



INSTITUTIONAL POLICY: PP-02

Category: Physical Plant
Subject: Campus Parking
Effective Date: ~~March 28, 2025~~
Last Revision Date: N/A

PP 02-1. Authority

- 1.1 WV Code §18B-1-6
- 1.2 WV CSR §133-4

PP 02-2. Purpose

The purpose of this policy is to create a safe and efficient parking environment for the West Virginia School of Osteopathic Medicine (“WVSOM”) Community and Visitors. By ensuring orderly parking, this policy will protect pedestrians and ensure emergency personnel are able to access all buildings without issue.

PP 02-3. Applicability and Scope

All motor vehicles utilizing WVSOM Parking Areas are subject to this policy in addition to state laws and local ordinances while on WVSOM property. The Permit Holder or the Registered Owner of a vehicle will be held responsible for compliance with this policy and for any violation of this policy involving the subject vehicle.

PP 02-4. Definitions

- 4.1 “WVSOM Parking Area(s)” means any parking area owned or operated by WVSOM.
- 4.2 “WVSOM Community” means WVSOM faculty, staff, or students.
- 4.3 “Parking Permit” means the permit and accompanying vehicular decal or other clearly identifying tag or permit issued to WVSOM faculty, staff, or students granting permission to park in a WVSOM Parking Area on a regular basis.
- 4.4 “Permit Holder” means the individual to which a WVSOM Parking Permit has been issued.
- 4.5 “Registered Owner” means the individual or business to which a vehicle parked on WVSOM Parking Area(s) is properly registered to through the appropriate Division of Motor Vehicles.



PP 02-5. Parking and Vehicles

- 5.1 WVSOM assumes no responsibility for damage to or theft of any vehicle or its contents at any time while a vehicle is parked in a WVSOM Parking Area.
- 5.2 Applicable signage will be posted at each WVSOM Parking Area to designate who is permitted to park in said WVSOM Parking Area.
- 5.3 Students are permitted to park in WVSOM Parking Areas designated for staff and faculty only between the hours of 5:00 p.m. and 7:00 a.m. Monday thru Friday, and at any time on weekends. Students are to use WVSOM Parking Areas designated for student parking at all other times.
- 5.4 Pedestrians shall at all times be given the right of way at intersections and crosswalks.
- 5.5 The posted speed limit on the WVSOM campus is to be followed at all times. When pedestrian traffic and/or other conditions warrant, vehicles should use extra caution.

PP 02-6. Parking Permits

- 6.1 WVSOM Parking Areas are limited, therefore, all WVSOM Community members which utilize WVSOM Parking Areas are required to display a Parking Permit on their vehicle. Parking Permits can be obtained by submitting a WVSOM Parking Permit Application to the Facilities Department by email to parking@osteo.wvsom.edu or by interdepartmental mail.
- 6.2 WVSOM faculty and staff with a Parking Permit will have access to all WVSOM Parking Areas except Robert C. Byrd Clinic Lots ~~1, 2, and 3~~ P1414. WVSOM ~~F~~faculty and ~~S~~staff that are employees of Robert C. Byrd Clinic may use Robert C. Byrd Clinic Lots ~~1 and 2~~ P14 while working at the Clinic. WVSOM faculty and staff may use Robert C. Byrd Clinic Lot P14 ~~s 1 and 3~~ while attending appointments as a patient.
- 6.3 WVSOM students may utilize WVSOM Parking Areas: ~~Science Building Lot 4~~, Testing Center Lot P8 12, Activities Center Lot 7P12, ~~A~~and within the yellow boundary lines of Clinical Evaluation Center Lot 8P9.
- 6.4 WVSOM student Parking Permits must be displayed on their vehicle by the end of the first full week following the beginning of the academic year.
- 6.5 WVSOM Parking Permits must be placed on the ~~inside-rearview mirror~~ of the windshield.
- 6.6 Should a Parking Permit be lost or stolen, it is the responsibility of the Permit Holder to obtain a new Parking Permit by contacting the Facilities Department by email at parking@osteo.wvsom.edu.



- 6.7 Visitor parking permits may be obtained from the WVSOM Department being visited.
- 6.8 Parking Permits for WVSOM Parking Areas surrounding Robert C. Byrd Clinic may be obtained by contacting the Robert C. Byrd Clinic administrative offices.

PP 02-7. Restricted Parking Areas

- 7.1 The following areas of the WVSOM campus are restricted from vehicle parking:
 - 7.1.1 Loading zones which are marked in yellow
 - 7.1.2 Spaces having yellow or red curb line
 - 7.1.3 Areas with painted diagonal stripes
 - 7.1.4 Areas where parking blocks the free flow of traffic
 - 7.1.5 Areas reserved for WVSOM vehicles or other designated vehicles
 - 7.1.6 Along roadways that do not have parallel parking lines
 - 7.1.7 Along all two-way traffic roads

PP 02-8. Disciplinary Actions

Vehicles parked or abandoned in such a manner that they block or obstruct fire lanes, fire hydrants, roadways, building entrances or in any way create a safety concern will be subject to immediate towing upon discovery. Said vehicles will be towed from WVSOM's campus and stored by the towing agency.

Failure to abide by these regulations may result in disciplinary action which may include, but not be limited to, verbal warning, written warning, requested citation by a law enforcement officer with jurisdiction, and employee discipline or student promotions committee. Any or all costs or fees relating disciplinary action, or fees associated with towing and storage of a vehicle, incurred by violating this Policy will be the sole responsibility of the Permit Holder or Registered Owner.

Sources:

WVSOM Campus Map can be found at <https://www.wvsom.edu/about/directions>.