



# Employee Parking Policy

**NAME:** Employee Parking Policy  
**ISSUING DEPARTMENT:** Vice President Finance & Administration  
**ISSUED DATE:** March 3, 2020  
**REVIEWED DATE:** March 3, 2020  
**APPROVING AUTHORITY:** Cabinet  
**DATE REVISED:** February 25, 2020

## **PURPOSE**

It is the intention of this policy to provide guidance and ensure adherence to designated parking spaces for all campus employees.

## **SCOPE**

This policy applies to all Mansfield University employees.

## **FORMS**

Employee Parking Application (online printable form)

## **RESPONSIBILITY**

Mansfield University Police Department

## **POLICY/PROCEDURE**

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. The employee is responsible for all parking violations of this vehicle. Employees must park in spaces designated as an employee parking area and display a current parking permit (hangtag) on the rear view mirror.

Employees must register their vehicles within 24 hours after arrival on campus. This registration is valid for three years or until termination of employment. The employee may register multiple vehicles and transfer the hang tag. Additional hang tags may be purchased, but only one vehicle per employee may be parked on campus at any given time. The hangtags 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 employee shall be responsible for notifying the University Police Department. If a separate hang tag was issued for this vehicle, it must be surrendered to the University Police Department.

Permits issued to employees are only to be used by employees to park in areas designated—not by their spouse or other family members attending classes.

## **DISTRIBUTION**

MU Policies/Procedures Directory will be distributed through the web and maintained by the VP Finance & Administration in conjunction with the Mansfield University Police Department.