

VEHICLE TOW POLICY

In the interest of maintaining fair and functional campus parking, Valparaiso University has adopted the following policy regarding towing:

Unregistered Vehicles:

Unregistered vehicles are subject to fines and may be towed. Unregistered vehicles will receive warning stickers, directing the owner to the various parking registration options, and advising that the vehicle may be towed. Upon the third receipt of a warning sticker, the vehicle will be towed and impounded by the designated towing company. All fees associated with towing and impounding will be the responsibility of the owner of the vehicle. The towing company will provide Valparaiso University with the owner's contact information, in order to facilitate future parking enforcement. The Parking and Transportation office will attempt to follow up with the owner with additional information on registration and campus parking rules.

Excessive Violations:

Vehicles which have received more than 6 tickets per academic year will be eligible to be towed and impounded. The Parking and Transportation office will include a warning in the 5th and 6th ticket advising that the vehicle may be towed upon further violations. Upon issuance of the 7th ticket, the vehicle will be towed and impounded by the towing company. Parking privileges will be suspended until all fines are paid in full.

Undocumented Vehicle Transfers:

When a vehicle is being sold, it is the responsibility of the seller to notify the Parking and Transportation office that the vehicle should no longer be registered under the seller's account. Proof of sale may be required to remove the vehicle from the account which may include a bill of sale and/or evidence of title transfer. Any applicable fines will accrue on and/or against the registered owner's account until such time as the vehicle is officially transferred or removed at the Parking and Transportation office.

Abandoned Vehicles:

Abandoned vehicles may be towed and impounded. Parking and Transportation will notify the Valparaiso University Police Department (VUPD) of any vehicle suspected of being abandoned. Both VUPD and Parking and Transportation will attempt to contact the vehicle owner. If the owner cannot be reached or has not claimed the vehicle, the vehicle will be towed and impounded. Where possible, the tow fees will be billed to the individual's parking fines account.

Game Day / Lot Closure:

Lot closures will be announced in advance by campus email. It is the responsibility of anyone with a parking permit to make sure their email is up to date with the University and to regularly check that email address for such announcements. Vehicles that have not been moved by the lot closure time will be ticketed. Attempts may be made to contact the vehicle owner by email and phone, if possible and reasonable to do so. If unsuccessful or no contact is made, the vehicle will be towed to VUPD, or another designated location. Towing fees will be billed to the individual's parking fines account.