

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department: Campus Safety and Security and Welcome Center/Information
Subject: Parking and Traffic
Date Issued: December 14, 2005
Date Revised:
Approved By:

I. Policy

This policy outlines the vehicle parking and traffic regulations on campus property to help maintain a safe campus environment. Luther College recognizes the use of motor vehicles as a privilege and is not obligated to provide unlimited parking for all vehicles entering campus. It will, however, attempt to provide reasonable parking spaces for properly-registered vehicles within the scope of resources and available sites.

II. Purpose

Luther College has developed a manual of parking and traffic regulations in order to provide adequate parking and safe traffic conditions for all. The College requires vehicles operated on campus property to comply with all college parking and traffic regulations. All vehicles must have a valid license plate and properly display a valid campus parking permit.

III. Scope

This policy applies to all Luther faculty, staff, students and visitors who drive vehicles and park on campus.

IV. Term and Definitions

- Vehicle Regulations Manual – the manual provides detailed information about vehicle registration fees, parking areas, vehicle violations, appeals process and other general vehicle information. Visit the Luther College website at:
<http://www.reslife.edu/documents/vehicleregulationmanual/05-06.doc>
- Traffic Hearing Board – committee comprised of faculty, staff and students to review appeals for motor vehicle violations issued.
- Motor vehicle - includes all types of vehicles which are self-propelled.
- Vehicle Registration Form – includes the vehicle and person's information regarding the vehicle to be registered.
- Vehicle Registration Permit – a pre-numbered sticker assigned to the registered vehicle which should be displayed in the lower rear window of the driver's side of the vehicle. There will only be one permit issued per vehicle and permits are non-transferable between vehicles.

V. Procedures and Guidelines

- A. All faculty, staff and students with vehicles on campus must obtain a registration permit.
 - Students

- o Students must register their vehicle at Welcome Center/Information within 72 hours from the time the vehicle arrives on campus.
 - o Temporary permits may also be obtained at Welcome Center/Information.
 - o The registration fee is forwarded to the Office for Financial Services for student account billing.
 - o Incoming first-year students will be mailed or issued a vehicle registration form in their orientation packets.
 - o Returning students can pick up the registration form at Welcome Center/Information.
 - o The Vehicle Regulations Manual will be distributed at the time of vehicle registration.
 - o The manual should be reviewed for detailed information about parking and traffic regulations.
 - Faculty and Staff
 - o Faculty and staff are issued registration permits for their vehicles at no cost.
 - o Vehicle permits can be obtained through Welcome Center/Information either in person or via campus mail.
 - o The registration stickers are issued on a three-year basis. New stickers will need to be obtained for vehicle changes within the three-year period.
 - o The registration sticker is for the vehicle assigned. Each vehicle should have a separate sticker. Stickers are non-transferable.
 - o The Vehicle Regulations Manual will be distributed to persons registering their vehicle.
 - o The manual should be reviewed for detailed information about parking and traffic regulations.
 - o Emeriti faculty and staff will be issued a vehicle permit upon request to Welcome Center/Information.
 - Visitors
 - o Visitors with motor vehicles who remain in the area more than 24 hours should register their vehicle with Welcome Center/Information.
 - o Visitor guest permits are available at no cost.
 - Handicapped Permits
 - o Disabled persons may apply for a Luther College handicapped permit at Welcome Center/Information.
 - o A medical statement is required for a college handicapped permit.
 - o State handicapped permits are acceptable in designated handicapped parking areas on campus.
- B. Vehicle permits have designated parking areas depending on permit classification.
- Vehicle operators should check the Vehicle Regulation Manual for parking areas assigned for the type of permit issued to them.
 - The responsibility for finding a legal parking space rests with the vehicle operator.
 - Improperly parked vehicles are subject to campus citation and/or towing at the owner's expense.
 - The College assumes no liability for loss or damage to any vehicle or its contents or liability for damage to persons or property for any parked or moving vehicle on campus.
 - Persons must comply with city regulations when parking on city streets adjacent to college property.
- C. Parking and traffic citations will be issued for the following violations:
- Unregistered vehicles
 - Vehicles improperly parked in reserved or designated parking lots.
 - Parking on the sidewalk, lawn, in snow removal or other designated areas.

- Parking in fire zone, handicapped, visitor or other reserved spaces.
- Exceeding 15 miles per hour unless otherwise posted.
- Traffic violations including stop sign, yield sign, wrong way or other acts of unsafe driving.

D. Citations and appeals process

- Students
 - o Moving violations and parking citations issued to a student are forwarded to the Office for Financial Services for student account billing.
 - o A student may appeal traffic and parking violations to the Traffic Hearing Board by completing an appeal form at Welcome Center/Information within 10 days of the issuance of the noted violation.
 - o Welcome Center/Information will notify the student of the time and day of the hearing to allow the student to address the violation.
 - o Welcome Center/Information will notify the student of the board's decision.
 - o Any adjustment of the citation amount will be forwarded to the Office for Financial Services for student account billing.
- Faculty and Staff
 - o Moving violations and parking citations issued are forwarded to the Office for Financial Services.
 - o This citation will not be deducted from the employee's paycheck until a minimum of 30 days has past to allow for appeal.
 - o A faculty/staff person may appeal traffic and parking violations to the Traffic Hearing Board by completing an appeal form at Welcome Center/Information within 10 days of the issuance of the noted violation.
 - o Welcome Center/Information will notify the faculty/staff person of the time and day of the hearing to allow the employee to address the violation.
 - o Welcome Center/Information will notify the employee of the board's decision.
 - o Any adjustment of the citation amount will be forwarded to the Office for Financial Services.

E. Other consideration in the operation of motor vehicles on campus.

- The active cooperation of all motorists on campus is needed for these regulations to be effective in establishing and ensuring safe driving conditions and orderly parking on Luther's campus.
- If requested by Security, a driver must present a current, valid driver's license.
- Those owning or operating motor vehicles are expected to know and comply with all Luther College vehicle regulations.

VI. Confidentiality and Record

All vehicle registrations and traffic violations forms will be kept on file with Welcome Center/Information. Any questions about the forms can be addressed to Welcome Center/Information, ext. 2000, or Security, ext. 2103.