

## VEHICLE REGISTRATION POLICY (CUVR 200)

### 200: Registration Requirements

All students, faculty and staff must register any vehicle they intend to park or operate on CU campus with the Department of Campus Safety & Security. This applies to all vehicles, regardless of the length of time the vehicle will be on the CU campus or property. In order to register a vehicle, the following should be noted:

- All individuals must have and maintain a current and valid driver's license.
- All individuals must have and maintain current and valid insurance for the vehicle(s) which they are registering. Vehicles not currently insured may not be driven or parked on CU campus or property.
- All vehicles must display a current and valid license plate and state registration.
- Campus registration must be completed by the end of the first business day after the vehicle arrives on CU campus or property.
- Nothing can block or obscure the permit or the permit number.
- All vehicles must comply with the ORC as it applies to motor vehicles, or to the motor vehicle code of the owner's state of residence.

### 201: Registration Process

All students, faculty and staff must begin the vehicle registration process ON-LINE.

- Log into **CEDAR-INFO**
- Scroll to **Campus Services**
- Click on the **Vehicle Registration (parking sticker) Request** link
- Fill out all applicable information
- Click on **Submit**

Students **must** report to the Campus Safety & Security office after completing these steps in order to verify information and obtain their parking sticker. (Students must bring a copy of their state vehicle registration and proof of insurance with them).

Faculty and staff will have their permits delivered to the department for which they work.

### 202: Permit Display

All students, faculty and staff will be issued 1 sticker per registered vehicle. **All parking stickers must be displayed on the passenger side, lower corner of the rear window of the vehicle.** In the case of a motorcycle, the permit should be displayed on the right front fork. Permits that are not displayed in accordance with this section will be cited (CUVR 301b) and fined. Exceptions are limited to extreme window tint, convertibles or pick-up trucks with a cap on the bed.

- The sticker must be completely adhered to the window, with all of the backing removed.
- CU parking stickers expire on August 15 of the succeeding academic year.
- Due to the color coding of the parking lots, all previous CU permits must be removed from the vehicle. **ONLY the current year sticker is to be displayed.**
- In those cases where the sticker cannot be displayed on the rear window, the sticker must be displayed on the passenger side of the vehicle, on the window closest to the rear of the vehicle.

Faculty/staff permits are valid for a three year period, beginning in August of 2003.

### 203: Temporary Permits

Temporary permits are available for those who need to use a rental or other vehicle on a temporary basis. Temporary permits are requested on-line in the same manner as a permanent permit. Note the following:

- Temporary permits are valid for up to 21 days.
- Only 1 temporary permit per semester will be issued to an individual.
- Temporary permits cost \$5.00 and will be charged directly to the student's account.

In cases where other arrangements may be necessary, the individual should contact the Department of Campus Safety & Security.

#### **204: Completion of Registration**

The registration of a vehicle is considered complete when:

- All necessary forms are completed and filed with the Department of Campus Safety & Security.
- The parking permit is correctly adhered/displayed on the vehicle. ([refer to CUVR 202](#)).

**NOTE:** Permits may not be adhered to the vehicle using tape or other adhesive substance.

#### **205: Visitor & Guest Permits**

All visitors and guests are required to obtain a CU visitor's permit. The permits are designed to hang from the rear-view mirror and are dated. These permits may be acquired in advance by contacting the Campus Safety & Security office.

- The permit does not allow guests to park in resident hall lots overnight.
- The permit cannot be displayed on a vehicle registered on the campus.

#### **206: Sale or Removal of a Vehicle**

When a CU registered vehicle is sold, traded or if a student takes the vehicle home for the purpose of leaving it at their permanent residence, the CU parking permit must be removed and should be returned to the Department of Campus Safety & Security. Individuals must notify the department of Campus Safety & Security within 48 hours of the change in vehicle status.

Students who return for the spring semester, but do not bring back a vehicle which was registered on campus the previous semester, must notify the Department of Campus Safety & Security. This includes, but is not limited to those students involved in internships or overseas studies.

- Notifications provided up to one week into the second semester (**NO LATER THAN** January 15, 2010) will receive a 100% refund.
- Notifications provided **AFTER** January 15<sup>th</sup>, but **BEFORE** January 22<sup>th</sup> will receive a 70% refund (\$25).
- Notifications provided **AFTER** January 22<sup>nd</sup>, but **BEFORE** January 29<sup>th</sup>, will receive a 50% refund (\$18).
- Notifications provided **AFTER** January 29<sup>th</sup>, 2010 will not be considered for refunds and will result in the non-refundable registration charge placed on the student's account.
- Failure to make any notification will result in the non-refundable registration charge placed on the student's account.

**NOTE: There is a \$10 fee for the replacement of any "lost or stolen" CU parking permit.**