March 1, 1995

ADMINISTRATIVE MEMORANDUM NO. 60

To: Vice Presidents, Deans, Directors, Department Chairs, and Other Administrative Officials

From: Gordon H. Lamb, President

Subject: Special Parking Permit for Persons with Disabilities

a. Classification of Disability

1) Permanently Disabled

Northeastern has adopted the official definition for this category from Section 1-159.1 of the Illinois Vehicle Code. It describes the physically disabled as every natural person who has permanently lost the use of a natural leg or both legs or a natural arm or both arms or any combination thereof, or any person who is so severely disabled as to be unable to move without the aid of crutches, a wheelchair, or a prosthetic device.

2) Temporarily Disabled

Temporarily disabled persons are those whose mobility is limited due to temporary use of wheelchair, crutches, cane, leg cast, or brace.

3) Chronic Illness Which Impairs Mobility

For our purposes, chronic illness is defined as any disease process that is of long duration, frequent occurrence, and impairs mobility.

4) Drivers of the Disabled

A person who is named by the individual with a disability to provide transportation.

b. Procedure for Applying

1) Permanently Disabled

(a) Applicant will pay Level 2 parking fees to the cashier and obtain a receipt.
(b) Receipt will be presented to the Health Service Office.
(c) The Health Service staff will determine eligibility.
(d) Upon approval, a handicapped decal will be issued.

2) Temporarily Disabled

(a) Applicant must provide proof to Health Service of having paid for parking privilege.
(b) The Health Service staff will determine eligibility.
(c) Upon approval, a temporary permit will be issued and bear a date of expiration, after which use of a handicapped parking space is no longer authorized.
(d) Any extension of time will require the expired permit to be returned to the Health Service before a new one will be issued.

3) Chronic Illness Which Impairs Mobility

(a) Applicant will pay Level 2 parking fees to the cashier and obtain a receipt.
(b) Receipt will be presented to the Health Service Office, along with a written statement from the physician that documents the nature of the illness (diagnosis) and specifically cites the need for a handicapped parking space.
(c) Upon approval, a handicapped decal will be issued.

4) Drivers of Disabled

(a) Same process as for permanently disabled.
(b) The decal is issued for one designated driver only.

c. Parking Spaces

All eligible individuals with disabilities may park in any level parking area where there are designated spaces. These spaces are identified with signs displaying the blue and white international symbol of access (wheel chair figure). These clearly marked areas for individuals with disabilities are provided in several locations on campus as near as possible to the beveled curbs and building
entrances. These spaces will receive priority in the University's snow removal procedures. The fine for parking in handicapped spaces without authority is $50.00. Unauthorized persons who park in slots reserved and marked for the disabled will be placed on the boot list after their first offense. Conditions regarding parking violations and appeals are fully described in the "Parking Rules and Regulations" pamphlet issued by the Public Safety Department.

d. Appeal

Appeals to decisions regarding the issuing of handicapped parking permits should be submitted in writing to the Vice President for Student Affairs. In the event that an appeal is approved, the individual will be considered as eligible for a handicapped parking permit as long as the disabling condition persists. In instances where disabling conditions are not perpetual, eligibility will be reviewed annually by the Director of Health Service.

Additional information on the rights of individuals with disabilities may be obtained from the Affirmative Action Officer, Room CBL-218, x3375.