
Policy #SA008: Parking

Recommended for Approval by:



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Vice President for Institutional Effectiveness and Student
Affairs

Approved by:



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Interim President

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A. Intent

The purpose of this policy is to provide regulations and procedures for parking on all three (3) Pennsylvania Western University (PennWest) campuses. PennWest has a managed parking system to facilitate parking when individuals come to campus. Parking enforcement is an important function in a paid parking system; the mission is to enforce the parking rules to curb unwanted behavior and maintain order for those who have paid for parking. While the goal is to have one policy for the University, it will be necessary to identify certain items that may differ from campus to campus throughout this policy.

B. Definition(s)

Permits: Permitting may differ slightly at each campus, but each permit will be honored when used at another campus. Permits are utilized to identify the lot or areas where the permit holder is permitted to park their vehicle. Vehicles should only be parked in a lot the permit provides authorization to park.

C. Policy Statement

General Information

PennWest has established regulations for employees, faculty, staff, students, and visitors regarding parking in university owned lots. PennWest Campus specific Parking Regulations are available for review on the parking website for each campus. Every employee, staff, faculty and student shall have a permit displayed while parking on campus.

Parking is enforced on campus 24/7 in all parking areas by university police unless otherwise designated. Designated spaces (H/P, Service Vehicle, etc.) on all campuses are always enforced. This includes weekends and holidays. Proper display of your permit is a requirement; this allows our officers to determine which registered vehicles are authorized to be on campus.

University police reserve the right to change lot usage to accommodate special circumstances or events.

Vehicles parked on campus are at the owner's risk. The University assumes no liability for vehicles parked on PennWest property.

If you do not appeal a parking citation and the citation is not paid within 10 days, a late fee of \$15.00 will be imposed.

If you accumulate three (3) or more unpaid citations, you may receive a boot (wheel immobilizers/wheel lock) on your vehicle and an additional boot removal fee. When a boot is put on a vehicle, there will be a notification left on the vehicle alerting the operator that a boot has been applied.

Each parking lot will either be assigned a lot number or letter depending on the campus' designation of choice. (ex; Lot #2, E-employee, S-student).

Cabinet has approved free parking for all faculty, staff and managers in designated locations, but has also allowed an option for a reserved space to be purchased if preferred.

Contract & Vendor employees will also receive free parking. However, designated lots may apply based on availability and operational needs.

For employees, faculty and staff who prefer to purchase a reserved space, they will be assigned a specific space displaying a sign with an assigned number at the designated parking stall. The cost of a reserved permit is \$200 per year and can be paid through payroll deduction.

Faculty, Staff and Students can manage their parking accounts using our online parking portal by using PennWest log in credentials. The portal allows users to purchase permits, renew permits, place themselves on a waitlist for a desired parking lot (if applicable), edit vehicle information, pay fines, or appeal a parking citation.

At the California campus there is also an option to pay by the hour using one of the pay stations located in Lots #17, #11 and the Vulcan garage.

The permit owner is responsible for all accounts citations.

Disabled Vehicle

If a vehicle becomes disabled at any time, the permit owner must notify University Police immediately with their name, the vehicle's license plate number, and location.

A grace period of up to 72 hours may be allowed; no extension. If 72 hours is not sufficient time to remove the vehicle, the owner is required to contact a towing company to have the vehicle removed at their expense. This grace period does not automatically exempt your vehicle from being ticketed; however, it may be used as a basis for appeal.

Notes left on a vehicle stating that the vehicle is mechanically disabled are given no consideration by enforcement personnel. Vehicles not properly reported to the University Police may be ticketed and/or towed at the owner's expense.

Disabled Persons (Temporary or Permanent)

Individuals who require access to marked handicapped parking spaces must apply for a state-issued handicapped parking placard or plate. Applications for Pennsylvania Handicapped parking plates & placards and information for obtaining the placard are available from the University Police Office. PennWest is not authorized to issue handicapped parking placards. All handicapped parking placards must be obtained through the state.

University Police/Parking can issue temporary Physical Impairment parking permits for injuries when parking adjustments are recommended by a physician. These temporary parking permits enable the holder to park in any regular parking space (in any lot) closest to where they need to go. These must be applied for at the University Police/Parking Office and require physician documentation.

Any individual who has a handicapped parking placard issued by the Department of Transportation can park in any of our handicapped parking spaces and will not be lot specific.

Appeals

Parking ticket appeals must be made within 72 hours of the violation. Parking ticket appeals must be done online for Students/Employees. Log into your account using the parking portal. Select APPEALS. Visitors must appeal in person at the University Police Department.

Payment in full must accompany all appeals. If the appeal is decided in favor of the appellant, the full amount of the ticket will be refunded. If the appeal decision is in favor of the University, the ticket will be considered paid in full and the matter is closed.

Appeals committee decisions are final.

Parking Permit Fees

PennWest Campus	Student Permit	Employee Permit	Reserved Permit
California	Tier 1 \$300/ year Tier 2 \$200/ year	Free	\$200/ Year
Clarion	\$150/ year	Free	\$200/ Year
Edinboro	\$100/ Year	Free	\$200/ Year

Violation and Fine Chart

Violation	Fine
1. No Parking Zone	\$25.00
2. Parks in Closed Area	\$25.00
3. Parks within 15 Feet of (or blocking) Fire Hydrant	\$50.00
4. Parks on a crosswalk	\$25.00
5. Failure to park in Parking Stahl (Not a Designated Space)	\$25.00
6. Parking on Grass/Lawn	\$25.00
7. Parking in Loading Zone	\$50.00
8. Parking Against Flow of Traffic or in Trafficway	\$25.00

9. Parking along curb or Edge	\$25.00
10. No Valid Permit Displayed	\$25.00
11. Not Properly displayed Parking Permit	\$25.00
12. Vandalism of Parking Equipment	\$25.00
13. Parking in a Restricted/ Unauthorized/ Reserved Area	\$25.00
14. Failure to Park in Assigned Lot	\$25.00
15. Posted Time Limit	\$25.00
16. Boot Fee	\$50.00
17. Parked in Reserved Space	\$50.00
18. Manipulation or Destruction of Permit/ Decal	\$50.00
19. Expired/ Unpaid Meter	\$25.00
20. Expired/Revoked Permit	\$25.00
21. Display of old Citation	\$25.00
22. Fire Lane	\$50.00
23. No Parking 2a-6a	\$25.00
24. Habitual 5 or More	\$50.00
25. Handicapped	\$100.00
26. Obstructs Gate, Road, Entrance, Pathway	\$150.00

D. Related Policies

Not Applicable.

E. Contact Information

For additional information, please contact the Office of Institutional Effectiveness and Student Affairs.

F. Policy Review Schedule

Each policy shall be reviewed by the corresponding Vice President on a regular basis as appropriate.