

# Vehicle Immobilization Device (Boot) Information

Vehicle Immobilization Device (Boot): A boot is a mechanical device that is attached to the wheel assembly of a vehicle and prevents the vehicle from being operated.

## Utilization of the Boot

The Department of Safety will utilize vehicle boots under the following circumstances:

1. To immobilize vehicles that have been cited more than five times. On any subsequent violation, a boot may be applied to the vehicle.
2. To immobilize vehicles that are parked in a handicapped space without an approved handicapped permit/placard or in a fire lane for more than 15 minutes.

## Boot Removal Requirements (students/employees)

The removal of a boot placed on a vehicle will occur after the vehicle operator has paid a \$50 boot-removal fee.

To pay the fee:

- a. Click on this link: <https://commerce.cashnet.com/BootFine>
- b. Fill out the information requested. You must have the following information:
  - Student/Employee ID#
  - Make and Model of car that is booted
  - License Plate # and State of car that is booted
- c. Finish filling out the form
- d. An email will be sent to the Department of Safety upon payment of your fee
- e. When completed, go to the Dispatch Office located in the Eisenhower Campus Center, 1<sup>st</sup> floor behind the Receptionist area
- f. Let the dispatcher know you just paid the boot fee; the dispatcher will look up the receipt and then will call for an officer to meet you at your vehicle to remove the boot.

## **For Guests**

1. Go to the Dispatch Office located in the Eisenhower Campus Center and let the Dispatcher know your vehicle is booted.
2. The Dispatcher will call for an officer to meet you at your vehicle.
3. The operator must show their driver's license and registration card for the vehicle to the Department of Safety officer so the officer can confirm that there is no affiliation.
4. The officer will then inform the guest of the need to obtain a temporary permit when visiting the campus in the future. No boot-removal fee will be charged as long as the operator is in fact a guest.
5. The boot will be removed by the officer.

## **Boot Notification**

When the Department of Safety boots a vehicle, the officer will put a notification on the driver's side door window to indicate a boot has been applied. The notification will include information on how and who to make contact with for removal.

## **Timeframe of Attached Boot**

The operator of any booted vehicle will have 48 hours in which to contact the Department of Safety office for boot removal. After 48 hours, the vehicle may be subject to towing at the owner's expense.

## **Boot Removal Violation**

Directions for having a boot removed are listed above. Only Department of Safety officers are authorized to remove a boot from a vehicle, and a boot will not be removed until the required conditions outlined above are met. If a boot is removed by anyone other than a Department of Safety Officer or it is tampered with in any way, a fine of \$200 will be assessed against the individual who removed the boot. If the boot is damaged in any way, a replacement cost will be levied as well as the individual being subject to further disciplinary actions.