



XAVIER UNIVERSITY

Parking Policy

Exhibit D – Vehicle Immobilization and Towing Policy & Procedures

Xavier University requires all individuals operating a vehicle on campus to comply with published parking rules and regulations. In certain cases, corrective actions beyond a citation may be necessary. Parking Services and/or Xavier Police have the authority to immobilize or tow vehicles as a punitive or operational measure when violations occur or when campus access must be maintained for safety or University functions.

Please refer to the full Xavier University Parking Policy for additional context.

- **Towing**

- While towing is considered a last resort, it may be required under specific circumstances. The University is not responsible for any damage resulting from the towing process. All towing-related expenses are the sole responsibility of the vehicle owner or operator.
- Towed vehicles will be transported to and impounded by the University's designated towing vendor.
- Exception: Vehicles with a valid Xavier University permit that are towed from a restricted lot during a men's basketball home game may be relocated to another on-campus lot under the supervision of Xavier Police.
- Common Reasons for Towing:
 - Blocking a fire lane or hydrant
 - Blocking a roadway, drive, or loading dock
 - Blocking a dumpster
 - Blocking other vehicles
 - Creating a safety hazard
 - Parking in an undefined/non-designated space
 - Parking in violation of posted signage
 - Parking in a reserved space without proper authorization
 - Obstructing areas designated for University operations (e.g., construction, emergency access)
 - Multiple citations or habitual disregard for University parking regulations
 - Abandoned vehicles
 - Parking in an area reserved or closed for an event (with 24-hour notice provided through signage and email to permit holders)
- Immobilization (Booting)



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- Vehicle immobilization is a tool used to prevent further violations and avoid towing when possible. Xavier Police are authorized to immobilize vehicles as a corrective measure in conjunction with citation issuance.
- The University is not responsible for damage caused by the installation or removal of immobilization devices.
- If a vehicle is immobilized:
 - A warning notice will be placed on the vehicle with instructions.
 - Fines and unpaid citations must be resolved before removal.
 - Vehicles left immobilized for more than five (5) days may be towed.
- Tampering with or attempting to remove the device will result in a \$500 fine, plus the cost of repair or replacement if damage occurs.
 - Common Reasons for Immobilization:
 - Accumulation of three (3) citations—paid or unpaid—within a single academic year
 - Use of a revoked, altered, or stolen permit
 - Outstanding unpaid fines
 - Parking in a reserved space without authorization
 - Parking in violation of posted signage
 - Habitual disregard for University parking regulations
 - Abandoned Vehicles
 - Vehicles without a valid Xavier University permit that remain unmoved for five (5) consecutive days are considered abandoned.
- Abandoned Vehicles:
 - Xavier Police will attempt to contact the vehicle owner by phone and written notice. If unclaimed within seven (7) calendar days of the written notice, the vehicle will be towed at the owner's expense.
 - Exceptions: Vehicles with a valid Xavier permit parked in compliance with University Policy.