



## Ohio Administrative Code

### Rule 3337-47-04 Abandoned, unattended, and unauthorized vehicles.

Effective: July 7, 2025

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#### (A) Purpose

This policy establishes guidelines for the identification, towing, relocation, immobilization, removal and disposition of abandoned, unattended or unauthorized vehicles on university property. This policy is intended to promote the safe and efficient use of campus parking resources.

#### (B) Definitions

(1) Towing: the physical removal of a vehicle from university property to an off-site impound facility by a third-party provider.

(2) Relocation: the movement of a vehicle by a towing service, at the university's request from one location to another on university owned or controlled property.

(3) Immobilization: placement of a device on a vehicle wheel or windshield to prevent movement, commonly referred to as "booting".

(4) Abandoned vehicle: any vehicle meeting the criteria for an abandoned junk motor vehicle as outlined in section 4513.63 of the Revised Code.

(5) Unattended vehicle: any vehicle left idling or parked in a way that causes obstruction or poses a safety or environmental hazard, regardless of duration.

(6) Unauthorized vehicle: a vehicle may be considered unauthorized if it:

(a) Lacks valid license plates and registration.

(b) Blocks access to fire lanes, hydrant, roads, driveways, loading zones, dumpsters, service areas,



building/pedestrian ingress/egress, crosswalks, sidewalks or other vehicles.

(c) Displays a revoked, altered, or stolen parking permit.

(d) Occupies an accessible or reserved space without proper credentials.

(e) Is parked in violation of posted signs, barricades, or in closed lots/spaces.

(f) Remains in the same location for more than seventy-two hours without prior authorization or a valid university permit for the location.

(g) Has three or more unpaid parking violations that are over ten days outstanding.

#### (C) Scope

This policy applies to any individual or organization parking a vehicle on university owned or controlled property. It governs all motorized vehicles including but not limited to cars, trucks, motorcycles, mopeds, and scooters that are considered abandoned as defined in section 4513.63 of the Revised Code or as unattended, unauthorized or in violation of university parking regulations. The policy is enforced year-round.

#### (D) Vehicle towing, relocation and immobilization procedures

Vehicles may be towed, relocated, or immobilized if found to be in violation of this policy. Enforcement actions are carried out by authorized university personnel in accordance with operational needs and university procedures.

##### (1) Procedures

###### (a) Identification

Authorized university personnel will confirm whether the vehicle qualifies for towing, relocation, or immobilization based on violation.



(b) Notification

- (i) A physical citation will be placed on the vehicle.
- (ii) If the owner is registered with Transportation and Parking Services (TPS) and has a valid email on file, an electronic notification will be sent.
- (iii) Photos of the vehicle will be taken prior to enforcement to document the condition and violation.
- (iv) For immobilizations, a notice will be placed on the windshield with the reason, instructions for removal, and payment details.

(c) Enforcement

- (i) Towing: The vehicle will be towed by a third-party service provider to an off-site impound facility.
- (ii) Relocation: The vehicle will be relocated by a third-party service provider to another location on campus, as directed by authorized university personnel.
- (iii) Immobilization: An immobilization device is securely attached to the vehicle and a warning notice is placed on the window.

(d) Recovery

- (i) Towing: The owner must pay all outstanding fines, towing, and storage fees to reclaim the vehicle.
- (ii) Relocation & Immobilization:
  - (A) All fines and applicable fees must be paid to release the vehicle.



(B) Tampering with an immobilization device may result in criminal charges.

(C) Vehicles unclaimed after ten days may be designated as unclaimed and subject to disposal or transfer.

(e) Disposal/Transfer

(i) Before disposing or transferring an unclaimed vehicle the university will make reasonable efforts to identify and notify the last known owner using vehicle registration or VIN. A written notice will be issued to the identified owner if located allowing thirty days to claim the vehicle.

(ii) If unclaimed, the university may initiate title acquisition through the applicable state process. All documentation related to the notice and title process will be retained by the university.

(iii) Once titled, vehicles may be sold at public auction, transferred through approved university and surplus procedures or scrapped in accordance with environmental and legal requirements.

(iv) Records of ownership, disposal method, and revenue will be maintained in accordance with university policy and state law.