

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	Campus Safety
Subject:	Parking and Traffic
Date Issued:	December 14, 2005
Updated and Reviewed By:	Campus Safety – August 2024
Approved By:	Senior Leadership Council – July 27, 2023

I. Policy

This policy describes the registration, parking and traffic regulations that apply to vehicles and bicycles that operate on the roadways, parking areas and lands controlled or managed by Luther College (the College).

II. Purpose

The College wishes to provide an environment in which individuals can operate vehicles and bicycles in a way that is consistent with having a healthy, safe and convenient campus environment for all. In doing so, it asserts its rights as a private landowner to regulate use. Possession and operation of vehicles and bicycles is a privilege that is conditionally granted by the College. In turn, the College requires that individuals comply with all registration, parking, and traffic regulations. The College assumes no liability or responsibility for damage to or theft of or from any vehicle parked in or on College property.

III. Scope

This policy applies to all College employees, students and visitors who operate vehicles or bicycles and park on or near campus. All vehicles at the College shall have a valid state vehicle registration and shall, when required, register and properly display a valid campus parking permit. All bicycles owned or operated by students or employees shall be registered with the College.

IV. Scope of Enforcement

Campus Safety is responsible for enforcement of traffic and parking regulations on the campus and for the enforcement of permit regulations on the adjacent streets. Adjacent streets include College Drive, High Street, Ohio Street, Leif Erickson Drive, North Street, Center Street, Ridge Road, Pool Street and Riverview Drive.

The Decorah Police Department (Decorah PD) is responsible for the enforcement of all other regulations on these streets. For questions on city regulations, contact Decorah PD at 563-382-3667. Decorah PD may also issue tickets for speed, unsafe operation, fire lane and disabled parking violations on College property.

Campus Responders (CR) and the Director of Campus Safety are authorized to investigate and issue violation notices for acts that are alleged to be contrary to this policy. Failure to comply with the direction of a CR is a violation of these regulations. At the sole discretion of the Director of Campus Safety, individuals may have their privilege to possess and operate a motor vehicle or bicycle on campus unconditionally revoked. The Director of Campus Safety (or their designee) may authorize the towing and / or impoundment vehicles at the expense of the party (individual) that has legal control of the vehicle.

V. Terms and Definitions

- **Bicycle:** A human-powered or motor-powered assisted, pedal-driven, single-track vehicle. For the purpose of this policy, E-Bikes, human-powered tricycles and E-Tricycles, scooters and E-Scooters are classified as bicycles.
- **Bicycle Registration Permit:** A pre-numbered sticker assigned to the registered bicycle which can be permanently and visibly affixed to the bicycle's seat tube or the diagonal down tube of the bicycle.
- **Campus Visitor:** A person whose primary purpose at the College is neither employment nor academic in nature. Examples are community members, individuals (and those accompanying them) engaged in a campus sponsored activities or visits, and non-resident contractors conducting business with the College.
- **Employee:** A person whose primary purpose at the College is employment, inclusive of faculty and staff. For the purposes of this policy, employees of contracted services (such as Sodexo, Ricoh and WinnMed) are considered employees.
- **Permit Year:** The Luther College Vehicle Permit year begins on August 15th and ends on May 31st.
- **Student:** A person who is enrolled and whose primary purpose at the College is academic in nature.
- **Traffic Hearing Board:** A committee comprised of faculty, staff and students established to review appeals of violation notices.
- **Vehicle:** A self-propelled, mechanized mode of conveyance with two or more wheels that is a type both designed and required to be licensed or registered for use on roadways or public lands.
- **Vehicle Registration Permit:** A pre-numbered sticker assigned to a registered vehicle, which is required to be displayed in the lower rear window of the driver's side of the vehicle.

VI. Procedures and Guidelines

- A. All vehicles at the College shall have a valid state registration and shall, when required, register and properly display a valid campus parking permit. Registration does not guarantee the vehicle owner a parking spot, but rather grants permission to park on campus where designated by permit class, when space is available.
- B. Vehicle and/or Bicycle Registration
- o Students must register their vehicle and/or bicycle within 72 hours of its arrival on campus.
 - o Employees must register their vehicle and/or bicycle within 5 business days of starting work for the College. Emeriti faculty and staff retirees will be issued a vehicle permit upon request at no charge.
 - o Application for vehicle and bicycle permits is via an online form found on the [Campus Safety web page](#).
 - o The registration sticker is assigned to the vehicle or bicycle listed on the approved application.
 - o Each vehicle or bicycle shall have a separate registration sticker. Registration stickers are non-transferable.
 - o Temporary permits may also be obtained from Campus Safety.
 - o The registration information for vehicles is forwarded to the Office for Financial Services for student account billing. There is no fee for bicycle registration.
 - o Only students who live in housing that is owned by the College are required to register their vehicle if they walk to campus and do not park on campus or on streets adjacent to the campus. If the student commutes by vehicle and parks anywhere on campus or on adjacent streets, they are required to register their vehicle.
- C. Parking – Fees, Areas/Permit Classification
- o Registration Permit fees can be found in the appendix to this policy and are charged at the time of registration.
 - o Authorized parking areas are determined by the permit type. Description of permit types can be found in the appendix to this policy.
 - o The responsibility for knowing where parking is permitted rests with the vehicle operator.
 - o Improperly parked vehicles are subject to ticketing and/or towing at the owner's expense.
 - o 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.
 - o Persons must comply with city regulations when parking on city streets adjacent to College property.
- D. Full or Partial Year Permit Registration, Refunds
- o Except as described in this section, there are no permit fee refunds or partial year issuance for individuals that voluntarily remove or choose to no longer keep or possess a vehicle on College property, or only wish to have a vehicle on College property for part of the academic year.
 - o There are no permit fee refunds for transfers out of the College, academic dismissals, involuntary dismissals for non-academic reasons (such as student conduct), or voluntary withdrawals beyond what is described in this section.
 - o Students who fully withdraw from Luther College on or before the last day to add or drop, authorize CR/NC grading or AUDIT for 1st 7-weeks classes in the fall semester are entitled to a full refund of their parking permit fee.
 - o A student that the Dean of Student Engagement (or their designee) documents to Campus Safety is withdrawing from the College for a medical reason during or prior to the start of

the spring semester, may apply and receive a partial refund equal to the mid – year reduced cost permit.

- o Students who take part in a College sanctioned off campus program (by way of example, the Rochester Semester or a semester-long overseas program) may apply for and receive a mid – year reduced cost permit. This should when possible be done at the time of the initial permit application.
- o Students who graduate mid – year are eligible to apply for a mid – year reduced cost permit.
- o Students new to the College that enroll and enter on campus mid academic year are eligible to apply for a mid – year reduced cost permit.
- o Students that do not meet any of the above criteria and bring a vehicle on campus after December 31st may be eligible to register for a pro-rated partial year permit. Students who have received a violation notice for not having a current vehicle permit, or have received a parking violation notice for any vehicle prior to December 31st of that academic year are not eligible for a pro-rated partial year permit.

E. Disabled Persons

- o Students with an injury or temporary disability may apply for a College issued *Persons with Disabilities Permit* through the Center for Academic Enrichment, Accessibility & Disability Services. Faculty and Staff should apply for this permit through Human Resources.
- o This temporary permit does not meet the requirements under state law to allow parking in spots designated for persons with disabilities.
- o The temporary permit does not grant permission to utilize specific, named spaces reserved for specific individuals or work groups.
- o The temporary permit allows the user to park in visitor parking and any other legal parking spaces to gain access to their destination
- o Persons with a permanent disability are encouraged to acquire a permit issued by a state granting authority.

F. Visitors and Guests – Vehicle Registration

- o Visitors and guests with vehicles who remain in the area more than 24 hours should notify Campus Safety to register their vehicle.
- o Visitor and guest vehicle registration is available at no cost.

G. Temporary (Time Restricted) Parking Areas

- o Time restricted parking areas are designed for short stay, pick up and drop off activities.
- o Vehicles are restricted to **one use** of any time restricted parking space at the Miller - Dieseth complex (Towers) in a 12-hour period.

H. Inclement Weather and Special Events

- o During inclement weather and special events, parking restrictions may be implemented requiring clearing of specific lots / areas. When this occurs, snow removal signs/directions may be placed around campus, and alternative parking areas will be identified and publicized.
- o 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. The city of Decorah has created groupcast alerts, which provides via text and email, communication to residents of Decorah regarding street information and city emergencies. If you anticipate parking on any city street, please [register for the alert service](#) and avoid receiving a parking fine from the City of Decorah.

- I. Violation Notices and Appeals Process
- o Violation Notices will be issued for violations as described in the appendix to this policy.
 - o Registration, parking and traffic fines are forwarded to the Office for Financial Services for account billing.
 - o When a person receives a violation notice, they may appeal with the Traffic Hearing Board by completing an online appeal form found on the [Campus Safety web page](#).
 - o The appeal must be lodged within 10 days of the issuance of the violation notice.
 - o Prior to any appeal being accepted for review, all previous unpaid parking fines must be paid in full.
 - o The Board will generally review appeals within 21 days of receipt.
 - o Campus Safety will normally notify the appellant of the Board's decision within 30 days.
 - o Any waiver or revocation of fines will be forwarded to the Office for Financial Services for account billing adjustment.
- J. Towing and Impoundment of Vehicles
- o Vehicles that are in violation of any parking and/or traffic regulations may be towed at any time, without prior notice, at the expense of the party with legal control of the vehicle.
 - o Impoundment may depend on the type of vehicle, the area involved, and other circumstances. This rule is in effect for all areas of the campus, whether signed as a tow away zone or not. Situations of particular concern include:
 - Vehicles parked in or obstructing fire lanes or fire hydrants
 - Vehicles parked in a manner that represents a safety hazard, especially in conjunction with major, high-traffic campus events
 - Vehicles that have received five (5) violation notices for not being registered with the College
 - Unresponsiveness to an order to move a vehicle from a high student need area such as the limited-time parking at Miller-Dieseth
 - Unresponsiveness to an order to move a vehicle during a snow emergency or other emergency declared at the College
 - Unresponsiveness to an order to move vehicles from an area for a College special event, such as Homecoming, the Luther All-American or other event.
 - o Bicycles that are not registered with the College and are unattended are subject to removal and impoundment.
- K. Unattended - Abandoned Vehicles
- o Vehicles may NOT be left on College property over the summer if the student is not domiciled on campus for College sanctioned activities, or participating in a college sponsored off campus (i.e. overseas or touring) program, or without written permission of the Director of Campus Safety. In an instance when permission has not been sought or approved, and the owner is not identified or identifiable, or the owner is not present on campus, the vehicle may be towed and removed at the expense of the party with legal control or ownership of the vehicle.
 - o Excluding resident employees and students, and unless occurring as a result of being an overnight guest of the College participating in a recognized, sponsored function, activity or operational need, the College does not consent to private vehicles being placed on campus property overnight, or for periods in excess of 24 hours.
 - o Except for the exclusions identified above, the College does not consent to private vehicles being present or placed on campus property during snow emergencies.
 - o The city of Decorah prohibits storage of motor vehicles on city streets. Any vehicle parked on a city street may not be parked in one spot for more than 48 hours. Vehicles parked in such a manner as to restrict snow removal efforts or in violation of law and/or ordinance are subject ticketing and towing at the at the expense of the party (individual)

that has legal control of the vehicle.

L. Bicycle Operation, Parking and Storage

- o Bicycles must yield to pedestrians on campus multi-use paths (8-foot or wider paths), and should dismount and not ride on traditional width sidewalks (6-foot wide or less). A map to the campus bike paths, parking racks and other amenities is [available here](#). With a campus-wide 15 mph speed limit and an expectation for all vehicle operators to share the road, bicycles should prioritize use of roadway.
- o In Iowa, most of the laws that apply to motor vehicles also apply to bicycles. If riding at night, Iowa law requires that the bicycle be equipped with a white light on the front and a red light or reflector on the back, both of which must be visible from a distance of at least 300 feet.
- o Off campus within Decorah city limits, riding on the sidewalk is permitted outside of the commercial district, but not in the commercial district (the downtown area).
- o When outside, bicycles should use the parking located around campus.
- o Bicycles may not be parked on sidewalks; chained to trees, light poles, fences, benches, etc.
- o Bicycles that are improperly parked may be impounded by cutting and removing a locking device when necessary.
- o Of particular concern are bicycles parked on disability access ramps. Bicycles found on these ramps will be immediately removed and impounded.
- o The College offers free winter and summer storage for bicycles in the Ashmore-Jewell Barn. The barn will be open seasonally for a designated period to accept bikes; students can then retrieve their bike during designated dates in spring / fall.

M. Unclaimed/Abandoned Bicycles

- o In instances when the owner is not identified or identifiable, or the owner is not present on campus, the bicycle will be removed and will be deemed abandoned if an owner is not identified or identifiable.
- o When a registered owner is not responsive to attempts by Campus Safety to make contact, the bicycle will be tagged and listed as potentially abandoned. After 14 days any bicycle that still has the tag attached will be subject to impoundment for 90 days. They may be removed by cutting the locking device, when necessary.
- o If the bike is not claimed within the 90 days of removal, it will be disposed of by the College.
- o Unregistered bicycles are subject to immediate removal. Once removed, if unclaimed within 90 days of removal, it will be disposed of by the College.

VII. Habitual Violations – Students and Employees

- o **Vehicle Registration Permit Violations** - Vehicles in which a student or employee has the right of possession or ownership, and the vehicle has received five (5) violation notices for not having a current Luther vehicle registration permit, the vehicle may be towed immediately upon issuance of the fifth no-permit violation notice at the expense of the party with legal control or ownership of the vehicle. The right to possess a vehicle on College property will be revoked at the time of removal. Revocation remediation is available by paying all outstanding violation notices and registering the vehicle prior to it being present again on College property.
- o Students and employees who receive parking or traffic violation notices on 5 or more separate occasions over any 120-day period will have their record referred to the Director of Campus Safety for review.
- o Any individual that receives more than 5 violation notices over any 120-day period may, at the sole discretion of the Director of Campus Safety, have their privilege to possess and operate a motor vehicle or bicycle on campus unconditionally revoked. In such cases, the Director of Campus Safety may authorize the towing and / or impoundment at the expense of the party (individual) that has legal control of the vehicle.
- o In the case of an employee, the record will be referred to Human Resources and the individual's supervisor.

VIII. Records Management and Confidentiality

All vehicle registrations and traffic violation notices will be kept in conformity with the College's records management policy. For information, call Campus Safety on 563 387 2111 or visit the program office, located at Room 111 in the Dahl-Centennial Union, extension 2111.

Parking and Traffic Policy Appendix

Registration Fees (In Effect – August 15, 2024)

Parking & Registration Permit Type	Fee
College Employee Vehicle Registration	No Charge
Resident Student Vehicle Registration	\$260.00
Mid-Academic-Year Reduced Cost Permit	\$150.00
Commuter Student Vehicle Registration	\$230.00
Ashmore-Jewell Barn Lot Registration (Limited number of permits available)	No Charge
Motorcycle & Moped Registration	\$50.00
January Term or Second Semester Pro-Rated Permit	\$50.00 per month
Summer Only Permit (June 1 – August 31)	\$100.00
Second Vehicle Registration	\$50.00
Bicycle Registration Permit	No Charge

Types of Vehicle Permits

The type of student permit issued is dependent on factors such as where on campus a student resides, where their vehicle is authorized to park, and whether or not the student is a campus resident or a commuter. When two or more immediate family members are students and share a vehicle, each individual is eligible to apply for a registration sticker based on their status at the College. For instance, if a brother and sister share a vehicle and one resides in Dieseth and the other in Baker, they would be entitled to both a G and a BA permit. If a student has more than one vehicle they may register the second vehicle for \$50.00.

With the exception of the Campus Disabled Parking permit, no permit authorizes the holder to park a vehicle in any visitor parking spaces.

BA – Issued to Baker Village and College Apartment residents. Vehicles with an BA permit are authorized to park in the Baker Village parking areas, the lot behind the College apartments and, **subject to city parking policies and snow removal**, may park on Ridge Road in front of the apartments. Vehicles with a BA permit are also authorized to use the Regents Center and Decorah Swimming Pool lots. They may also park in time restricted parking spaces on campus for up to the designated time limits. “BA” permit holders are prohibited from parking in or on all other campus lots and adjacent streets from 6:00 AM until 5:00 PM, Monday through Friday.

C – Issued to Commuter students. Commuter students are allowed to park in any general student parking area and spaces designated solely for the use of commuter students (found in the Library parking lot, Jenson lot, and along the roadway north of Sampson Hoffland Laboratories). Vehicles with commuter stickers are prohibited from parking on campus overnight.

G – Issued to students living on campus. Vehicles with a G permit are allowed to park in any general parking and student only areas. General parking areas are found near the Regents Center, Farwell, Olson, the Decorah Pool, the Library, Jenson-Noble, and Larsen.

F/S – Issued to Faculty/Staff members. Vehicles displaying a F/S permit and operated by a faculty or staff member are allowed to park in any lot designated as Faculty/Staff and any General parking area, but not in areas designated as student only parking. **Individuals who are not faculty or staff and are operating a vehicle with a “F/S” sticker are not authorized to use faculty staff parking areas. They are to use General parking areas.**

AJ – Ashmore-Jewell Barn (Free Lot) Permit – This free permit allows the holder to park their vehicle in the gravel lot adjacent to the Ashmore-Jewell Barn, located on College Drive, but nowhere else on or adjacent to campus. **There is a limit of 10 free Ashmore-Jewell Barn Lot permits issued per year** and they are issued on a first come, first served basis. Baker Village residents are not eligible for Ashmore-Jewell Barn Lot permits.

S – Summer Only Permit. Summer only permits are available for summer enrollees who will only be on campus from June 1 through September 1.

T – Temporary Permit. Temporary permits are available to employees, visitors and students who will only have a vehicle on campus for a short period of time. The category of user the permit is issued to will determine where the permit holder may park. By way of example, a student issued a temporary permit would be restricted to parking in student or general parking areas.

Persons with Disabilities Permits – Students with a temporary condition that may limit their mobility may apply with [Disability Services](#) for a campus Disabled Parking permit. This permit is temporary and limited in nature and **does not meet the requirements to allow parking in spots designated for persons with disabilities under state law.** The temporary permit will allow the user to park in visitor parking and any other legal parking space, **excluding designated disability spaces on campus**, to gain access to their destination. **This permit does not grant permission to utilize specific, named spaces reserved for specific individuals or work groups.** Those who require long term mobility access are encouraged to seek a state issued permit. Employees should contact Human Resources for a temporary Disabled Parking permit.

Parking and Traffic Regulations

Unless otherwise published or noted, campus parking regulations are enforced 24 hours per day, every day. All [State of Iowa motor vehicle laws](#) are in effect on campus, as are [City of Decorah regulations](#). Campus specific rules include the following:

1. Vehicle operators are to yield to pedestrians in all areas at all times.
2. The speed limit on campus is 15 miles per hour.
3. Visitor parking areas adjacent to the CFL are designated for visitors, every day, all day (24-7). Overnight parking in these spots is prohibited.
4. Non CFL Visitor parking areas are for visitor use only 6:00 AM – 4:00 PM, Monday – Friday, and other days and times as advertised.
5. Admission parking areas are for admissions use only, 6:00 AM – 4:00 PM, Monday – Friday, and other days and times as advertised. Unauthorized overnight parking in these spots is prohibited.
6. Faculty/Staff parking areas are for designated faculty/staff use 6:00 AM to 4:00 PM, Monday through Friday.
7. Parking on a roadway or in a hazardous manner that is inconsistent with the normal flow of traffic is prohibited.
8. Unauthorized motor vehicles may not drive on sidewalks, lawns or any other area not designated for private vehicle use. During extraordinary periods or events, this policy may be modified or waived by the Director of Campus Safety or their designee. By way of example, the Director of Campus Safety may designate the sidewalk in front of Ylvisaker Hall to be used for loading and unloading purposes during fall move-in and spring move-out periods.
9. U-Turns are not allowed in front of Dahl-Centennial Union.
10. Vehicles parked in Fire Lanes are subject to immediate towing.
11. Electric Charging station spaces are reserved for Electric Vehicles (EV's).
12. Time-restricted parking at Miller-Dieseth (Towers) is enforced 24-7. Overnight parking in this location is not permitted. Vehicles are restricted to one use of any time restricted parking space at the Towers complex in a 12-hour period.

Registration, Parking, Traffic and Other Fines (In Effect – August 15, 2024)

Registration Violation	Fine
Failure to Possess Current Vehicle Permit	\$50.00
Failure to Display Current Vehicle Permit	\$40.00
Improper Display of Current Vehicle Permit	\$40.00
Falsification of Vehicle Registration Information*	\$100.00
*Falsification of registration information is a violation of this policy, and is a conduct violation. Individuals involved in the falsification of registration may, at the sole discretion of the Director of Campus Safety, have their privilege to possess and operate a motor vehicle or bicycle on campus unconditionally revoked.	

Parking Violations	Fine
Parking in a No Parking Area	\$20.00
Unauthorized Parking in a Reserved Space	\$20.00
Unauthorized Parking in a Named Reserved Space (e.g. Admissions, Campus Pastor, College President, etc.)	\$30.00
Parking Area Violation (Terms of Permit)	\$20.00
Parking in a Hazardous Manner	\$20.00
Temporary Parking Time Limit Violation	\$20.00
Temporary Parking Time Limit Violation, 6:00 AM - 10:00 PM – Miller & Dieseth	\$25.00 (Special Rate Area)
Temporary Parking Time Limit Violation, 10:00 PM - 6:00 AM– Miller & Dieseth	\$50.00 (Special Rate Area)
Parking in a Visitor Space West of Main (Between Union & Farwell Bridge)	\$30.00 (Special Rate Area)
Temporary Parking Time Limit Violation, West of Main Between Union and the South end of Main) 6:00 AM – 5:00 PM	\$30.00 (Special Rate Area)
Occupying two parking spaces	\$20.00
Obstructing Traffic	\$20.00
Parking a non-electric vehicle in an EV Charging Station Space	\$20.00
Failure to move a vehicle for announced Special Event or Snow Emergency	\$40.00
Being present with a vehicle or travelling in an area not designated for vehicle travel, such as a sidewalk	\$50.00
Driving or parking on the sidewalk in front of Ylvisaker Hall (except during scheduled move-in and move-out events)	\$50.00
Parking in Front of and/or Blocking a Fire Hydrant	\$50.00
Parking in a Fire Lane/Loading Zone	\$50.00
Placing/parking a vehicle inside a building	\$100.00

Unauthorized parking in a Persons with Disabilities Parking Space	\$100.00
Possessing or bringing a vehicle on Campus by an operator that has had their Luther College vehicle privileges revoked	\$100.00
Unattended - Abandoned Vehicle	\$100.00

Bicycle Violations	Fine
Failure to Register a Bicycle	\$20.00
Securing Bicycle to a Handrail or Stairway	\$20.00
Operating a Bicycle without proper equipment during periods of low visibility	\$20.00
Moving Violations	Fine
Speeding	\$50.00
Failure to Stop at a stop sign	\$50.00
Unsafe Bicycle or Vehicle Operation*	\$50.00
<p><i>* If a person is observed operating a vehicle or bicycle in an unsafe manner, and willfully avoids or evades a Campus Responder, a violation notice(s) may be assigned and issued by email or campus mail to an identified operator. If the operator is unidentifiable at the time of the violation, and an investigation affirmatively identifies the vehicle or bicycle, a violation notice may be issued, assigned and charged to the individual that has legal control of the vehicle or bicycle involved.</i></p> <p><i>In addition to fines, at the discretion of the Director of Campus Safety, individuals may have their campus privilege to possess and operate a motor vehicle or bicycle on campus, and their vehicle may be subject to impoundment at the expense of the party (individual) that has legal control of the vehicle.</i></p>	

Other
<p><i>* If a person willfully avoids or does not comply with an order of a Campus Responder or the Director of Campus Safety, that failure may, at the sole discretion of the Director of Campus Safety, have their privilege to possess and operate a motor vehicle or bicycle on campus unconditionally revoked.</i></p>