

Vehicle Regulations

Campus Security is responsible for administering and enforcing vehicle regulations at Elizabethtown College. Motor Vehicle regulations are in effect at all times throughout the year.

The College reserves the right to initiate and change parking fees, fines, and regulations at any time following proper notification to the College community.

Vehicle Registration

All motor vehicles used by students, faculty and staff members on College property must be registered with Campus Security upon arrival on campus. ALL VEHICLES on campus must display an identification decal or temporary hanging tag, as applicable, provided by Campus Security.

Vehicles need only be registered once. Identification decals remain valid as long as the registrant remains a registered student or employee of Elizabethtown College. Any change in status, i.e. resident to commuter, must be reported to Campus Security to insure proper and continued registration.

Any person exchanging motor vehicles must register the vehicle within 48 hours of bringing it on campus. A vehicle that will be on campus more than one day, but less than two weeks, will be issued a Temporary Parking Permit. Campus Security must be notified of any registered vehicle no longer in possession of the registrant.

Registration Procedures

1. A valid state registration (owner's) card, proof of current insurance and driver's license must be presented at the time of registration.

2. If the owner of the vehicle is someone other than the registrant, a letter from the owner authorizing the registrant to use the vehicle is required at time of registration.

3. Decals must be displayed on the outside lower left corner of the rear window, or left side of the rear bumper if the vehicle is a convertible or truck with a cap.

4. The Director of Campus Security reserves the right to revoke automobile privileges. Falsification of

registration records is a serious offense and may be reason for fine or revocation of privileges.

Parking Regulations

The College reserves the right to assign parking areas to College employees and students on campus as needed or desired. Vehicles parked illegally according to College regulations will be ticketed.

1. Registered vehicles must only park in designated areas on campus. Vehicles parking in unlined paved areas, in "No Parking" areas, in Fire Lanes, in spots designated as "Reserved", "Handicap", "Service Vehicles" or vehicles parked on the grass will be ticketed.

2. Designated **visitor parking spaces** are available in front of Alpha Hall. Parking is also available in the Myer Bakery Lot I. If you are an employee or a student, you are not considered a visitor.

Time restricted parking in Lots V, C, D & H (Brinser Lot) is available to anyone on a timed basis.

3. All vehicles parked on Elizabethtown Borough streets, as well as on campus streets, must be parked in the direction of the flow of traffic for that street.

Parking Assignments/Color designation

1. **Yellow-lined spaces** are reserved for employees.

2. **White-lined spaces** are reserved for Junior and Senior resident students.

3. There is no distinction between yellow and white lined spaces between 4pm and 2am Monday-Friday* for faculty, staff, commuters, guests and Juniors & Seniors.

*See exceptions under Weekend Parking.

Weekend Parking

There is no distinction between yellow and white lined spaces between 4pm Friday and 2am Monday. The EXCEPTIONS to this are the Brinser Lot (**H**), the Leffler House (Admissions) parking lots, Security/Health Center lot and any spaces designated "Reserved", "Service Vehicles", "Handicap" or "Visitor". These areas have parking restrictions 24 hours a day, 7 days a week. (See "Parking Assignments" on back page).

Guest & Visitor Parking

Visitors and registered guests may park in any space on Campus other than those designated as "Reserved", "Service Vehicle" or "Handicap".

Group Parking Assignments

1. **Employees** may park in yellow-lined spaces not designated "Reserved" or "Service Vehicle" or "Handicap".

2. **Junior/Senior Resident** students may park in any white-lined space on campus.

3. **Commuter** Students may park in the Bucher Young Center Lot (**C**), Leffler Chapel East Lot (**D**), Myer West (Lot **I**), College Avenue between Alpha Drive and the Hoover Business Building Lot (**K**), the Brown Lot (**B**) and the Church of the Brethren Lot (**Z**). See **Church of the Brethren Lot** parking assignments.

4. **Freshmen Resident** students are restricted to parking in the Brown Lot (B). See **Weekend Parking** for exceptions. **Freshman may not park on the surrounding Borough streets at any time.**

5. **Sophomore Resident** students are restricted to parking in the Brown Lot (**B**) and Hackman Apartment Lot (**J**). See **Weekend Parking** for exceptions. **Sophomores may not park on surrounding Borough streets at any time.**

Handicap Parking – Spaces designated for handicap parking are restricted 24 hours a day, 7 days a week. Only those persons with state-issued handicap license plates or placards are permitted to park in handicap parking spaces on campus. A temporary disability placard may be obtained from the Health Center.

Church of the Brethren Lot

Parking is allowed in the Church's lot from 6 pm Sunday until 6 pm Friday, and is enforced by Campus Security. Employees, Junior/Senior resident students and commuters may park only in the spaces farthest from the church building (or to the left when entering the lot from Cedar Street), except those spaces designated as reserved. Freshman & Sophomore students **may not** park in the Church Lot at any time. Unauthorized vehicles parked in the lot between 6 pm Friday and 6 pm Sunday are subject to towing at the owner's expense.

Loading/Unloading of Vehicles

Individuals are permitted to park in "No Parking" areas for the purpose of loading or unloading under the following conditions:

1. The vehicle's 4-way flashers must be on.
2. Loading or unloading does not exceed 15 minutes.
3. The vehicle may not block any roadway, pathway or building exit.
4. The vehicle may not be parked on the grass.

Exceptions: rear of Musser(Tow Zone) and rear of Myer (Lot I)(Loading Zone)

Use of Four-Way Flashers

The use of four-way flashers is covered in the section titled Loading/Unloading of Vehicles. That section is very clear on the conditions under which they may be used for that purpose. There is no provision for the use of four-way flashers, at any other time, which will excuse a parking violation.

Disabled Vehicles

Drivers of vehicles that become inoperable on College or Church of the Brethren property must immediately notify Campus Security so that the vehicle is not ticketed.

Parking Regulations Enforcement

Elizabethtown Borough Police enforce state and local parking regulations on all streets that surround the college campus 24 hours per day, 7 days per week. Additionally, vehicles parked along the borough streets must be moved every 72 hours. Mount Joy Township Police enforce the "No Parking" regulations on College Ave from north of Esbenshade Hall past Lake Placida. Campus Security enforces **Zone 2 parking regulations** on Cedar Street, Mount Joy Street and College Avenue, where they border the campus. Information and permits for Zone 2 are available at the Campus Security Office.

The vehicle's registrant and/or owner is responsible for proper use of the vehicle while it is on campus. Any violation charged, regardless of who is driving the vehicle, will be the responsibility of the registrant and/or owner.

Driving Regulations

All motorized vehicles and bicycles operated on any property of Elizabethtown College are subject to all provisions, rules and laws set forth in the Pennsylvania Motor Vehicles Code, which is enforced by Campus Security. Violations of this code will subject the operator to fines and/or other disciplinary actions by the Dean of College Life. Violations include, but are not limited to, speeding, failure to stop at posted stop signs and driving on unauthorized roadways, pathways or on the grass. Individuals driving on campus are required to stop when signaled to do so by a Campus Security Officer.

Driving and/or parking on the grass or walkways will subject the violator to a ticket, or more severe penalties if the incident is determined to be more serious. The question of intent is not a consideration for improper parking, and will not be accepted as a basis for appeal.

The speed limit on all Elizabethtown College roadways is 15 miles per hour and 5 miles per hour in parking areas.

Moving Violations

In order to provide a safe campus environment, and enforce vehicle driving regulations, Elizabethtown College Security Officers are authorized to issue warnings and/or tickets under the following circumstances:

1. Failure to adhere to speed limit or traffic control signs and barriers, such as stop, one-way traffic and restricted road access signs, barriers and cones, etc.
2. Driving in unauthorized areas, such as walkways, athletic fields and grass areas.
3. Reckless driving that is unsafe for conditions and poses a hazard to persons or property.

Parking Ticket & Appeals

Individuals wishing to appeal a College issued parking ticket may pick up an appeal form at Campus Security.

The completed form must be returned within 5 business days of the date the ticket or citation was issued. Failure to file an appeal within 5 business days will mean the ticket is payable at Campus Security or will be billed to your college account.

The Vehicle and Parking Appeals Board, which is composed of representatives of the students, faculty and staff, will review appeals as needed. **It is the responsibility of all persons operating a vehicle on campus to be familiar with the Vehicle Use and Parking Regulations as outlined in the pamphlet. Failure to be aware of all regulations, such as vehicle registration and displaying of decals, or parking assignments will not be accepted as a valid basis for appeal.**

Abandoned or Derelict Vehicles

A vehicle may be termed a "derelict vehicle" by the Director of Campus Security if it is not removed from the College premises within 48 hours of a request to do so. Said vehicle will be towed. The owner of the towed vehicle will be fined \$100.00 by the college. Additionally, the vehicle's owner will be responsible for any towing and/or storage charges issued by the garage that removes the vehicle. Additional penalties may be assessed in accordance with state laws.

Fine Schedule

The following fines are levied automatically for violations by students and employees. They should be paid directly to the Campus Security Office weekdays between 9 am – 4 pm.

<u>Violation</u>	<u>Fine</u>
Unregistered Vehicle	\$50
Falsification of registrations	(*)
Handicapped Only	\$50
Parking Violations	\$20
Moving Violations	\$20
Parking on the grass	\$25

(*) As deemed appropriate by the Dean of College Life and the Director of Campus Security

Unpaid tickets will be held in the Security Office for five days following the date of issue. After five days, unpaid fines are forwarded to the Business Office to be placed on the student statement.

BUCKLE UP!

*It's the law in Pennsylvania –
And it may save your life!*

Lot Assignments

EMPLOYEES-Alpha Drive/Circle, Myer East, Brinser (Lot H), Myer Lot (Lot I), Chapel East (Lot D), Chapel West (Lot E), Young Center (Lot C), Brethren Church Lot*, Hackman Apts. (Lots G&J), Brown Lot (Lot B), Stone Lot (Lot A), Hoover (Lot K), Esbenshade (Lot F)

RESIDENT JUNIORS & SENIORS- Cedar St. Ext., Brethren Church Lot*, Myer Loop, Schreiber Quad Lots, Schlosser Loop, Hackman Lots G or J, Young Center (Lot C) (time restricted lot), Brown Lot (Lot B)

SOPHOMORES- Hackman South (Lot J), Brown Lot (Lot B)

FRESHMAN- Brown Lot

COMMUTERS- Chapel East (Lot D), Young Center (Lot C), Brown Lot (Lot B), Myer West (Lot I), Brethren Church Lot (Lot Z)*

***SEE INSIDE FOR DETAILS**

Freshmen may park in the Brown Lot ONLY except on weekends.

Only students with a Zone 2 decal may park on borough streets at any time.

Rev. March 09

Elizabethtown College Vehicle Use and Parking Regulations 2008-2009



**College Operator – 0
or 361-1000**

**Security Office Ext. 1263
or 361-1263**

**Dispatcher Ext. 1264
or 361-1264**

**Emergencies Ext. 1111
or 361-1111**

www.etown.edu/parking