



Department of Public Safety Towing Policy

Issued (Originating Date):

Last Revised: April 14, 2023

Responsible University Office: Department of Public Safety

PURPOSE

The purpose of this policy is to provide guidelines for the towing of vehicles from Palm Beach Atlantic University property. This policy aims to ensure the safety and security of university property and to provide clear and consistent guidelines for the towing of vehicles.

SCOPE

Palm Beach Atlantic University is private property and reserves the right to tow a vehicle at the owner's expense should the vehicle be parked in non-designated areas, be in violation of university, local, and/or state parking regulations or be a chronic offender of this parking policy. This policy applies to all vehicles parked on university property, including but not limited to students, faculty, staff, visitors, and contractors.

PROCEDURES

Parking Regulations: All vehicles parked on Palm Beach Atlantic University property must comply with university parking regulations. These regulations may include but are not limited to posted signs, designated parking areas, time limits, and permit requirements.

Citations: Citations may be issued to persons or vehicles found to be in violation of Parking Regulations. Upon the accumulation of a third delinquent citation, a vehicle immobilization device may be applied. Upon the application of the immobilization device, the violator will have 24 hours to pay all outstanding fines before the vehicle is subject to be towed at the owner's expense, and campus parking privileges will be withheld until the fees for all outstanding citations have been paid. Fines issued for any violation shall be payable within seven calendar days from the date issued. Any unpaid citation is considered delinquent on the eighth calendar day and will be subject to administrative fees and increased fines.

Account Holds: A person is liable for all citations incurred on all vehicles owned, operated, or registered. Any student receiving a ticket will have a hold automatically put on his or her student account. A hold means that you will be prohibited from registering for classes, receiving transcripts, graduation clearance, and future vehicle registration. Three or more unpaid tickets may result in loss of University parking privileges and towing. Any costs incurred in the collecting of fees or delinquent fines may be added to the amount for collection.

Special Events: Barricades, roped-off areas, and signs indicating parking for special events take precedence over general parking assignments illustrated on the parking map. Palm Beach Atlantic University reserves the right to modify or add to the regulations at any time. Therefore, designation signs and markings at the parking lots and garages also take precedence over the parking map. Parking regulations are strictly enforced. Violations are subject to fines and towing.

TOWING AUTHORIZATION

The decision to tow a vehicle from Palm Beach Atlantic University property is at the discretion of the university's parking enforcement personnel or authorized towing contractors. Only authorized towing contractors are allowed to tow vehicles from university property.

TOWING

Any vehicle on Palm Beach Atlantic University property in violation of university parking regulations is subject to being immobilized and/or towed. Palm Beach Atlantic University reserves the right to issue a citation and/or tow any motor vehicle, moped, motorcycle, or bicycle on campus grounds in violation of parking regulations. Situations requiring citation and/or towing include, but are not limited to, parking illegally in a reserved or disability stall and parking in prohibited areas that affect health and safety (such as fire lanes or in front of a fire hydrant). Vehicles which have accumulated unpaid citations or not properly registered with the university may also be subject to tow.

Once a vehicle or an individual has accumulated three delinquent citations, the vehicle may be subject to immobilization and/or towed without notification and at the owner's expense. Violators shall be subject to towing and/or storage charges assessed by the tow company.

Notification: Before towing a vehicle, the Palm Beach Atlantic University Department of Public Safety personnel will make reasonable efforts to notify the vehicle owner or operator. This notification may be in the form of a warning sticker, email, text message, or phone call, depending on the availability of contact information.

Impoundment: Vehicles that are towed will be impounded at a secure location designated by the university or the authorized towing contractor. The vehicle will be released to the owner or operator after all towing and storage fees are paid. All citation-related fines with Palm Beach Atlantic University will remain outstanding and the vehicle remains subject to tow until they are addressed.

Palm Beach Atlantic University is not responsible for damages that may result from towing a vehicle.

TOWED VEHICLE RELEASE

Motor vehicles, mopeds, motorcycles towed from the Palm Beach Atlantic University are taken by Sheehan's Towing, Inc to their location. Sheehan's Towing, Inc is open 24 hours a day, seven days a week. They will release the vehicle only to the registered owner of the car after payment of the towing and storage fees. Proof of registration or title, along with a current driver's license, are also required at time of pickup.

Sheehan's Towing Inc.
1253 Roebuck Ct.
West Palm Beach, FL
561-659-0758

ENFORCEMENT

The enforcement of this policy will be the responsibility of the Palm Beach Atlantic University Department of Public Safety personnel. Any violations of this policy may result in fines, towing fees, and/or other disciplinary action, in accordance with university policies and procedures.

EFFECTIVE DATE

This policy will be effective as of the date of approval by the Palm Beach Atlantic University governing body and will be reviewed and revised as necessary to ensure compliance with industry standards and university needs.

Adam Pina, Director
Dept. of Public Safety