



## Parking and Transportation (P&T)

### **Immobilization Policy and Procedures**

Effective Date: July 1, 2010

Revised: February 3, 2012

#### **I. Purpose**

- a. To provide guidelines for immobilizing (Booting) vehicles found parked on property owned by Wake Forest University that are in violation of the Parking Rules and Regulations.

#### **II. Booting**

- a. Vehicle Booting will occur when:
  - i. A vehicle has accrued ten (7) or more unpaid citations, or
  - ii. A vehicle has a combination of five (3) unpaid citations for parking violations in a handicap space, fire lane or impeding traffic, or
  - iii. A vehicle has accrued five (5) citations for “No Registration”, or
  - iv. A vehicle has an established record of habitually violating the parking rules and regulations, although parking fines have been paid, otherwise known as scofflaw
- b. Before a boot is installed, prior notification / warning will have been given to the registered driver that several violations have occurred. These notifications are intended to allow vehicle operator to correct improper parking behavior, as a reminder to make payment for outstanding citations or to allow the operator to request a citation appeal.
- c. Parking Officers must obtain management approval before booting a vehicle based on one or more of the conditions described in paragraph (a) above.
- d. Once approved, Parking Officers will boot the vehicle that has been found in violation of Traffic Rules and Regulation.
- e. Parking officers will conduct and document a visual vehicle inspection before installing the boot, along with associated pictures that identify any existing vehicle damage, if applicable, followed by pictures after the boot is installed.



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- f. Once a vehicle is booted, Parking Officers will apply a notification decal to the driver's side window w/ boot removal instructions.

### III. Vehicle Recovery / Boot Removal

- a. Students:
  - i. Student citations and associated boot fees will be deducted automatically from their student financial account.
  - ii. In addition to citations, a \$50 Boot Removal Fee will be assessed to the students' account.
  - iii. A \$300 Damage Boot Fee may be assessed by Parking officials if the boot is damaged.
- b. Faculty and Staff:
  - i. Faculty and Staff citations must be paid in full before removal of the boot will be authorized. Payment can be made by check, money order or payroll deduction (cash and credit cards are not accepted). Payroll deduction can be authorized by signing the back of the citation ticket.
  - ii. After 5:00 p.m., forms of payment include check and payroll deduction.
  - iii. In addition to unpaid citation balances, a \$50 Boot Removal Fee will be assessed. A \$300 Boot Damage Fee may be applicable if the boot is found to have been damaged.
- c. **Operating Hours Recovery / Boot Removal** (8:30 AM – 5 PM weekdays): The notice on the vehicle will advise the driver to contact the Parking Management Office, Monday thru Friday between 8:30 a.m. – 5:00 p.m. in order to sign a Release Authorization Form so the boot can be removed.
- d. **After Hours Vehicle Recovery / Boot Removal:**
  - i. Faculty, staff and students attempting to recover their vehicle after normal hours of 8:30 a.m. – 5:00 p.m. will be advised to contact the Central Heating Plant (CHP) at 758- 4255 or 758-4747. The CHP is located adjacent to the Police Department.



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- ii. Advance notice of a “Boot Record” will be given to the Central Heating Plant operators that list vehicle(s) which may contact the CHP for boot removal after hours. The CHP will be provided training and a boot removal key.
  - iii. Before removal, the requestor must present a photo ID and proof of vehicle ownership.
- e. Non-WFU Employees
  - i. During regular Parking Management Office hours, Mon – Fri from 8:30 a.m. – 5:00 p.m., non-WFU employees must pay all outstanding citation and boot fees before the boot will be removed. After 5:00 p.m. and on weekends, non-WFU employees must provide a check or money order for outstanding citation fees and associated boot fees.

#### **IV. Definitions**

- a. **Booting** - To disable a vehicle by attaching a vehicle immobilizer, commonly referred to as a “boot” or wheel-lock
- b. **Scofflaw** - One who habitually violates parking rules and regulations or fails to respond to notifications and citations.