

DEPARTMENT OF PUBLIC SAFETY

3480 West Schoolhouse Lane
Phone: 215-951-2999

2023–2024 Parking and Campus Transportation



1. INTRODUCTION

It is the Department of Public Safety’s goal to establish and ensure the safe driving conditions and orderly parking for all faculty, staff, students and visitors. The cooperation of all motorists on the Thomas Jefferson University East Falls campus is needed for these regulations to be effective. The act of parking or driving a motor vehicle on campus is a privilege and the owner and/or operator is responsible to follow all parking regulations and laws of the Commonwealth of Pennsylvania and the University. University parking rules, regulations and enforcement are in effect all year, including periods when classes are not in session. It is also understood that the University is not liable for personal injury, damage, or loss of property arising from the use of its parking facilities and roadways. The University reserves the right to amend these regulations at any time.

2. GENERAL REGULATIONS

A. Faculty, staff and students on both the Thomas Jefferson University East Falls and Center City campus must register their vehicle to park on the East Falls campus. For further assistance or information call **215-951-2620** or see the Parking Policy at jefferson.edu/east-falls/public-safety/parking-and-transportation.html.

B. The issuance of a permit does not guarantee a parking space that is the most convenient. If you cannot find a valid parking space on Main campus, there is ample parking in the Ravenhill parking lot. Lack of space is not considered a valid excuse for improper parking.

C. All vehicles must park in the designated spaces. A parking space is delineated by lines on the pavement or bumper blocks. The lack of a ‘no parking’ sign or yellow curb does not signify that parking is permitted in that area. The University, having marked all approved spaces, is under no obligation to mark all areas where parking is prohibited

D. The speed limit on campus is 15 M.P.H.

E. A motor vehicle, as defined by these regulations, includes automobiles, motorcycles, mopeds, motor scooters, motor bikes, and any other fully self-propelled, land-driven vehicles and MUST have a valid permit.

F. Trailers for towing of motor vehicles, boat or oversized vehicles, identified as those whose size requires the usage of more than one parking spot, are not permitted to be parked on campus property without prior approval from the Director of Public Safety or designee. Only properly licensed and registered vehicles in operable condition are allowed on campus. Vehicles that do not meet this standard will be reported as abandoned.

G. Vehicles may not be stored on campus, including University breaks and holidays, without Public Safety approval.

H. Vehicles may not be used to live in on University property.

I. The registrant is held responsible for any policy violations involving the registered vehicle.

J. It is unacceptable to place a ticket from a previous violation on a vehicle to give the impression that the vehicle has been currently ticketed.

K. When any vehicle is determined to have three (3) or more unsatisfied parking citations charged against it within one vehicle registration period, the vehicle may be subjected to immobilization and/or inability to register.

L. The parking and transportation policy is the sole authority for parking at the Thomas Jefferson University East Falls campus, unless otherwise indicated by the Director of Public Safety.

3. FACULTY, STAFF AND STUDENT VEHICLE REGISTRATION

A. To register for a faculty/staff or student virtual parking permit, go to jefferson.thepermitstore.com or scan the QR CODE located to the right and on designated signs in the parking lots and follow the instructions.



B. Be sure to use your campus key and current University password to log into iParq. A color-coded map identifying designated parking lots and information about parking regulations, updates and fees can be found on the [Public Safety website](#).

C. Your primary University function determines parking eligibility. Students with work-study employment or an internship – must register for either a residential or commuter student parking permit.

D. Faculty, staff and students are prequalified in the iParq database.

E. A vehicle is considered registered only when a valid virtual parking permit is assigned to that vehicle.

F. “No Permit” citations will be issued for unregistered vehicles parked on campus.

G. Fee Information

I. Full-time Faculty and Staff (Annual)	\$85
II. Part-time faculty and staff (Annual)	\$40
III. Full-time commuter student (Annual)	\$85
IV. Part-time commuter student (Annual)	\$40
V. Residential student (Annual)	\$85
VI. Vendor (Annual)	\$85
Ravenhill lot (Visitors/Event Guests excluded)	FREE
VII. Visitor	\$3/day
VIII. Event Parking	Please see section (8)

H. You will not be able to register for a new annual permit if you have unsatisfied parking citations from the previous year.

4. HOW TO CHANGE YOUR VIRTUAL PERMIT TO ANOTHER VEHICLE

Faculty, staff and students are responsible for registering a new, rental, temporary or loaner vehicle in their iParq account. Your virtual permit is transferable between vehicles. However, your iParq account MUST be updated with the correct make, model and license plate of the vehicle you are driving to campus.

To make these changes:

- a. Sign in to your iParq account
- b. Click on "Account"
- c. Click on "Manage Vehicles" (found under the heading "Parking Permits").
- d. Click on the word "Add" located in your vehicle box.
- e. Enter vehicle information and click on "Add" located at the bottom of the box.
- f. You have successfully added this vehicle to your account. HOWEVER, you still need to switch your virtual permit to the newly added vehicle.
- g. To associate your new vehicle with a permit, go to the "View Permits" link found under the heading "Parking Permits" and then scroll down.
- h. Click on blue "edit" circle to change your vehicle.
- i. Select the newly added vehicle from the drop-down box.
- j. Click on "Change Vehicle"
- k. The virtual permit has been transferred successfully.

Remember to follow the same steps in order to transfer the virtual permit back to your original vehicle, if necessary.

5. FIRST YEAR RESIDENTIAL STUDENTS

First year residential students are NOT permitted to bring vehicles to campus. First year residential students are only eligible to register for a virtual permit and park on campus with approval from the Department of Public Safety. Should you bring a vehicle to campus without expressed permission from Public Safety, you may lose the privilege to obtain a future parking permit and/or it may result in disciplinary action taken within the University.

6. PARKING LOT USAGE

Permit Colors

A. Yellow Parking Permit

This permit may be obtained by faculty, staff, commuter students, residential students and vendor employees.

Use of the **yellow** permit allows you to park in ONLY the Ravenhill lot Monday through Friday, 7:00 a.m. to 5:00 p.m.

B. White Parking Permit

This permit may only be purchased by faculty, staff and vendor employees.

Use of the **white** permit allows you to park in either the **black** or **yellow** parking lots.

C. Green Parking Permit

This permit may only be purchased by commuter students.

Use of the **green** permit allows you to park in either the **green** or **yellow** parking lots.

D. Blue Parking Permit

This permit may only be purchased by residential students, except first year students.

Use of the **blue** permit allows you to park in either the **blue** or **yellow** parking lots.

E. Orange Parking Permit

This parking permit may only be purchased by visitors of the University.

Use of the **orange** permit allows you to park in only the **orange** parking lots.

Permit Times

Monday through Friday, 7:00 a.m. to 5:00 p.m., registered vehicles should park in their designated lot. Monday through Friday, 5:00 p.m. to 7:00 a.m. and weekends Friday, 5:00 p.m. through Monday, 7:00 a.m., all registered vehicles may park in **yellow, black, green** or **blue** designated lots.

To find out which color a lot is designated, look at this map of campus.

7. VISITOR REGISTRATION AND PARKING

A. To be considered a visitor, you cannot have any affiliation to the University. This includes parents, faculty guests, and alumni, etc. If you have a campus key and a Thomas Jefferson ID card, you are NOT a visitor. Visitor spaces are NOT intended for faculty, staff or students. If you are found in violation, you will be issued a parking citation.

B. To register for a visitor virtual permit, go to tjuvisitor.thepermitstore.com/purchase.php or scan the QR code located to the right and on designated signs in the parking lots and follow the instructions.



C. A vehicle is considered registered when a valid virtual parking permit has been assigned.

D. Visitor parking is available in the Search parking lot located on Main campus and in the Ravenhill parking lot. Both locations are shown in orange on the [parking map](#).

E. Additional parking regulations, updates and fees can be found on the iParq registration page, as well as the [Public Safety website](#).

F. Hosts are responsible for their guests and their vehicles. During the week, Monday through Friday, 7 a.m. to 5 p.m. visitors must park in the designated visitor areas. Visitors may park within designated blue, green, white or yellow lots Monday through Friday, 5 p.m. to 7 a.m. and weekends Friday, 5 p.m. through Monday, 7 a.m.

G. Visitors with a valid, state-issued Disabled Person or Disabled Veteran plate or placard can park in any handicap spot on Main or Ravenhill campus with a virtual permit.

8. EVENT PARKING

For events, please call Public Safety at least seven (7) business days in advance. We will offer the hosting department, organization, group or individual a parking fee for all guests that have no affiliation to the East Falls campus. The designated lot will be determined after event registration has been submitted and is based on the event date/time, building location and anticipated number of guests. Please complete the [Event Form](#) on the Public Safety website.

The hosting department, organization, group or individual can also request that all guest's purchase their own virtual permit for the event. Please direct them to section **#7 (VISITOR REGISTRATION AND PARKING)**. Failure to register may result in a parking citation.

9. HANDICAP PARKING FOR FACULTY, STAFF, STUDENTS AND VISITORS

All faculty, staff, students and visitors who have a valid state-issued Disabled Person or Disabled Veteran plate or placard must register in iParq for a virtual permit. This will allow you to park in any handicap spot on campus regardless of the lot designation.

All violators will receive a ticket in the amount of \$301.00 which is the fine set forth by the City of Philadelphia.

10. TIME ZONE PARKING

Time zone parking is available to all registered vehicles, in an appropriate marked time zone parking space (i.e. 10, 15, 20 or 30 minutes) with 4-way emergency lights flashing. Temporary parking should never occur in a handicap space or violate a parking regulation such as parking in a fire lane, blocking traffic or creating a hazard.

11. VENDOR PARKING

Daily vendors using company vehicles must check in at the Facilities Department located on Main Campus. Daily vendors will be provided with a temporary hang tag permit. Violators will be subject to all parking fines.

12. FUEL-EFFICIENT VEHICLE PARKING

Fuel-efficient vehicles are those that meet the U.S. Green

Building Council's LEED criteria. To determine if you have a fuel-efficient vehicle go, to www.jefferson.edu/security/parking. Click on LEED Certified Vehicles located at greenercars.org/news/list-leed-qualified-cars. This will bring up a spreadsheet of all model year 1998-2023 vehicles that meet the criteria. The University will only recognize vehicles on this list as fuel-efficient vehicles. These vehicles may park in the parking spaces designated for "fuel-efficient vehicles only." For exact locations of spots, please refer to the parking map. Any other non-fuel-efficient vehicles parked in these spots will be ticketed.

13. ACCIDENTS & DISABLED VEHICLES

A. All accidents involving motor vehicles, bicycles, or pedestrians on University property should be reported to Public Safety at 215-951-2999 immediately.

B. Disabled vehicles should be reported to Public Safety as soon as possible.

C. Public Safety will tow, at the owner's expense, any vehicle creating a hazardous condition.

D. Abandoned vehicles are subject to being towed.

14. BICYCLING ON CAMPUS

A. Bike Registration - Register your bicycle in person at the front desk of the Gallagher Athletic Recreation and Convocation Center during normal business hours. In the event your bike is lost or stolen, Athletics will have a complete record to immediately provide to Public Safety and other law enforcement agencies. We highly recommend U-Locks, which are available in the campus store. Should you lose the key or forget the combination, after Public Safety verifies you are the owner of the bike, we can assist in cutting the lock off.

Bike "Fix-IT" & Air Pump Station - There is a permanent Bike "Fix-IT" and Air Pump Station located on the first floor of the parking garage complete with a pump and tools. Refer to the [parking map](#) for bike rack locations on campus.

B. Abandoned/Confiscation: Thomas Jefferson University confiscates bicycles that are either abandoned or unclaimed. A bike is considered abandoned if it is not registered with the University and/or displays signs of significant neglect, such as flat or bent tires or missing parts. Public Safety will tag bikes that display signs of neglect before removing them. A bike is considered unclaimed if the owner does not pick up his/her bike within 60 days of confiscation or remains unclaimed after summer storage drop off. If the bicycle is registered, Public Safety will contact the owner. If the bicycle is not claimed at the end of the 60-day period, it will be donated, recycled or scrapped. The University is not responsible for damaged locks when removing abandoned bikes.

15. RAM VAN SHUTTLE

Public Safety is responsible for the Ram Van shuttle that makes a continuous loop at several stops located throughout the campus. You must follow all University policies and protocols when riding the shuttle. The Ram Van loops between the Ravenhill and Main campuses operating from 7 a.m. to 3 a.m., Monday through Friday and 10 a.m. to 3 a.m., Saturday and Sunday. Stops are conveniently located outside the Public Safety Building (Ravenhill parking lot), the Tuttleman Center (Monday through Friday), Downs Hall and by the Ram Statue, adjacent to the Gallagher Athletic and Recreation Center.

Please see the website for additional updates.

16. SEPTA (SOUTHEASTERN TRANSPORTATION AUTHORITY) KEY CARDS

SEPTA Key Cards are available to purchase at the Campus Store in the Kanbar Campus Center. Key Cards cost \$4.95 and the money is put back on the card once the customer creates an account with SEPTA online and registers the card. A minimum of five dollars must be loaded onto the Key Card when it is initially purchased. Once the Key Card is activated online, the total amount on the card will be \$9.95. Key Cards can be used for both SEPTA trains and buses. Purchasers have the option to add funds to an existing Key Card. Faculty, staff, students and vendor employees can receive a discount by emailing transit@jefferson.edu to sign up.

Additional information and schedules for SEPTA can be found at septa.org.

17. VIOLATIONS, PENALTIES AND APPEALS

Staff, faculty, students and visitors must submit an appeal or pay a fine at jefferson.thepermitstore.com within 30 days. After the 30 days, all payments must be made at the Cashier's window, located in Archer Hall. Properly submitted appeals will be reviewed by the Appeals Review Board as needed each semester. An appointment must be made with the Department of Public Safety in order to discuss parking violations.

Note: Continuous disregard of parking regulations and university policy may result in disciplinary action and loss of your parking privilege.

The following is a list of the violations:

A. \$35 Fines

- Incorrect Lot for Permit Type
- Time Zone Violation
- Unattended Vehicle in a Drop-Off Zone

B. \$85 Fines

- No Permit/Failure to Register

C. \$50 Fines

- Immobilization Device Removal
- Careless Driving/Disregard of Traffic Signs

- Parking on Sidewalks, Grass or in No Parking Areas
- Blocking Traffic (towable violation)

D. \$100 Fines

- Registering Vehicle for Another Student
- Blocking a Driveway/Crosswalk (towable violation)
- Parking in Marked Fire Lane (towable violation)
- Impeding the Movement or Operation of Emergency Equipment (towable violation)

E. \$301 Fines

- Parking in or Blocking an ADA-Accessible Space Without a Valid State Issued ADA-accessible hang tag or license plate.

*Public Safety is unable to accept any type of payment for traffic violations.

18. RELOCATING/IMMOBILIZATION POLICY

A. Immobilization: When any vehicle is determined to have three (3) or more unsatisfied violations charged against it within one vehicle registration period, the vehicle may be subjected to immobilization. All outstanding violations must be then satisfied and \$50 paid to remove the immobilization device. The University is not responsible for damage resulting from immobilizing a vehicle.

Attempting to remove an immobilizer boot or operate the vehicle with the immobilizer installed will result in damage to the vehicle as well as the immobilizer. Any tampering with an immobilization device will result in loss of parking privileges, and the owner/operator will be responsible for any replacement costs of the immobilizing device, as well as removal charge.

B. Relocating: The University reserves the right to remove any vehicle that impedes or disrupts University business or the movement or operation of emergency activities. See Section 17, (Violations, Penalties and Appeals) for a list of all towable violations. The owner will be responsible for the costs involved in removing, impounding and storing such a vehicle. The University is not responsible for damage to a vehicle resulting from towing a vehicle.

C. Impounded vehicles not claimed by their owner within 30 days will be considered abandoned and will be disposed of in accordance with state law.

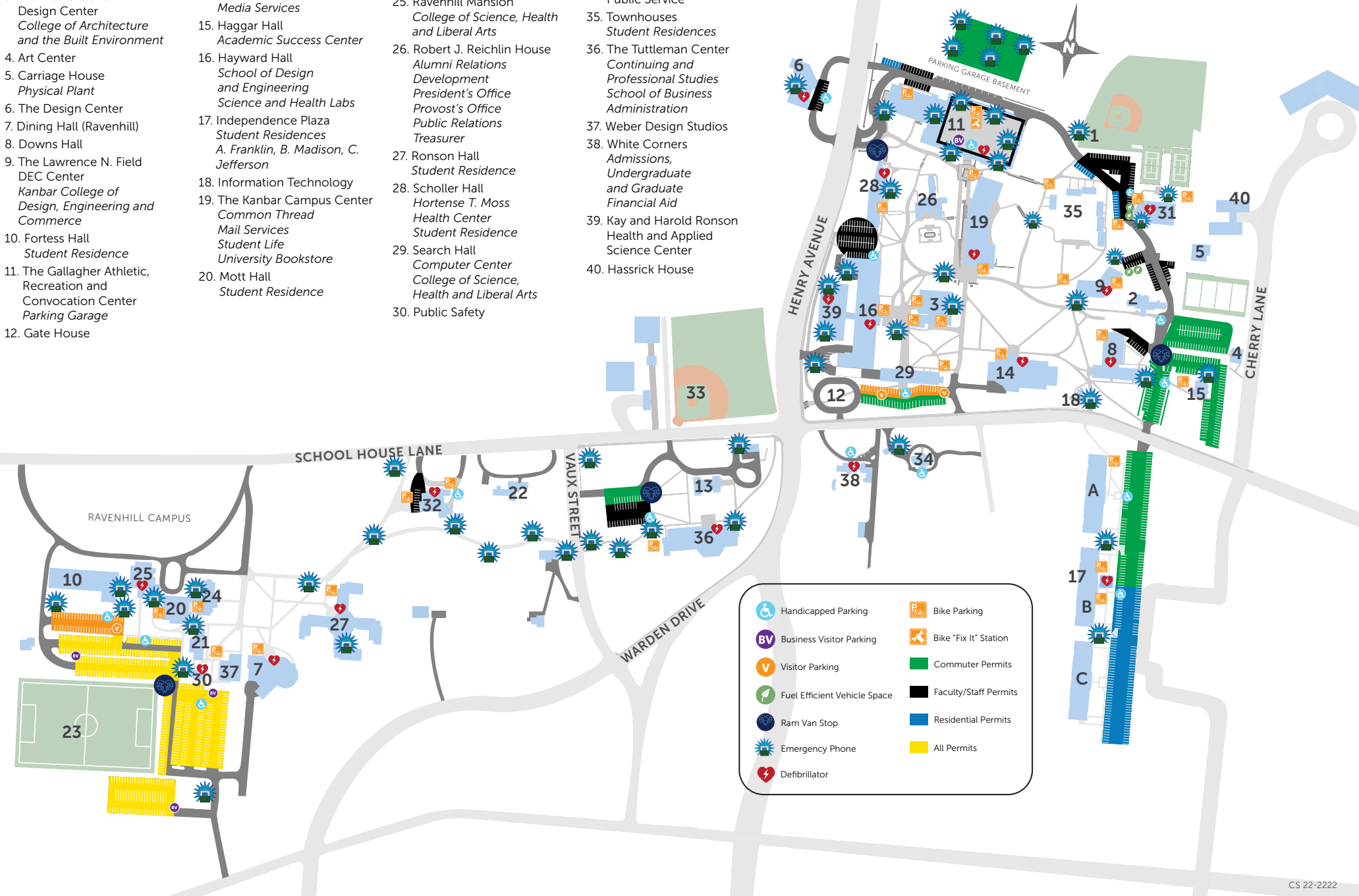
19. UNIVERSITY LIABILITY

No liability is created by the granting of parking or vehicle operating privileges on property owned, leased or otherwise controlled by the University. Although Public Safety patrols campus parking facilities, the University assumes no responsibility for the care or protection of a vehicle or the contents while on University property. Parking a vehicle in the Townhouse parking lot next to the baseball field or in the Ravenhill parking lot next to the soccer field is at your own risk during baseball or soccer games and practices.

Parking Guide

Note: Some lots are for both commuters and residents.
Continuing construction on Main Campus may affect parking assignments.

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|---|--|--|--|
| 1. Alumni Field | 13. Gibbs Hall
<i>School of Business Administration</i> | 21. Partridge Hall
<i>Student Residence</i> | 31. The SEED Center |
| 2. Archer Hall
<i>Business Office Human Resources Registrar</i> | 14. Paul J. Gutman Library
<i>Downs Board Room Electronic Classroom Media Services</i> | 22. President's House | 32. Smith House
<i>Landscape Architecture</i> |
| 3. Architecture and Design Center
<i>College of Architecture and the Built Environment</i> | 15. Haggard Hall
<i>Academic Success Center</i> | 23. Ravenhill Athletic Field | 33. Softball Field |
| 4. Art Center | 16. Hayward Hall
<i>School of Design and Engineering Science and Health Labs</i> | 24. Ravenhill Chapel | 34. Arlen Specter Center for Public Service |
| 5. Carriage House
<i>Physical Plant</i> | 17. Independence Plaza
<i>Student Residences A. Franklin, B. Madison, C. Jefferson</i> | 25. Ravenhill Mansion
<i>College of Science, Health and Liberal Arts</i> | 35. Townhouses
<i>Student Residences</i> |
| 6. The Design Center | 18. Information Technology | 26. Robert J. Reichlin House
<i>Alumni Relations Development President's Office Provost's Office Public Relations Treasurer</i> | 36. The Tuttleman Center
<i>Continuing and Professional Studies School of Business Administration</i> |
| 7. Dining Hall (Ravenhill) | 19. The Kanbar Campus Center
<i>Common Thread Mail Services Student Life University Bookstore</i> | 27. Ronson Hall
<i>Student Residence</i> | 37. Weber Design Studios |
| 8. Downs Hall | 20. Mott Hall
<i>Student Residence</i> | 28. Scholler Hall
<i>Hortense T. Moss Health Center Student Residence</i> | 38. White Corners
<i>Admissions, Undergraduate and Graduate Financial Aid</i> |
| 9. The Lawrence N. Field
DEC Center
<i>Kanbar College of Design, Engineering and Commerce</i> | | 29. Search Hall
<i>Computer Center College of Science, Health and Liberal Arts</i> | 39. Kay and Harold Ronson
<i>Health and Applied Science Center</i> |
| 10. Fortess Hall
<i>Student Residence</i> | | 30. Public Safety | 40. Hassrick House |
| 11. The Gallagher Athletic, Recreation and Convocation Center
<i>Parking Garage</i> | | | |
| 12. Gate House | | | |



	Handicapped Parking		Bike Parking
	Business Visitor Parking		Bike "Fix It" Station
	Visitor Parking		Commuter Permits
	Fuel Efficient Vehicle Space		Faculty/Staff Permits
	Ram Van Stop		Residential Permits
	Emergency Phone		All Permits
	Defibrillator		