

## WVU Procedure Towing

**Category:** Transportation & Parking

**Title:** Towing Procedure

**Responsible Unit:** Department of  
Transportation & Parking

**Effective:** September 20, 2023

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### WVU PROCEDURE TOWING

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#### 1. PURPOSE & SCOPE.

- 1.1. Purpose. To establish towing guidelines for vehicles with unpaid citations and/or other non-moving violations on WVU campuses.
- 1.2. Scope. The following individuals are responsible for following this Procedure:
  - 1.2.1. Parking Management Office Employees
  - 1.2.2. Traffic Enforcement Officers
  - 1.2.3. University Police Department (“UPD”)

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#### 2. PROCEDURE.

- 2.1. A vehicle is tow eligible in the following situations:
  - 2.1.1 The vehicle has \$100.00 or more in unpaid citations;
  - 2.1.2 The vehicle is subject to three or more unpaid citations and is parked without a valid permit in a lot associated with University Apartments;
  - 2.1.3 The vehicle is parked in an ADA designated space without the proper permit;
  - 2.1.4 The vehicle is parked on any WVU campus road, driveway, parking facility, or area in a manner which violates posted rules and substantially impedes the flow of traffic or endangers the health and safety of others; or
  - 2.1.5 For other reason(s) authorized by law or in violation of WVU Rules, policies, and procedures.
- 2.2. The procedures below are to be followed by the traffic enforcement officer(s).
  - 2.2.1 The enforcement officer calls the Parking Management Office to verify the tow eligibility of the vehicle.

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- 2.2.2 Once verified, the Parking Management Office contacts University Police Department and the towing company to begin the tow process.
  - 2.2.2.1 If the owner arrives at the vehicle prior to the vehicle being towed, the owner is given an opportunity to contact the Parking Management Office and pay all outstanding citations.
  - 2.2.2.2 If the owner is not able to pay all outstanding citations, the vehicle will be impounded in a secure storage location until all parking fines and fees are paid in full.
  - 2.2.2.3 If the vehicle owner is uncooperative during the towing process, UPD will be contacted for appropriate action.
- 2.2.3 Parking Management may retain possession of the vehicle and shall have a lien on the vehicle for the amount due, as authorized by West Virginia Code Section 38-11-14. The following fines and fees must be paid to obtain a release of the vehicle:
  - 2.2.3.1 All outstanding fines and penalties from parking violations.
  - 2.2.3.2 Towing fees are determined by the tow company. The vehicle owner shall reimburse WVU for towing fees.
  - 2.2.3.3 A storage fee of \$2.00 per day beginning on the day of tow will be charged to the vehicle owner. The charges will be assessed daily.
- 2.2.4 Vehicles can be retrieved from the Parking Management Office during normal business hours of 8:15 am - 4:15 pm, Monday through Friday, and from the University Police Department during all other times.
- 2.2.5 Any damage to the towed vehicle is the responsibility of the vehicle owner. WVU is not responsible for fire, theft, damage to or loss of any articles or vehicles.

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### 3. AUTHORITY.

- 3.1. W. Va. Code § 38-11-14; W. Va. Code § 18B-4-6; West Virginia University Board of Governors Finance and Administration Rule 5.7 – Regulation of Parking, Transportation, and Fleet

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**4. SUPERSEDING PROVISIONS.**

- 4.1.** This policy supersedes and replaces Parking Compliance Rules and Regulations for BOG Policy 28 (revised March 13, 2015)