

## How to Register a Vehicle

1. Go to my.wau.edu, then log in. Click on “MyRegistration,” then “Vehicle Registration.” All information must be filled out and be sure to click “Save.” Registering your car online does NOT mean you are fully registered; you must go to the Security Office to receive your permit.
2. Come to the Security Office located in the General Services Building. You must bring the following:
  - A. Current Driver’s License
  - B. Current Vehicle Registration
  - C. Current Insurance (paper or electronic)
  - D. Current Employee/Student ID
  - E. Current Financial Clearance paper work (students only)

## Parking Violations

1. Campus security has the authority to issue citations for violations at any time. The booting or towing of vehicles for repeated violations or at any other time is at the discretion of the security department.
2. Failure to pay or appeal a citation after 10 days will result in the fine being doubled.
3. All fines can be paid at the Security Department or to Accounting. If paid at Accounting, you must bring the receipt to the Security Office.
4. Takoma Park Police has the authority to issue citations on campus for violations.

## Appeals

1. Only **students** have the right to appeal tickets. All other citations must be paid.
2. Being late to class, not finding a parking space, or not registering a vehicle are not grounds for a successful appeal.
3. For students to appeal tickets they must go to my.wau.edu and log in. Click “myResources” and then “Parking Ticket Appeals.” All information must be filled out for the ticket to be appealed. Please note that you only have a certain amount of space in which to write the appeal.
4. Filling out an appeal does not guarantee that the citation will be made void or reduced. It also does not exempt the driver from continuing the behavior that resulted in the citation.
5. WAU does not handle any appeals for citations issued by municipal, county, or state law enforcement.

## Bicycles/Mopeds/other vehicles

1. All bicycles, mopeds, or other vehicles are to be parked in designated areas.
2. WAU is not liable for any damages or theft.
3. WAU is not required to provide secure facilities for such vehicles.
4. All such vehicles are bound by all campus parking regulations.

## Office Hours

Monday-Thursday: 9:00am-5:30pm  
Friday: 9:00am-12pm  
On Wednesday, we are closed for chapel from 11am-1pm.

# Parking and Traffic Regulations



*Department of Public Safety*  
*7600 Flower Avenue*  
*Takoma Park, MD 20912*  
*301-891-4019*

[www.wau.edu/security](http://www.wau.edu/security)  
[security@wau.edu](mailto:security@wau.edu)

## **Introduction**

Washington Adventist University (WAU) wishes to provide parking for all university personnel (faculty, staff, and students) within physical limitations. Parking is provided on a first come basis within faculty-staff and student parking areas. Possession of a registration permit sticker does not guarantee a space and there may be times when spaces are not available to provide parking for all permit holders. Permit parking enforcement is in effect 24/7. The use of campus parking facilities carries with it the obligation to observe all parking regulations.

## **General Regulations**

1. Regulations are to be followed at all times, including breaks and weekends.
2. WAU assumes no responsibility for damage or loss of private property, including the use of boots.
3. Pedestrians have the right of way at all times.
4. All parking signs must be followed.
5. Operation of any vehicle simply to create excessive noise or smoke is prohibited.
6. All motor vehicle collisions that occur on WAU property must be reported to campus security.
7. Cars must never be covered with a car cover.

## **Abandonment**

1. In the case of mechanical failure, security must be notified. Failure to do so shall result in a ticket, boot, and/or the removal of the vehicle at the owner's expense.
2. Any vehicle that is not fully registered with the university and has not been moved within 48 hours shall be considered abandoned and is subject to removal at owner's expense.

## **Visitor Parking**

Visitor Parking is for visitors only; not for Faculty, Staff, and Students. If you are not a visitor, you cannot park there, even if it is for a few minutes. If you are not a visitor and you are illegally parked there, you may be ticketed and/or booted. Visitor Parking is only for visitors visiting WAU, all others will be ticketed and/or booted.

## **Handicap Parking**

To park in the Handicap Parking spaces, you must display a proper and current Handicap Parking Permit **and** a WAU parking permit. If you do not display it, you will be ticketed \$150.00 and/or booted. If you do not have a Handicap Parking Tag, **DO NOT PARK THERE**, even if it is for a minute.

## **Fire Lane**

No vehicle shall park in the Fire Lane, even for a minute. There are no excuses for doing so. Failure to follow this rule will result in a ticket from WAU for \$150.00 and/or a ticket from Takoma Park Police for \$250.00.

## **Reserved Parking Areas**

Reserved parking areas with cones, or other Security devices, shall NOT be moved except by security personnel. Doing so will result in a ticket, and parking in a reserved area will also result in a ticket and/or boot.

## **Parking Permits**

1. All vehicles belonging to staff, faculty, students, or contract workers must be registered and have a parking permit displayed in their vehicle.
2. Visitors may only park in visitor designated areas.
3. Lack of registration of the vehicle or the failure to display a parking permit of a vehicle belonging to staff, faculty, or students shall not exempt them from being ticketed for parking in visitor only areas.

4. New permits are issued each year. The permit expires at the beginning of the following school year regardless of the date the permit was issued. All vehicles must be registered each year.
5. Temporary Parking Permits are issued on a case-by-case basis for emergency situations. All parking regulations still apply for Temporary Permit holders.
6. One permit is issued per vehicle. Additional vehicles must be registered with a separate cost per additional vehicle.
7. Permits are to be displayed in the upper or lower corner of the back windshield on the driver's side, except in cases of tinted windows or convertibles. In this case, the permit is to be displayed in the upper corner on the driver's side of the front windshield.
8. A permit may not be used for multiple vehicles.
9. If a vehicle is damaged, or is no longer in use by the owner, the new vehicle must be registered and receive a sticker.
10. If your vehicle will be on campus for more than seven (7) days without movement, due to being away on Christmas Break, Spring Break, Summer Break, or other breaks longer than seven (7) days, you must notify the Department of Public Safety and provide your name and vehicle information. Failure to do so may result in a ticket or your vehicle getting booted or towed.

## **Cost**

1. The cost for a parking permit is as follows:  
Students: \$50 per parking permit. This can be paid by cash/credit card at accounting (bring receipt to security), or it can be billed to your student account.  
Faculty/Staff: Parking permits are free of charge.