



THOMAS MORE
UNIVERSITY

Make It **More.**

Parking and Traffic Policies

Department of Campus Safety
859-341-7233(SAFE)

Updated January 2023

Welcome to Thomas More University

The Campus Safety Department is here to help promote safety and orderliness for our community and all who come onto our campus. The following regulations are meant to provide both order and fairness in the daily task of parking your vehicle on campus.

This pamphlet outlines the parking regulations on the university grounds. These regulations are enforced twenty-four hours a day, seven days a week. It is your responsibility to read and comply with these rules.

If we can be of any further assistance, a Campus Safety Officer can be reached at (859) 341-7233(SAFE), twenty-four hours a day, and seven days a week. Campus Safety is located inside the Saints Center.



Campus Safety Mission Statement

As a Safety Officer for Thomas More University, my fundamental duty is to serve mankind; to safeguard lives and property; and to respect the Constitutional Rights of all people. Remembering that this is an institution of learning, and in that light, try to make all contact with students, faculty, staff, and visitors as pleasant as possible.

Campus Safety Code of Ethics

As a Safety Officer for Thomas More University, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception; the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional Rights of all people.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. I will enforce the rules and regulations of the university, courteously and appropriately, without favor, malice or ill will, never employing unnecessary force and never accepting gratuities.

Whatever I see or hear of a confidential nature or that is confided in me in my official capacity will be kept secret, unless revelation is necessary in the performance of my duty.

I recognize the trust placed upon me as a Safety Officer for Thomas More University, and I will strive to achieve the objectives and ideals expected of me.

I. Motor Vehicle Registration Information

A. Who is required to register for a parking permit:

1. All students- residence and commuter
2. All faculty, staff and contract employees- Computer Center, Maintenance, Food Service and IPD

B. Registration Rules and Regulations:

1. All parking permits are issued by the Department of Campus Safety and are property of Thomas More University.
2. You must provide the make, model, year, license plate number and color of your car when obtaining a parking permit.
3. If a student changes their status while a student at Thomas More (ie: new vehicle, change from resident to commuter or commuter to resident, etc) you are required to see Campus Security for a new form and/or hangtag.
4. Hangtags are issued to you.
5. No person shall obtain a parking permit for another person
6. You are responsible for the proper use and display of the hangtag.
7. Temporary permits and other special permits are available twenty-four hours a day, seven days a week and issued only by the Campus Safety Department.
8. Overnight parking for guests of residence hall students shall receive a guest pass from Campus Safety.

C. Cost of Parking Permits:

1. The first parking permit you receive is free of charge.
2. The replacement cost for a parking permit is \$15.00.

D. Displaying of Parking Permit:

1. All vehicles parked on campus property will display an appropriate parking permit.
2. Hangtags shall be hung from the rearview mirror.
3. The hangtag may be laid on the dashboard if it is not able to be hung from the rearview mirror.
4. A parking permit is invalid if not properly displayed.
5. Hangtags should be removed prior to operating the vehicle.

II. Parking Facilities

A. Responsibilities and Liability:

1. Thomas More University parking lots are private property.
2. Thomas More University is not responsible for any damage or loss of property that may occur to a vehicle or its contents.
3. Thomas More University parking lots are to be used at owner's risk.
4. The person whom the motor vehicle is registered shall be responsible for any liability or damage claims.

B. Presidential Circle Parking:

1. This area is around the flagpole at the entrance of the university.
2. This area consists of five parking spots.
3. Three spots are reserved for fifteen minute loading and unloading.
4. Two spots are reserved for Admission's visitors.

C. Visitor's Parking Lot:

1. The Visitor's Lot is reserved for visitors who have business with the university.
2. Faculty, staff, and students of Thomas More University are prohibited from parking in this lot twenty-four hours a day, seven days a week.
3. There are seven reserved spots and are properly marked with signs.
4. There are ten handicap spots and require a State Handicap Permit to park there.

D. Science Wing Parking Lot:

1. This parking lot is reserved for the exclusive use of faculty and staff.
2. This is in effect Mondays through Fridays from 7:00am to 7:00pm.
3. After 7:00pm and on Saturdays and Sundays this lot is open to students and the general public for parking.

E. Commons Parking Lot:

1. This parking lot is reserved for the exclusive use of faculty and staff.

F. Loading Dock Areas:

1. There are two loading dock areas:
 - a. One is located to the rear of the Connor Convocation Center.
 - b. One is located in the rear of the Administration Building.
2. There is to be NO PARKING in these areas.
3. These areas are for Unloading and Loading Only.

G. Ackerman Garage Area:

1. This area is located to the rear of Ackerman Residence Hall.
2. This area is reserved for maintenance vehicles.

H. Residence Parking Areas:

1. This is the parking lot located to the rear of Thomas More University property, starting just past Ackerman and Murphy Residence Halls. Also, Stallmeyer Hall parking lot.
2. Residents are required to always park in these lots.

I. Main Parking Lot:

1. This lot is for commuters and visitors.
2. Residents are not allowed to park in this lot at any time.
3. There is a row marked for faculty and staff. This is in effect Mondays through Fridays from 7:00am to 5:00pm.

J. Parking Spots with Reserved Signs:

1. All parking spots marked with reserved signs, are reserved twenty-four hours a day, seven days a week.
2. Any vehicle improperly parked in a reserved spot is subject to be towed at owner's expense.

K. Parking Area behind the Saints Center

1. Parking behind the Saints Center is reserved for Campus Safety and Campus Safety vehicles only.

III. Parking Regulations

A. Grass and Sidewalks:

1. Parking or driving on the grass or sidewalk is prohibited.
2. Violators will be cited and held financially liable for any damage done to the grounds or sidewalk.

B. Speed Limits/Stop Signs:

1. The posted speed limit on all campus roads is **20 MPH.**
2. You can be cited for reckless operation of a motor vehicle if you are observed speeding or driving in a reckless manner.
3. You can be cited for failure to stop at posted stop signs.

C. Handicapped Parking:

1. These parking spaces are reserved for the exclusive use of vehicles that have a state issued handicapped permit that is properly displayed.
2. Any student, faculty, or staff may receive a temporary handicap permit, for use on campus, only with a doctor's note and Permission from the Office of Student Accessibility, 859-344-3541.

D. Fire Lanes and On Street Parking/Walking Lanes:

1. There is no parking in fire lanes at any time.
2. All fire lanes are marked with signs.
3. There is no on street parking on Campus including walking lanes.

E. Operation of Motor Vehicle:

1. Persons shall operate motor vehicles in a careful and prudent manner at all times.
2. Persons shall operate motor vehicles in accordance with rules and regulations of this manual.
3. Persons shall operate motor vehicles in accordance with the ordinances of the City of Crestview Hills.
4. Persons shall operate motor vehicles in accordance with statutes of the State of Kentucky.
5. Incidents occurring on Thomas More University property will be reported immediately to the Department of Campus Safety.

IV. Penalties and Enforcement

A. Tickets:

1. Any motor vehicle not parked in accordance with rules and regulations of this manual will be ticketed.
2. Anyone who tosses a ticket on the ground will be subject to fines for littering.
3. All parking fines are to be paid to the Bursar Office.
4. Unpaid fines will be placed on your personal university account.
5. Unpaid fines will assume the same status as other university debts.

B. Towing:

1. Any motor vehicle with three or more unpaid tickets is subject to be towed at owner's expense.
2. Any motor vehicle parked in a fire lane is subject to be towed at owner's expense.
3. Any motor vehicle parked in a handicap spot, not displaying an approved handicap permit, is subject to be towed at owner's expense.
4. Any motor vehicle illegally parked in a reserved parking spot, is subject to be towed at owner's expense.
5. Any motor vehicle impeding the normal flow of traffic is subject to be towed at owner's expense.
6. Any motor vehicle abandoned on Thomas More University property will be towed at owner's expense.
7. Any motor vehicle parked on the grass and/or sidewalks is subject to be towed at owner's expense.
8. Any motor vehicle impeding the daily operations of the university is subject to be towed at owner's expense.

C. Loss of Parking Privileges:

1. Any person who has ten (10) or more parking tickets in a school year is subject to having their parking privileges revoked.
2. Any offenses which jeopardizes the safety of people or the property of the university is subject to having their parking and driving privileges revoked.

D. Appealing Tickets:

1. Tickets may be appealed in writing within seven (7) days of the citation.
2. A form is available twenty-four hours a day, seven days a week at the Campus Safety Office.

V. Fines and Assessment:

Parked in a Fire Lane	\$50.00
Parked in a Handicapped Parking Spot	\$50.00
Parked or Driving on Grass and/or Sidewalks.....	\$50.00
Reckless Driving	\$50.00
Parked in a No Parking Zone.....	\$25.00
Commuter, Resident, or Visitor	
Parked in a Faculty/Staff Lot	\$25.00
Commuter, Resident, Faculty or Staff Parked	
in a Visitor's Lot	\$25.00
Commuter, Visitor, Faculty or Staff	
parked in Resident parking	\$25.00
Resident, Visitor, Faculty or Staff parked in a	
Commuter Parking Area.....	\$25.00
Not having a parking permit displayed	
or improperly displayed	\$25.00



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