

# Muskingum College 2004-2005

## Vehicle and Parking Regulations



The rules and regulations contained herein have been formulated in order to best utilize the roadways and parking areas for the benefit of the Muskingum College community, including students, staff, faculty, guests, vendors, and visitors; to assure access at all times for emergency response personnel, support vehicles, and snow removal equipment; and to promote the safety and welfare of persons and property in on or about the College.

An emergency services fund has been established by the Muskingum College Campus Police to facilitate the provision of personal vehicle emergency services (such as jump starting, unlocking, and towing a community member's vehicle to a local garage) until the fund is depleted. If your car becomes disabled, simply contact Campus Police (740/826-8155), and an officer will attempt to assist you.

*In order to promote the availability of this service to all community members, utilization of services facilitated by the emergency services fund will be restricted to once per month per community member or vehicle up to three times per school year.*

## MUSKINGUM COLLEGE PARKING REGULATION QUICK REFERENCE

**(Keep this! It will save you time and money!!)**

Muskingum College welcomes you to our beautiful campus—which has been designed as a walking campus for everyone to enjoy. For this reason, having a parking permit does not guarantee availability of a parking space in the immediate vicinity of your residency, class or office/workplace; however, ample parking exists on the perimeter of the campus making it accessible to all. The responsibility for finding a permissible parking space lies with the vehicle operator. Inability to find a permitted parking space will not be accepted as justification for violating any of the parking regulations which shall be strictly enforced.

Please refer to <http://muskingum.edu/~safety/parking.html> for a complete version of the Parking & Traffic Regulations.

### There Is No Parking Anytime In The Following Areas

- |   |  |
|---|--|
| <b>In any designated fire lane</b>                          | • <i>On any grass or unpaved area</i>              |
| <b>In front of or along side of fire hydrant</b>            | • <i>In any faculty/staff space</i>                |
| <b>In or adjacent to construction/work area or entrance</b> | • <i>On any sidewalk, path or crosswalk</i>        |
| <b>On any campus road</b>                                   | • <i>15-minute parking in excess of 15 minutes</i> |
| <b>On the side of any campus roadway</b>                    | • <i>Designated reserve space</i>                  |
| <b>In any visitor space</b>                                 | - <i>EMTs</i>                                      |
| <b>In any driveway/loading area</b>                         | - <i>Faculty/Staff</i>                             |
| <b>In handicap areas</b>                                    | - <i>Maintenance</i>                               |
| <b>So as to create an open and obvious hazard</b>           | - <i>Residence Life Staff</i>                      |
|   | - <i>Vendor</i>                                    |

**Vehicles parking in these areas will automatically be ticketed and TOWED.**

*Vehicles parking in these areas will automatically be ticketed and BOOTED.*

### Student Designated Parking Areas

- First Year – West Hill Resident - Stag/Ulster Lot
- First Year - East Hill Resident - Kelley B & C Lot, Overflow to Lot North of/Behind the Wellness Center or Stag/Ulster Lot
- Upperclass - East Hill Resident – Finney, Kelley, Overflow Kelley B&C, Program Houses, Lot North of/Behind the Wellness Center or Stag/Ulster Lot
- Upperclass – West Hill Resident – Thomas, Memorial/Moore Lots, Overflow to Stag/Ulster Lot
- Upperclass - Program Houses Resident – Program Houses and Overflow to Lot North of/Behind the Wellness Center
- College Place or Subway Apartments Resident – Assigned Parking & United Methodist Church Lot
- Fraternity Circle (Mace, Kappa Sigma, & Phi Tau) Resident - Fraternity Circle (Overflow Lot North of Stadium)
- Townhouse Resident - Townhouse Lot, Overflow to Stag/Ulster Lot
- Lexington Arms Resident – Lexington Arms, Overflow to Cambridge Commuter Lot
- Ulster House Resident – Ulster Lot
- Stag House Resident – Stag/Ulster Lot
- Off-Campus Students Living within Village Corporate Limits – Commuter Lot at Methodist Church, Stag/Ulster lot
- General commuter - Stag/Ulster Lot; College Drive Presbyterian Church Lot; United Methodist Church Lot; East Lawn Lot - southeast of McConagha Stadium (the football field) on Stadium Drive; and Comin Commuter Lots - designated commuter lot sections off Comin Street west of the Quad.

**APPEALS** If in fact you are issued a parking ticket, you may submit a written appeal to the Student Affairs office within 48 hours of the issuance of the citation. When writing out an appeal, please remember to keep it brief and address the issue. Avoid abusive, abrasive, sarcastic, or profane language. Also, reminding us how limited parking is, especially proximity parking, is not necessary, as we are well aware that parking is limited on our walking campus.

**GUEST PARKING** Guest passes are available through the Campus Police Office 24 hours a day on all 7 days of the week. Guest without parking passes are subject to ticket and boot or tow.

**PARKING BANS** During inclement weather, it is your responsibility to check on parking bans. Parking in certain areas may be banned to allow for snow/ice removal and enhanced safety. If inclement weather is predicted, please call Campus Police at x8155.

## **Motor Vehicle Regulations**

### **I. Authority/Jurisdiction**

The Muskingum College Board of Trustees empowers the President of the College with the day to day administration of the College. To achieve this responsibility, the President has delegated the management of the traffic and parking system to the Vice President of Administration who supervises the Director of Campus Police. The Director facilitates the traffic and parking system through Campus Police personnel who directly implement the program.

The President has also delegated the independent review of student infraction appeals to the Vice President of Student Affairs/Dean of Students.

In order to better serve the Campus community, Muskingum College Campus Police Officers are sworn and deputized to the Village of New Concord and are, therefore, responsible for the enforcement of Muskingum College policies, regulations and procedures, as well as village, state and national ordinances. Primary jurisdiction for these officers extends throughout property owned or held by the College and any adjacent properties, as well as throughout New Concord and adjacent property when acting in enforcement of ordinances.

### **II. Definitions**

Campus: All property controlled by Muskingum College, including but not limited to lands and facilities owned, leased, or rented by the College, its staff, agents, or officers.

Campus Police Office: Located on the southeast corner of the intersection of Comin Street and Montgomery Boulevard (across from the Recreation Center and behind the Student Faculty Center).

Motor Vehicles: All self-propelled vehicles, including, but not limited to, trucks, vans, automobiles, motorcycles, mini-bikes, scooters, etc. regardless of fuel source.

Service Vehicles: Vehicles authorized by the College and actively engaged in providing service on or about campus buildings or grounds.

Students: All persons who have enrolled at Muskingum College from the time of their initial enrollment through their graduation or official withdrawal from the institution (including periods when classes are not in session or the individual is not registered for coursework – students are required to park in their designated student lot throughout the year, including College holidays, May-Term and the summer period). Spouses of students are considered to be students, even though they may not be enrolled at the College, so they must restrict their parking to the area designated by the Student's permit.

Commuters: All Graduate Program students, Post-Secondary students, and students living in off-campus residences (except those residing within New Concord Village Corporate Limits).

Resident Students: Students living in residence halls, clubhouses, program houses, and within the Corporate Limits of the Village of New Concord.

Employees: All full-time or part-time members of the staff or faculty, and designated non-student employees of College vendors (e.g. ARAMark). Outside contractors will need to make special arrangements through the Physical Plant or Campus Police offices for campus access and parking privileges.

### **III. Motor Vehicle Registration**

#### **A. General Registration Procedures**

1. All Muskingum College students, faculty, staff, administration, and College designated vendor employees are required to register any motor vehicle they own or control which is operated on College property regardless of the length of time they are on campus.

2. Registrants should notify the Campus Police Office when a registered vehicle has been transferred out of their ownership, so that accountability for subsequent violations can be removed from the registrant's record.
3. Unless motor vehicle operation privileges have been suspended, the aforementioned parties shall be eligible for vehicle registration privileges upon paying any annual fees or accrued fines.
4. All guests to campus are required to register their vehicle at the Campus Police Office. While guests are welcome on campus at open College events or when hosted by a community member, their status may be difficult to ascertain if they are not registered/sign-in (at no cost) with Campus Police. Therefore, guests who are on Campus without registering after 8:00 p.m. and before 6:00 a.m., other than for open College sponsored events (varsity athletics, etc.) may be ticketed, booted, or towed and shall bear responsibility for any associated costs (though fines may be waived upon verification of status).
5. Registrants will be issued a parking sticker which must be permanently attached to the outside lower right corner of the rear window (if an obstruction or some other reason makes such placement problematic, consult Campus Police for authorized alternative placement).

#### B. Employee Specific Registration Procedures

1. Upon employment with the College, employees will receive a Parking Authorization form from the Human Resources/Personnel Office. This form and a vehicle registration form should be presented to the Campus Police Office to obtain an employee parking sticker.
2. After their initial registration, all employees will obtain subsequent parking stickers from the Campus Police Office.
3. Most employee benefit packages include the payment of annual motor vehicle registration fees, however, employees not registering a vehicle operated or parked on Campus shall be subject to any applicable fines (failure to register, etc.).

#### C. Student Specific Registration Procedures

1. Students must register any vehicle operated on College property which is within their command or control. Registration sticker fee is \$45.00, however, only one \$45.00 fee per student must be paid per school year (if a student needs to obtain a parking sticker for additional vehicles, no additional fee will be assessed, however a \$20.00 fee will be assessed for lost stickers).
2. A new student parking sticker must be obtained each year and is valid only for the academic year in which it is purchased. If a sticker is improperly displayed, or not displayed, a citation will be issued.

- #### D. Guest/Disability/Temporary Specific Registration Procedures - Permits are issued for temporary physical or health related problems, or for guest vehicles which are restricted to the location thereupon designated. Permits are only valid when displayed. There is no charge for these permits.

### IV. Campus Parking Areas

#### A. General Restrictions

1. Muskingum College is a walking campus and, therefore, student vehicles are expected to be parked in their designated lots from 6:00 a.m. Monday through 6:00 p.m. Friday.
2. Students are permitted to park in the Cambridge faculty/staff lot from 9:00 p.m. to 2:00 a.m.

3. Tow Away Zones/Circumstances – Tow Away Zones/Circumstances are in effect 24 hours a day for all 7 days of the week and include:
  - a. Fire Lanes– Curbside or lot lanes which are designated for use by emergency vehicles, or any throughway which is sufficiently blocked so as to prevent the ingress or egress of emergency vehicles;
  - b. Fire Hydrants- Blocking access to any fire plug, hydrant or connection;
  - c. Handicap Parking – Parking spaces for individuals with a disability are marked in various locations on campus by signs and/or pavement markings. These spaces are restricted to vehicles registered through Campus Police or operated by a disabled guest or on behalf of a disabled guest passenger while displaying a state-issued card therefore designated;
  - d. Roadways – Public or private, including path of traffic in parking areas or entranceways;
  - e. Construction/Work Areas – All vehicles are forbidden to be parked or operated within or adjacent to any construction/work area, or entrance or exit to such area;
  - f. Driveways/Loading Zones- Entrances to buildings, lots or loading docks is prohibited;
  - g. Visitors Zone – Visitors slots on College Drive facing Montgomery Hall and Brown Chapel, and alongside the Library, as well as those temporary visitor slots designated by appropriate signage; and
  - h. Hazard – Other open and obvious hazard as determined by Campus Police.
  
4. Boot Zones/Circumstances – Boot Zones/Circumstances are in effect 24 hours a day for all 7 days of the week and include:
  - a. 15-Minute Parking – Parking slots are marked at each dorm for pickup and drop-off only and vehicles parked in excess of 15 minutes will be subject to booting;
  - b. Lawns – Any campus green space, berm, yard, or lawn (parking upon which does not impact the flow of traffic or create damage or immediate hazard);
  - c. Undesignated Areas – Parking is only permitted in paved lots on Campus which have painted parking slots, unless a temporary lot is opened and then parking is restricted to clearly defined boundaries and orderly parking within lanes; and
  - d. Reserved Areas:
    - i. Commuters - Designated by Signage for Lot/Spaces;
    - ii. EMT's – Designated by Signage for Lot/Spaces Marked “EMT/Fire;”
    - iii. Faculty/Staff - Designated by Signage for Lot/Spaces;
    - iv. Maintenance - Designated by Signage for Lot/Spaces or Pavement Lettering “M;”
    - v. Resident Life Staff – Designated by Signage for Lot/Spaces Marked “SLO;”
    - vi. Student - Designated by Signage for Lot/Spaces;
    - vii. Vendor - Designated by Signage for Lot/Spaces or Pavement Lettering, such as “ARA;” and
    - viii. Visitors - Designated by Signage for Lot/Spaces.

## B. Student Designated Parking Areas

1. First Year – West Hill Residents - Stag/Ulster Lot
2. First Year - East Hill Residents - Kelley B & C Lot, Overflow to Lot North of/Behind the Wellness Center or Stag/Ulster Lot
3. Upperclass - East Hill Residents – Finney, Kelley, Overflow Kelley B&C, Program Houses, Lot North of/Behind the Wellness Center or Stag/Ulster Lot
4. Upperclass – West Hill Residents – Thomas, Memorial/Moore Lots, Overflow to Stag/Ulster Lot
5. Upperclass - Program Houses Residents – Program Houses and Overflow to Lot North of/Behind the Wellness Center
6. College Place & Subway Apartments Residents – Assigned Parking & United Methodist Church Lot
7. Fraternity Circle (Mace, Kappa Sigma, & Phi Tau) Residents - Fraternity Circle (Overflow Lot North of Stadium)
8. Townhouse Residents - Townhouse Lot, Overflow to Stag/Ulster Lot
9. Lexington Arms Residents – Lexington Arms, Overflow to Cambridge Commuter Lot
10. Ulster House Residents – Ulster Lot
11. Stags House Residents – Stag/Ulster Lot
12. Off-Campus Students Living within Village Corporate Limits – Commuter Lot at Methodist Church, Stag/Ulster lot
13. General commuter lots - Stag/Ulster Lot; College Drive Presbyterian Church Lot; United Methodist Church Lot; East Lawn Lot - southeast of McConagha Stadium (the football field) on Stadium Drive; and Comin Commuter Lots - designated commuter lot sections off Comin Street west of the Quad.

## V. General Responsibilities of Registrant/College

- A. The registrant will be held responsible for any parking violations involving their vehicle.
- B. Registration of vehicles does not create a bailment, therefore, individuals operate and park their vehicles on Campus at their own risk. Muskingum College assumes no responsibility or liability for motor vehicles, their occupants, or contents while operated or parked on Campus.
- C. Muskingum College is a walking Campus, and motorists must give right of way to pedestrians at all times.
- D. During inclement weather, it is the responsibility of all registrants to check on parking bans. Parking in certain areas may be banned by the College to allow for snow/ice removal and enhanced safety. If inclement weather is predicted, please call Campus Police at x8155.

## VI. Violations and Penalties

- A. College parking fines must be paid at the Business Office. Unpaid fines will result in registration/ transcript/graduation blocks for students and a \$10 late fee for Faculty and Staff tickets not paid within one month of ticket date.

## B. Example Fines for Improper Vehicle Operation

Regulation	Fine	Potential Boot*	Potential Tow*	Potential Privilege Suspension	Potential Parking Costs
Reckless operation placing individuals at risk (e.g. alcohol, drugs, reckless driving/excessive speed, etc. [plus College judicial review])	\$ 200	NO	YES	YES	\$300
Improper parking in fire zone, at fire hydrant/plug	\$100	NO	YES	NO	\$200
Improper parking in handicap space	\$100	NO	YES	NO	\$200
Failure to register vehicle, registering through false information, displaying false registration	\$50	YES	NO	NO	\$150
Registering and/or causing a vehicle to be registered to some other person (each person – plus College judicial review)	\$50	YES	NO	YES	\$150
Improper parking in reserved area	\$40	YES	NO	NO	\$140
Improper parking out of designated area	\$40	NO	NO	NO	\$40
Riding outside vehicle/Failure to stop/Minor moving violations	\$40	NO	NO	NO	\$40
Failure to display registration	\$10	N/Y <sup>1</sup>	NO	NO	\$10/ \$110

\* A violation which is not an automatic boot or tow infraction may become so due to repetitive violations

<sup>1</sup> If registered status can not be ascertained, boot may be applied

C. Subsequent Violation Fines – A second or subsequent violation of the same policy previously violated from the first class day of the Fall Semester to the first class day of the Fall Semester in the following academic year may result in fines being enhanced.

D. Repeat Student Violators - Violators who receive any combination of 5 or more traffic or parking violations (Campus or Village) in an academic year may be towed or booted upon subsequent violation. Upon the occurrence of the 5<sup>th</sup> violation (Campus or Village), the student's record may be forwarded to the College judicial process for review of the presumptive suspension of Campus Motor Vehicle Operation privileges.

E. Towed/Booted Vehicles - Owners or operators of a vehicle towed or booted for enforcement purposes will be subject to a \$100.00 tow/boot fee in addition to the fine imposed for the violation (as well as any accrued storage fees if the vehicle is not claimed within 72 hours of a tow).

## VII. General Motor Vehicle Operation Provisions

A. Moving violations on Campus may be enforced by Campus Police, Village Police, County Sheriff's personnel, etc. Should Campus Police respond to the incident, violators may be cited to the Campus judicial system, the Village Court system, or Muskingum County Court. Operators of Motor Vehicles on campus are expected to operate in a safe manner as to not endanger people or property. The following is a non-exhaustive list of examples of violations:

1. Failure to obey regulatory devices (stop signs, etc.)
2. Driving off established roadway
3. Driving around or through barricades
4. Squealing tires

5. Passengers standing or riding in the bed of pickup truck or open hatchback, or tailgate of an auto
  6. Speed, excessive for existing conditions
  7. Operating a vehicle under the influence of alcohol or drugs
- B. Disabled Vehicles - Improperly parked disabled vehicles must be reported to Campus Police at x8155 immediately, along with plans for their removal. Vehicle owners must have improperly parked disabled vehicles removed or will be subject to ticketing and/or towing. Campus Police is not able to recommend particular companies, but area towing services are available 24 hours a day and Campus Police can help a driver make contact. Campus Police reserves the right to tow a vehicle at any time when it presents a hazard.
- C. Unused or Abandoned Vehicles - The College will use reasonable and prudent judgment in attempts to locate the owners of unused or abandoned vehicles. Vehicles with evidence of nonuse left in parking lots, streets, driveways, or any unauthorized areas of the campus or other lands of the College may be towed away. Expenses of this hauling and disposal will be charged against the registered owner. Any vehicle without a valid license plate will be considered an abandoned vehicle and will be removed from the College property by direction of the Director of Campus Police or his/her designee. The owner will be responsible for the care or protection of, or damage to, any such vehicle or its contents. The removal of any vehicle by Campus Police will in no way reduce the liability of the owner for all prior violations.

#### **VIII. Appeal of Parking/Traffic Tickets**

Appeals must be submitted in writing to the Student Affairs office within 48 hours of the issuance of any citation. Appeals will be reviewed through the College judicial process as determined by the Vice President for Student Affairs/Dean of Students or her/his designee.

#### **IX. Regulations Development, Dissemination, and Amendment**

Muskingum College shall develop, disseminate, and enforce such policies as are necessary to support the safety, security, and orderly operation of the traffic and parking system. While necessary changes to the Motor Vehicle Regulations may be incorporated by the College throughout the year, a review in pursuit of the aforementioned objectives shall be conducted at the end of each academic year by the Vice President of Administration in consultation with the Vice President of Student Affairs/Dean of Students. Individuals interested in advancing concepts for amendment of the regulations are encouraged to work through their designated representatives in the campus governance process (e.g. Student Senate) to develop a consensus position for consideration.