculty and staff. All parking citations related to administrative regulations of ENMU-Portales Campus may be appealed to the Parking Fine Appeals Board.

Parking Citation Appeal Procedure

- The fine must be paid to the ENMU Department of Public Safety located at 229 S Ave K. The fine must be paid within 15 days of the citation issue date.
- A Notice of Appeal form may be obtained from the ENMU Department of Public Safety. An appeal form must be completed prior to the original due date. Appeal requests after the original due date will not be honored.
- Complete and sign the Notice of Appeal form and return it to the ENMU Department of Public Safety. The parking fine appeals board will convene on a regular basis during the semester, if any appeals are to be heard. The appellant will be notified of the time, date and location his/her appeal will be heard.
- If the appeals board determines that the suspected violator was found not to be in violation, it will order a

reimbursement of the fine paid by the appellant. If the board determines that the suspected violator was in violation, the fine shall remain the property of the University as payment for the citation

- Parking Fine Appeals Board decisions are final.

Regulation Adoption and Application

The ENMU Board of Regents has adopted these rules and regulations for the control of vehicles on the campus of ENMU in order to promote the safety and convenience of faculty, staff, students and visitors and to facilitate the general operation of the University. These regulations shall apply to all property or roadways owned, operated or controlled by the University.

Parking Vioations

University Administrative Violations (Not All Inclusive)

- Failure to register
- Expired decal
- Failure to display permit
- Improper transfer of permit
- Parking in maintenance zone
- Overtime parking
- Parking in service area
- Double parking
- Parking on grass or sidewalk

State Violations (Not All Inclusive)

- Blocking traffic
- Parking in handicapped zone
- Blocking handicapped zone
- Parking near fire hydrant
- Parking in safety zone
- Parking in a crosswalk
- Parking within an intersection
- Parking distance regulations (intersection, crosswalk, fire hydrant)