

**VEHICLE REGULATION MANUAL  
INDEX**

<b>General Statement</b>	page	2
<b>Vehicle Registrations and Permits</b>		3
<b>Students Parking Privileges Defined</b>		4
<b>Parking Areas</b>		5
A. Commuter Permits		5
B. Baker Village and College Apartment Permits		5
C. General Residential Students		5
D. Faculty with office in Main		5
E. Faculty and Staff		5
F. Staff Administration		5
G. Temporary Hanging Permits		5
H. Students returning from off-campus work		5
I. Motor Bike		6
<b>City Regulations / Adjacent Streets</b>		7
<b>Parking and Driving Regulations</b>		8
<b>Special Events</b>		9
<b>Motor Vehicle Violations</b>		10
<b>Payment and Appeals of Traffic Violations</b>		11
<b>Other</b>		12
<b>Snow Removal Policy</b>		13
<b>Park Free Program</b>		14

## **General Statement**

Luther College welcomes you, the motorist, to campus. Luther College recognizes the use of motor vehicles as a privilege and is not obligated to provide unlimited parking for all vehicles entering campus. Luther will, however, make every possible attempt to provide reasonable parking spaces for properly registered vehicles within the scope of resources and available sites. All faculty and staff operating motor vehicles on campus and accepting the parking privileges agree to abide by the *Vehicle Regulations Manual*. [http://www.luther.edu/campus/safety/vehicle\\_regulation\\_manual/](http://www.luther.edu/campus/safety/vehicle_regulation_manual/).

It is understood that Luther College is in no way liable for personal injury, damage, or loss of property. The term motor vehicle shall include all types of self-propelled vehicles. All traffic functions are handled at the desk in the Welcome Center located in the main lobby of the Union. Parking regulations are in effect 24 hours a day, 365 days a year including all breaks and holidays. City of Decorah and campus maps are available at the Welcome Center.

Revised: 4/24/2009

## I. Vehicle Registration and Permits

- A. A portion of the motor vehicle fines is used for improving and constructing parking lots.
- B. Vehicle Permits
  - 1. Student motor vehicle registration permit fee is \$100.00 per academic year for on-campus residents and \$75.00 per academic year for commuter permits. If a vehicle is sold or a student withdraws from school, a prorated refund will be given only if the permit is removed from the vehicle and returned to the desk in the Welcome Center at the time of the request. Refunds will not be retroactive. No refunds are given for temporary permits. Replacement permits are \$5 each. Additional permits are \$5 for each registered vehicle.
  - 2. Temporary Permits (*T*) may be obtained at the desk in the Welcome Center for \$1 per day.
  - 3. Handicapped Permits: Disabled persons may apply for a handicapped permit at the desk in the Welcome Center. A medical statement may be required.
  - 4. Visitor (guest) Permits: Visitors with motor vehicles, who remain on the Luther campus area for more than 24 hours shall register their vehicle at the Welcome Center, receive parking information and a guest permit at no charge.
- C. When two or more related parties use the same vehicle, more than one registration may be required.
- D. All full or part-time students and all faculty and staff who own or operate any vehicle within the Decorah regional area at any time must register such vehicle officially with the college within 24 hours of the initial operation. Non-compliance with Luther's vehicle registration policy can be enforced on streets adjacent to the college. [Refer to section IV, page 7]
- E. All vehicles are required to display a current official registration permit. This permit must be visible and permanently affixed to the left outside of the rear window on the driver's side. Two wheel vehicles must have the permit placed on the rear of the vehicle and visible at all times. Permits must be affixed within 24 hours of the registration date. The use of tape or adhesive is prohibited. Permits are not to be taped on the inside of the vehicle window. Violations will be issued for non-compliance.
- F. Falsification and Misuse
  - 1. A student may only apply for a college motor vehicle permit for a vehicle(s) they own or operate.
  - 2. Any falsification or misrepresentation of information in connection with obtaining a motor vehicle permit or by falsification of permit(s) may subject the parties involved to disciplinary action by the Campus Hearing Board
  - 3. Falsification or use of unauthorized permits will result in a \$50.00 fine and possible disciplinary action by the Campus Hearing Board.
  - 4. Any permit that becomes lost, damaged or unreadable must be replaced within 24 hours.
  - 5. Permits are non-transferable.
  - 6. All permits should be removed upon sale or transfer of vehicle.
  - 7. If a vehicle is sold or traded, a new permit may be secured for a charge of \$5 upon presentation of evidence that the previous permit has been removed.
  - 8. Remove permit when vehicle is sold or transferred to prevent violations from being charged to your account.
  - 9. Termination of association with the college invalidates the permit.

## **II. Student Parking Privileges Defined**

A resident parking privilege entitles a properly permitted motor vehicle to be parked in a designated student parking area on campus if and when there is a parking space available. (see permits)

- A. Commuter students are to park in the designated commuter sections of campus parking lots and posted designated roadways. All other lots are available when commuter areas are filled.
- B. City Pool Lot is a designated parking lot for Luther College during the academic year.
- C. Student vehicles must not be parked in the designated staff areas between the hours of 7:30 a.m. and 5:00 p.m., Monday-Friday.

### III. Parking Areas (by permit)

#### A. Commuter Permits (A)

1. Commuter sections of the Nustad Lot and Jenson Lot.
2. Student sections of Nustad Lot, Jenson Lot, Regents Center Lot, Farwell Lot, Olson Lot, City Pool Lot, and Sampson-Hoffland to north entrance.
3. Commuter vehicles may not remain on campus overnight.
4. Nursing students (Rochester), student teachers (off-campus), and high school students, no charge for permit.

#### B. Baker Village and College Apartment Permits (*B and C*)

1. Use designated area at Baker Village and College Apartments.
2. Parking is not allowed in any campus parking lots (including the City Pool Lot), between the hours of 7:30 a.m. and 5:00 p.m., Monday-Friday. Only exception is the 10-minute parking stalls and timed areas at the Regents Center.
3. B and C permits are not allowed to park in any commuter areas 24 hours/7 days a week.
4. B and C permits are not allowed to use visitor areas during the restricted times.

#### C. General Residential Students (*G*)

1. Regents Center Lot
2. Farwell Lot
3. Olson Lot
4. City Pool Lot
5. Nustad Lot
6. Jenson Lot
7. Larsen Lot
8. G permits are not allowed to park in any commuter areas 24 hours/7 days.

#### D. Faculty with office in Main (*FM*)

1. Use the area west of Main or if filled, use other adjacent lots for staff or students.
2. Staff is not allowed to park in areas designated for commuter parking only.

#### E. Faculty and Staff (*F/S*)

1. Use the staff parking area near your building.
2. Staff is not allowed to park in Main lot.
3. Staff is not allowed to park in areas designated for commuter parking only.
4. F/S parking areas are restricted for their use only from 7:30 a.m.-5:00 p.m., Monday-Friday and becomes general parking after those time periods.

#### F. Staff Administration (*SA*)

1. Use assigned designated areas.

#### G. Temporary hanging permits (*T*)

1. Temporary permits are issued at a cost of \$1.00 per day.
2. Parking allowed only in designated residential lots (*G* permits)
3. January term only (cost \$10.00)

#### H. Students returning from off-campus work after late evening work hours (*TL*)

1. Request must be made in writing to the Director of Campus Safety and Security.

I. Motor Bike (includes moped)

1. \$25 per year—sticker issued according to residence.
2. Parking on sidewalks or near entrances of buildings is not allowed.
3. Commuters are not allowed to leave vehicle on campus overnight.

#### **IV. City Regulations / Adjacent Streets**

- A. Notice shall be taken that students parking on the side streets adjacent to college property are subject to vehicle parking regulations set forth by the City of Decorah and Luther College vehicle regulations.
- B. Adjacent streets are identified as High Street, Ohio Street, Leif Erickson Street, North Street, Center Street, Ridge Road and Riverview Street.
- C. For information regarding city regulations for parking on these adjacent streets, contact the Decorah Police Department at 382-3667.
- D. For Luther College regulations see the Vehicle Regulation manual on Line at [http://www.luther.edu/campus/safety/vehicle\\_regulation\\_manual/](http://www.luther.edu/campus/safety/vehicle_regulation_manual/).
- E. City ordinance gives the Decorah Police Department authority to ticket and remove motor vehicles, which violate marked traffic regulations.
- F. For reasons of safety and/or the movement of traffic, the college may request city authorities to ticket, remove and impound motor vehicles.
- G. Students living in private housing not owned by Luther on adjacent side streets listed in part (B) above may apply for a “park free permit”. See page 14 of this manual for more information.

## V. Parking and Driving Regulations

- A. The motor vehicle laws of the State of Iowa are in effect on campus. All drivers are expected to know and observed the state motor vehicle laws and college vehicle regulations.
  - 1. College vehicle regulations are enforced 365 days a year, 24 hours a day including all vacation and break periods.
- B. Driving
  - 1. Drivers must be aware and alert to high pedestrian traffic on campus.
  - 2. Pedestrians shall have the right-of-way at all times.
  - 3. A speed limit of 15 miles per hour is in effect on all campus streets except where marked otherwise.
  - 4. Motor vehicles shall not be driven or parked on sidewalks, lawns, or other areas not intended for their use. (Exception: Ylvisaker sidewalk will be used for loading in or out at the beginning of the year and the end of the year only. Otherwise no vehicles allowed at any time.)
  - 5. Any property damage caused by a vehicle to lawns, shrubs, flowerbeds, etc., may be charged to the vehicle owner or to the driver of such vehicle. Facilities Services will determine cost of damages.
- C. Reserved/Restricted Parking
  - 1. Reserved parking stalls for specific purposes are restricted to that purpose, i.e. security, maintenance, doctor, etc.
  - 2. Visitor parking areas are designated for visitors only. Students and staff are prohibited from parking in visitor stalls between the hours of 7:30 a.m. and 5:00 p.m., seven days a week.
- D. No Parking
  - 1. Motor vehicles shall not be parked where they block pedestrian sidewalks, crosswalks, and building entrances. Neither shall they be parked on yellow lines, red lines or in areas marked "No Parking."
  - 2. The driveway under Miller and Dieseth Halls is designated as a fire lane for emergency vehicles. For the safety of the residents, motor vehicles shall not be left unattended in the driveway under Dieseth and Miller Halls or in the fire lane at any time. Attended vehicles may not remain in the drive for more than five minutes. Violators can be towed and impounded.
  - 3. No parking in the East Brandt circle.
  - 4. There shall be no student parking on High Street from 7:30 a.m.-5:00 p.m., Monday-Friday.
- H. Other Regulations
  - 1. Because of the demand on the parking lots, motor vehicles are not allowed to be stored on campus parking lots.
  - 2. Any vehicle not moved for 30 days can be towed to an impound area at the owner's expense.
  - 3. Contact security if a vehicle is not being used for an extended period of time for parking information.
  - 4. Motor vehicles left over Christmas break should be stored in the far southeast Regents Lot.
  - 5. Skateboards and roller skates are to be used for outside transportation purposes only.
  - 6. Vehicles that are parked on roadways should be in the direction of traffic flow.
  - 7. No "U Turns" are allowed in front of Dahl Centennial Union.

## **VI. Special Events**

- A. It may become necessary for student vehicles to be moved for special campus events.
  - 1. Major events may include Homecoming, Christmas at Luther, major concerts, district sport tournaments, and others to be announced.
  
- B. A violation will be issued for failure to move your vehicle. Security must be notified prior to the event that their vehicle is disabled and show just reason for not moving the vehicle.

## VII. Motor Vehicle Violations

Vehicle violations, as listed below, will be assessed against the person registered to the vehicle and/or operator of the motor vehicle involved in each violation. Vehicles parked in violation for over 24 hours may be towed at the owner's expense.

A. Registered Violations	
1. Improper display of current vehicle permits	\$ 10
2. Failure to register and display current vehicle permit	\$ 30
3. Falsification of registration information	\$ 50
B. Parking Violations	
1. Vehicle parked in areas marked "NO PARKING"	\$ 15
2. Vehicles parked in areas marked as reserved	\$ 15
3. Vehicles parked in areas not allowed by your permit	\$ 15
4. Vehicles parked on the roadways facing the wrong directions	\$ 15
5. Parking in area longer than allowed by signage	\$ 15
6. Parking vehicle in manner to occupy two stalls	\$ 15
7. Obstructing traffic	\$ 15
8. Parking motor vehicle inside campus buildings	\$ 25
9. Failure to move vehicles for special events or snow removal	\$ 25
10. Driving/parking in areas not designed for vehicles	\$ 50
11. Vehicles parked in marked fire lane areas	\$ 50
12. Vehicles parked in red painted curb areas	\$ 50
13. Unattended vehicles in the fire lane beneath Miller/Dieseth	\$ 50
14. Vehicles parked in handicapped areas	\$100
C. Moving Violations	
1. Driving in excess of posted speed limit	\$ 50
2. Driving in a manner that may cause injury or property damage	\$ 50
3. Driving a vehicle the wrong way on a one-way street	\$ 50
4. Failure to yield right-of-way to pedestrians	\$ 50
5. Failure to obey stop sign	\$ 50
6. Failure to stop for security personnel	\$ 50
7. U Turn violation	\$50

For safety reasons, if a driver does not stop for security personnel, all noted violations would be issued to the person to whom the vehicle is registered via campus mail.

A person who continues to violate the college vehicle policy may lose their motor vehicle privilege and have the vehicle impounded. Towing or other related charges will be the responsibility of the person to whom the vehicle is registered.

## **VIII. Payment and Appeals of Traffic Violations**

- A. The financial Services Office posts student vehicle violations in a timely manner. The charges are applied to the student who registered the vehicle. Students must pay their fines to the Office of Financial Services
  
- B. Faculty and staff violations are processed in accordance with the *Staff Vehicle Registration Form*.
  
- C. Any student, faculty or staff may appeal traffic violations to the Traffic Hearing Board by completing an appeal form. These are available at the desk in the Welcome Center or online. Appeals should be made within ten days of the issuance date of the noted violation.

## **IX. Other**

- A. Luther College assumes neither responsibility nor liability for loss from or damage to any personal motor vehicle while on campus.
- B. For security purposes, report any acts of vandalism and theft involving motor vehicles to Campus Safety and Security by immediately calling extension 2111 to file an incident report. Also, reports can be filed in person at the desk in the Welcome Center or the Campus Safety and Security Office located in the Dahl Centennial Union. Incident report will provide information for proper investigation of the incident. Information collected may be helpful for legal and insurance purposes. The reports also provide a record of the incident for future reference, including compliance reporting for the Department of Education Cleary Act.
- C. It is suggested that you notify the Decorah Police Department at 563-382-3667. This information may help the Security staff and local law enforcement officers in identifying the individuals involved. Your insurance company may also require such notification to process your insurance claim.

## **X. Snow Removal Policy**

### **Luther College Snow Removal Procedures**

The college reserves the right to enact a snow emergency, if the college deems it necessary because of severe weather conditions. Notice of a snow emergency will be sent to all students and staff. Vehicles will be required to be moved to other parking areas as identified for specified time periods. Luther reserves the right to have vehicles towed as deemed necessary.

For routine snow removal, certain areas will be identified as no parking from 1:00 a.m. to 6:00 a.m. daily. Snow removal policy is in effect from November 1 through April 1 and is identified by signage.

### **City of Decorah Snow Removal Procedures (Adjacent Streets)**

Whenever the city experiences a snowfall, which accumulates to a depth of One Inch or more, a snow emergency will automatically be in effect for all city streets.

City ordinance requires all vehicles to park on the even – numbered side of the street until the snow is cleared from the opposite side. Then cars are to be moved to the odd – numbered side of the street until the snow is cleared from the remaining half. When both sides have been plowed, normal parking resumes. This procedure takes the place of all posted parking restrictions.

Vehicles interfering with snow removal procedures can be ticketed and towed at the owner's expense.

In order to aid snow removal, vehicle owners are reminded that no street may be used for storage purposes. Municipal code section \* 10.52 \* requires that no vehicle may be parked for a period of time longer than 48 hours on city streets. Violations are subject to ticketing and possible impoundment.

Any questions contact the City of Decorah Police Department at 382 – 3667.

## **Introducing the Park Free Program at Luther College**

Here is an opportunity to save money and help the environment! Luther is creating an incentive for students to use their cars less. Those willing to park in a remote lot will not need to pay the annual parking fee. The lot is located at the Ashmore-Jewell Barn (red barn) on College Drive near Baker Village.

This Park Free program compliments the Bike Share program that was implemented in 2008. Luther's Wellness Program expanded the fleet this summer so that more students can use college bikes on campus and downtown. Both the Park Free and Bike Share programs contribute to Luther College's commitment to reduce its carbon footprint by 50 percent.

If you would like to take advantage of the Park Free program, register your vehicle at the Welcome Center in the Union. Park Free permits will be issued on a first come, first served basis.

Students living in Baker Village or the College Apartments are not eligible.

Be aware that there are restrictions with this program. Students with Park Free permits will not be allowed to park on campus during the academic year. This is a 24 hour-a-day restriction and those in violation will be assessed a \$50 fine. Security will monitor the lot for Park Free permits only.

For more information contact Director of Campus Safety and Security, ext. 2103, or the Welcome Center, ext. 2000.

### **Notice to students who live in non-college residences on the following streets:**

- \* Center Street from Pool Street to North Street
- \* Leif Erikson Drive from Center Street to Ohio Street
- \* North Street from Center Street to Riverview Street

Currently Luther College Security monitors city streets immediately adjacent to campus to ensure that all faculty, staff, and student cars are registered with the college. This is done as a courtesy to neighborhood residents so that the owner of a car can be identified in case there is a problem. Non-registered cars are ticketed by Security.

We realize, however, that students who live in private residences on these streets should not be ticketed. To help us identify those of you who are legitimately entitled to park on the above streets, we ask that you get a "Park Free Permit" at the Welcome Center. This will signal to Security that you should not be ticketed because (1) you have registered your vehicle, and (2) you live in a private residence adjacent to campus.

Be aware that students with Park Free permits are not be allowed to park on campus during the academic year. This is a 24 hour-a-day restriction and those in violation will be assessed a \$50 fine. This includes any marked timed zone areas.

Also note that this does not eliminate the need to move your car regularly. City code prohibits parking in the same spot on Decorah streets for more than 48 hours.

All vehicles on side streets need to abide to Decorah snow removal policy see page 13.

For more information contact Director of Campus Safety and Security, ext. 2103, or the Welcome Center, ext. 2000.

## Suggested Parking Areas

Nustad lot: For faculty, staff, commuters, students and non-traditional students.

Jenson lot: For faculty, staff, commuters, students and non-traditional students.

Regents Center Parking Area: Street parking west of Legends is for faculty, staff and visitors. The main parking lot is available for faculty, staff, commuters, students and non-traditional students and visitors.

At the northwest end of the Regents lot there is an area with 14 stalls dedicated for 2 hour parking for students with C and B permits. This area is monitored from 7:30AM – 5Pm, Monday – Friday.

Farwell lot: For faculty, staff, commuters, students and non-traditional students.

Ylvisaker lot: For faculty, staff, and reserved stalls.

Valders lot: For faculty and staff.

North Entrance roadway: For faculty, staff, commuters and non-traditional students from the north entrance to Sampson – Hoffland.

Sampson – Hoffland lot: For faculty and staff. This includes the roadway entrance to the south of Sampson – Hoffland.

Koren lot: West of Koren for faculty, staff and handicapped.

High Street: For faculty and staff. Students may use from 5:00 PM – 7:30 AM, Monday – Friday.  
Exception: Nov. 1 – Apr 1, no parking from 1 AM – 6 AM for snow removal.

Korsrud lot: For faculty and staff.

Larsen lot: For student parking only and college physician.

MAIN building lot: For employees with faculty status having offices or teaching class in MAIN. All other permits not allowed.

For visitors with a area marked for visitor only 24/7.

West CFL lot: For admissions visitors, reserved for security, catering, maintenance and handicapped.

East CFL lot: For visitors, handicapped and reserved.

Norby house area: For faculty and staff working in Norby.

Loyalty hall lot: For faculty, staff and reserved stalls. Front of Loyalty for visitors and handicapped.

City Pool lot: Included in the Luther College parking program and is used for faculty, staff, commuters, students and non-traditional students. Exception for students: No vehicles with B or C permits are allowed in the City Pool lot or any other general parking lots.

Olson lot: For students, commuters and non-traditional students.

Facilities tennis court lot: For fleet vehicles – north side of lot, for maintenance vehicles – south side of lot, for faculty, staff and visitors – center rows of lot.

Center For Arts: For faculty, staff, visitors and open parking>