



# Facilities and Operations **POLICY**

Applies to:	<b>Marshall University Facilities and Operations</b>
Title:	<b>Parking and Fleet</b>
Number:	<b>MU-FO-02.05</b>
Effective Date:	07/01/2020
Last Revision Date:	N/A

**PURPOSE:** To document policies associated with parking and the fleet at the Facilities and Operations.

**SCOPE:** This policy applies to all employees of the Facilities and Operations as well as contractors being employed by Facilities and Operations.

**REFERENCES:**

- Attachment A – SMB Loading Dock Parking Illustration

**DISCUSSION:** It is important for all personnel to understand expectations regarding parking (personal and fleet parking) at the Facilities and Operations as well as operation of motor vehicles and

UTV’s/Carts both on and off campus at Marshall University. The operation of motor vehicles (personal and fleet) on campus (grass, sidewalks, etc.) detracts from the overall appearance of campus and should be avoided when possible.

**PROCEDURE / POLICY:**

**Fat Patties Fenced-In Lot**

The fenced-in area next to Fat Patties has two **green** rows of designated employee parking and the rest (white rows) is for Facilities and Operations fleet parking as well as visitor parking. Employee parking in the designated area requires a valid parking permit. Employees without valid parking permits are not permitted to park in this area. The designated employee parking is first-come, first-serve. Employees are not permitted to park in the fenced-in lot other than in the designated employee parking spots.

**Back Lot (Between Facilities and Operations and Rec. Center Field)**

Employee parking is prohibited in the fleet parking in the back lot. Please do not park personal vehicles in this fenced in area. Fleet parking at the dock area is limited to one call out vehicle for each shop. Additional shop vehicles are to be parked in the fenced in lot next to Fat Patties. The fleet should not be parked along the fence in the back lot including game day preparations.

**Fire Lanes**

Parking in fire lanes is prohibited at all times. Please refrain from parking in fire lanes (whether personal or fleet parking). In addition, please do not park personal or fleet vehicles in the “No Parking” zone between the Facilities and Operations and the REC Center. If parking spots are



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not available near the front door of the Facilities and Operations, please park in the stadium parking lot, or other valid parking lots.

### **Handicap Parking**

Vehicles should not be parked in handicap parking spots.

### **Campus**

Motor Vehicles: At times, the Facilities and Operations has no choice but to operate motor vehicles on campus when picking up/delivering heavy or bulky items, project materials, etc. The Grounds and Moves departments must operate motor vehicles on campus to perform certain tasks. Although personnel have no choice at times to operate motor vehicles on campus, personnel should not be operating motor vehicles on campus for “convenience” purposes. Facilities and Operations vehicles are not to park or drive on the Marshall University campus (in the grass, on the sidewalks, etc.) unless absolutely necessary. Facilities and Operations vehicles should remain on hard surface driving areas when possible. When project materials must be delivered to sites on campus, once delivered, motor vehicle should be removed from campus and avoid parking on campus (grass, sidewalks, etc.) if possible.

UTV’s, Carts, etc.: UTV’s, Carts, etc. are approved to operate on campus. These means of transportation should remain on hard surfaces when possible (sidewalks, pavers, etc.). **Extreme caution must be used due to pedestrian interaction.** Please operate UTV’s/Carts, etc. per the following when possible:

- The preferred route of transportation on campus is via the center campus sidewalk (between Rec Center and Drinko Library) due to the width of the sidewalk.
- Please avoid driving on the 3<sup>rd</sup> avenue sidewalk due to the narrow width of the sidewalk.
- When pedestrian traffic is high, please stop on the sidewalk until the pedestrian traffic is reduced to a level in which safety is no longer a concern. In the event pedestrian traffic is so high that you have safety concerns regarding parking on the sidewalk, please park in the grass until pedestrian traffic has reduced and you can safely resume transportation on the sidewalk.
- When parking UTV’s/Carts, etc at destinations, please park on hard surfaces (where available) outside of pedestrian pathways. When hard surfaces out of pedestrian pathways are not available, parking on the grass/campus is acceptable.
- Please avoid “cutting corners” when driving on sidewalks to prevent the unsightly appearance of matted down grass, impacted dirt/mud, etc.
- UTV’s/Carts, etc., are not to be driven or parked on the Memorial Student Center plaza.
- UTV’s/Carts, vehicles, etc., may be driven on the ramp on the north side of Henderson Center, however they are not to be driven or parked on the bridge.

### **SMB Loading Dock**

It is important for each shop that may have an emergency call out to have a parking spot at the loading dock. The following shops are authorized to park one vehicle at the loading dock per the designated locations in the attached drawing (Attachment A): Locksmiths, Night Shift



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Maintenance, Carpenter, Plumbing, Electric, PM and HVAC. All buggy's/carts are to be parked next to the ramp. There is no parking of any vehicles along the chain link fence in front of the loading dock area including game day parking. All additional fleet vehicles are to be parked in the fenced in lot at Fat Patties, the Parking Garage on 3<sup>rd</sup> Avenue or the west lot of the football stadium.

### **REVISION HISTORY:**

- 07/01/2020 – Initial Revision.



**ATTACHMENT A**



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## SMB Loading Dock Parking

Sorrell Maintenance Building  
Loading Dock Parking

