



Employee Parking Guideline

- All employees of Mansfield University who possess, maintain or operate a motor vehicle on campus shall register their vehicle(s) with Mansfield University Police Department. If you register a vehicle you are responsible for all parking violations. Employees must park in spaces designated as an employee parking area. All vehicles parked on campus must display a current parking permit. Hang tag permits must be displayed from the rear view mirror when parked.
- Employees must register their vehicles within 24 hours after arrival on campus. This registration is valid until termination of employment. If you need to register multiple vehicles, a transferable tag is available. Additional permits may be purchased, but only one vehicle per employee can be parked on campus at a time. The permits are the property of Mansfield University and must be returned upon termination of employment or at the request of the Mansfield University Police Department.
- Upon sale, trade, or other disposition of any vehicle currently registered with campus police, the owner or custodian of the vehicle shall be responsible for returning the permit to the University Police Department in exchange for a new permit.
- Permits issued to employees are to be used by employees to park in areas designated—not by their spouse or other family members attending classes.