



Effective: March 1, 2018
Last Updated: February 20, 2019

Responsible Office: Student Life – Department of Campus Safety
Responsible Administrator: Vice President for Student Life
Director of Campus Safety

Process of Approval:
1. *Presidents Council*

VEHICLE AND PARKING POLICY

POLICY CONTENTS

- Scope
- Policy Statement
- Reason for Policy
- Procedures
- References
- History
- Response to Infraction of Policy

SCOPE

This policy applies to all students, faculty, staff, visitors, and guests of Union College.

POLICY STATEMENT

Union College is concerned about the safety of its students, faculty, staff, visitors, and guests. In accordance with this concern, this policy has been established to outline how Union College will manage vehicles, traffic, and parking on its campus. This policy sets forth the requirements, guidelines, procedures, and other relevant information with regards to vehicles, traffic, and parking on the college campus.

A summary of this policy and designated parking areas have been provided to all parties through pamphlets and brochures. However, these parking summaries should not be considered as the complete policy. A copy of this complete policy is available online through the college's website or from the Department of Campus Safety or Student Life Office. A copy can also be requested by any individual who registers a vehicle for use on the Union College campus.

REASON FOR POLICY

Parking on the campus of Union College or on properties principally controlled, leased, contracted, and administered by Union College is not a right, but a privilege granted to students, faculty, staff, visitors, and guests of the college. In order to promote the overall safety and efficient operation of the campus, the college has established the following policy and procedures relating to vehicles, traffic, parking regulations, and enforcement as well as penalties for violations.

PROCEDURES

1.1 Designations:

For the purposes of this and other related policies the following designations will be used:

Faculty: The teaching staff of Union College.

Staff: All non-faculty employees of Union College.

Employee: A person who works for Union College with a faculty or staff appointment on a full-time, part-time, or temporary basis, as long as this employment is the individual's primary purpose.

Student: Anyone, other than employee, who is registered at or attends Union College on either a part-time or full-time basis. A resident student lives in the residence hall on campus. A community or village student lives off campus. A distance or online student attends Union College online or through distance learning and a student employee is considered a student when issued a permit.

Visitor: Persons (other than students and employees) who occasionally voluntarily visits the campus for business, conferences, pleasure or scholarly work. Former students (non-student for at least 12 months) and former employees are also considered visitors.

Guest: A person (other than students and employees) who is invited to visit Union College or take part in a function or event organized by Union College.

Traffic: Vehicles, bicycles, and pedestrians which move on or through the Union College campus or property which includes any devices which can be ridden or operated by a pedestrian including, but not limited to: skateboards, personal transporters, scooters, hoverboards, segways, pushboards, roller- skates, and roller-blades.

Vehicle: A thing used for transporting people or goods.

Trailer: A unpowered vehicle towed by another vehicle.

Motor Vehicle: A vehicle powered by an electric and/or internal combustion engine.

Motorcycle: A two-wheeled vehicle that is powered by a motor and which has no pedals.

Bicycle: A vehicle composed of two wheels held in a frame, one behind the other, propelled by pedals and steered with handlebars attached to the front wheel.

Motorized Cart: Any motor vehicle having no less than three wheels and an unladen weight of 1,300 pounds or less and which cannot operate at more than 20 miles per hour.

Motorized Wheelchair: A self-propelled wheelchair that is used by a physically disabled person for mobility.

Moped: A motor driven cycle equipped with two or three wheels, with or without foot pedals, and an independent power source providing a maximum of two brake horsepower and a combustion engine with a maximum displacement of 50 cubic centimeters (50 cc).

All-terrain Vehicle (ATV): Any motorized vehicle designed for off-road use which is equipped with three or more low pressure tires and with a seat to be straddled by the operator and with handlebars for steering control.

Motorized Utility Vehicle: A four- or six-wheeled vehicle powered by a motor; with seating for a driver and other passengers; designed to travel at speeds not to exceed twenty (20) miles per hour. Golf Carts are included in this definition.

1.2 Parking at Union College

Union College provides parking within walking distance of all campus buildings as a courtesy and privilege to its students, faculty, staff, visitors, and guests. It should be understood that not everyone who desires so will find a parking space close to their destination building.

Vehicles are to be parked within designated striped parking spaces only, unless special authorization is given by the Department of Campus Safety. The college assumes no liability or responsibility for damage or loss to a vehicle parked on its property. All individuals are to observe posted signs and regulations with regards to parking and traffic.

1.3 Parking Zones Available on Campus

The following parking zones have been designated on campus:

Visitor/Guest: Designated parking spaces near the Ortnr Center, Prescott Hall, and the Krueger Center.

Faculty/Staff: Designated parking areas for Union College employees east of the Don Love Building, north of the Krueger Center (North Outer Lower Lot), north of the Larson Lifestyle Center (gravel lot), and the College View Church Lot.

Student – Prescott and Culver Hall Residents: Designated parking area behind Prescott Hall.

Student – Rees Hall Residents: Designated in Krueger Center/Rees Hall North Upper Lot and along Bancroft Street north of Rees Hall.

Student – Cooper Apartments: Designated parking area north of the Cooper Apartment building.

Student – Village: Designated parking areas east of the Don Love Building, north of the Krueger Center (North Outer Lower Lot and North Small Inner Lot), and the College View Church Lot.

Advent Source Employee: Designated parking areas west and north of the Advent Source building.

Larson Lifestyle Center Members/Guests: Designated parking areas south of the Larson Lifestyle Center and north along the sidewalk northwest of the building.

IRR Guest Lecture/PA Faculty: Designated parking areas behind Prescott Hall.

Trailer Storage (limited with prior approval): Designated in the far northeast corner of the Krueger Center (North Outer Lower Lot).

Motorcycle Parking: Designated parking area immediately behind Prescott Hall on the Motorcycle parking pad.

1.4 **Loading and Unloading Zones**

The parking loop just east of Rees Hall is designated as a temporary loading and unloading zone for Rees Hall Residents to use for move-in and move-out and loading and unloading throughout the year. During the school year loading and unloading is restricted to less than (15) minutes without prior approval from Department of Campus Safety. During move-in and move-out periods students should package all belongings before parking in the loop to minimize parking time. Faculty and Staff as well as outside businesses may also use the loop for loading and unloading with '15 Minute loading/unloading' passes available from the Campus Safety Office.

Residents of Prescott and Culver Halls may use the visitor parking and loop in front of Prescott for loading and unloading during move-in and move-out periods. During the school year loading and unloading is restricted unless prior approval is given from Department of Campus Safety. During move-in and move-out periods students should package all belongings before parking in the loop to minimize parking time.

1.5 **College View Church Parking**

The parking spaces adjacent to the main entrance to the College View Church on the north side of the building along Prescott Street, and the parking lots adjacent to the east entrance on the east side of the building, on the south side of the building, and adjacent to the west entrance on the west side of the building may be used by students and staff for parking during the day. The drive adjacent to the main entrance is designated for church business only.

For those individuals utilizing parking spaces adjacent to or located on church property during the week, it is requested that you move your vehicle on the weekend to accommodate Sabbath (Saturday) morning church patrons. Failure to do so may result in enforcement action by the Department of Campus Safety.

1.6 **Street Parking**

Some individuals may prefer to park their vehicle on public streets in close proximity to the campus where such parking is available. Be advised that the City of Lincoln has an ordinance which requires vehicles parked on public streets to be moved every 24 hours or be subject to ticketing or towing. During the winter, parking bans due to snow removal are announced via radio, TV, or newspaper. Vehicles left on public streets during parking bans may be subject to ticketing and/or towing by the city.

1.7 **Temporary Parking Bans and Restrictions**

There may be occasions due to snow removal, repaving, re-striping, construction, emergency situations, or other necessary reasons where parking to certain areas or zones may be limited or restricted for a designated period of time. During those occasions parking permits for those areas with bans or restrictions are considered temporarily suspended and violations may result in enforcement action for parking in

unauthorized zones. Whenever possible, notices will be released before any temporary parking bans or restrictions are put in place which may require the temporary suspension of certain parking privileges.

Barriers, barricades, barrier-tape, cones, fences, posts, or posted signs may be used to designate restricted or reserved parking spaces or areas, at any point as necessary, for the safety, convenience, or efficiency of traffic control. The removal of or tampering with barriers, barricades, barrier-tape, cones, fences, posts, or posted signs without the permission of Campus Safety Office is prohibited.

Union College and the Department of Campus Safety reserve the right to temporarily close, restrict, or modify any parking space, lot, zone, drive, or other roadway, on college property as necessary. When possible, advance notice will be provided. Any vehicle entering a barricaded area may be cited or towed without warning if needed.

1.8 **Overnight Parking:**

Overnight parking on campus is allowed only in designated areas with permission. Vehicles are considered to be parked overnight if they are on campus between the hours of 12:00 a.m. and 6:00 a.m. In order to park on campus during overnight parking hours, you must have a campus resident or storage permit status.

Currently, only on-campus resident student permits and storage permits for trailers and other vehicles stored with special permission have overnight parking status, all other permits are non-resident/non-storage parking permits and do not qualify for overnight parking.

1.9 **Summer Parking:**

During the period from August 1st to June 1st, regular parking zone rules and regulations apply. During the summer months of June and July parking becomes open for students, faculty, and staff. This means that students, faculty, and staff may park in any residence hall or faculty/staff parking zone which includes: Prescott Hall Residence lot, Don Love Building lot, Krueger Center north upper and lower lots, and the College View Church lot.

Overnight parking remains limited to designated residence hall parking zones and areas year round. Visitors and guest lots remain available only to visitors and guests year round. All other parking regulations apply as outlined in this policy.

1.10 **Vehicle Registration for Parking:**

The following vehicles driven or parked on the campus of Union College by students, faculty, staff, and overnight visitors and guests must be registered with Student Life through the Department of Campus Safety: Motor Vehicles, Trailers, Motorcycles, and Mopeds. Bicycles should also be registered. This includes vehicles which may only be parked for a portion of the semester or school year.

The following information will be required to register a vehicle and obtain a parking permit for use on the Union College Campus: Personal Information (Name, Address, Phone Number, Email, UC ID), Vehicle Year, Color, Make, Model, Type, License Plate Number, License Plate State, and Registered Owner Information (Name, Address, Phone Number, Email). Verification of campus residency may also be required for students.

All vehicles must be registered using the registration form on Portal (under Misc tab) or online using the online registration form within the time period specified below for each registration group. Failure to register a vehicle within the period specified may result in a fine for failure to register a vehicle.

Union College is not responsible or liable for damage or loss to any vehicles stored or parked on its property.

- 1.11 **Visitor and Guest Vehicle Registration and Parking Permits:**
Temporary (non-overnight) visitors and guests are not required to register their vehicle, but are encouraged to obtain a visitor or guest parking permit from Ortner Center front desk if parking more than (1) hour.

Visitors and guests may obtain daily, weekly, or monthly temporary parking permits. There is no cost for a daily or weekly visitor and guest parking permit. Monthly visitor and guest parking permits are approved on a limited basis by the Department of Campus Safety.

Daily, weekly, or monthly temporary parking permits may be obtained through the Ortner Center front desk or the Campus Safety Office. Ortner Center guests obtain a temporary parking permit only through the Ortner Center front desk for use during their stay. Ortner Center guest parking is designated in the visitor's parking lot east of the Ortner Center and south of Dick Building.

- 1.12 **Student Vehicle Registration:**
Student vehicles must be registered within the first week of the semester. New vehicles should be registered before parking on campus by using the Portal Registration online (Under the Misc tab).

Current student vehicle registration is free.

- 1.13 **Faculty and Staff Vehicle Registration:**
Faculty and staff must register vehicles within fourteen (14) days of when employment is obtained or new vehicles are purchased, obtained, or registered with the State of residence and intended for use on the Union College campus.

Faculty and staff registrations are valid for the life of the vehicle provided the registration information remains current. Any changes in registration information must be reported to the Department of Campus Safety within fourteen (14) days, unreported changes in registration and/or vehicle information results in the immediate expiration of current registration and parking privileges.

Faculty and staff are not required to pay registration fees for registering vehicles. Faculty and staff are limited to registering only three vehicles with the College at a time unless special permission is obtained from the Department of Campus Safety. This includes trailer registrations.

- 1.14 **Trailer Registration:**
Students, faculty, staff, and approved visitors and guests may register, park, and store trailers on Union College property in designated areas with permission from the Department of Campus Safety. Trailer storage is on a first come first serve basis and the Department of Campus Safety reserves the right to refuse trailer parking at its discretion. The College has limited parking areas where trailers can be stored.

Trailer registration fees are \$25.00 per semester, \$50.00 per school year or \$75.00 per calendar year for trailers under 21 feet in length. Trailers 21 feet to 31 feet in length are \$35.00 per semester, \$70.00 per school year or \$95.00 per calendar year.

Trailers 31 feet and above in length are not permitted to be stored on the campus of Union College. This excludes camper trailers and RV's during camp meeting and other events in designated RV camping areas. Union College is not responsible for damage to trailers or other vehicles stored on its property.

Registrations and payments for RV camping are coordinated and authorized through the Ortner Center front desk. Registrations for trailers being stored but not used on the campus are authorized through the Department of Campus Safety. Fees for trailer storage are paid through the cashier on the 5th floor of the Everett Dick Administration Building.

- 1.15 **Bicycle, Motorized Cart, All-Terrain Vehicle, and Utility Cart Registration:**
Bicycles registration is required in case of theft or loss using the online or paper bicycle registration form. The cost for a bicycle registration tag is free and is good for the life of the bicycle for use on the

Union College campus. Bicycles not registered may be presumed to be abandoned if reasonable attempts to contact the owner are made. Abandoned bicycles are either destroyed or donated.

Except for special permission granted by the Department of Campus Safety and Union College owned vehicles, Motorized Carts, All-Terrain Vehicles, and Motorized Utility Carts are not permitted to be used on the campus of Union College.

Motorized Wheelchairs are permitted in accordance with State and Federal Law and are not required to be registered by the owner.

1.16 **Parking Permits:**

Once a vehicle is registered, a parking permit will be issued for that vehicle. Union College has a limited number of parking spaces and parking is on a first come first serve basis at all times in designated parking areas. Parking permits are not transferable from one individual to another.

Parking permits are approved, denied, suspended, or revoked at the discretion of the Department of Campus Safety. Parking on the campus of Union College is considered a privilege offered by the College except for designated handicap parking areas in accordance with State and Federal law.

Parking Permits may be issued in the form of hanging tags to be displayed from the rearview mirror facing the front of the vehicle, temporary paper parking permits to be displayed on the front dash, or parking permit stickers to be affixed to the outside of the right rear windshield.

Parking permits are issued to only registered vehicles and must be displayed only in the vehicle that permit is issued to. Lost permits must be reported to the Department of Campus Safety immediately for revocation and re-issue. Damaged permits must be turned into the Department of Campus Safety for replacement.

Parking permits are valid for only specified or designated parking areas associated with that permit. Upon issuance of the permit designated parking areas valid to that permit will be explained to the permit holder. Any questions regarding parking should be directed to the Department of Campus Safety.

1.17 **Derelict or Disabled Vehicles**

Vehicles not in operating condition are considered derelict or disabled. Derelict or disabled vehicles not having a current state issued license plate or which appear to be abandoned, may be towed at owner's expense.

Non-operating vehicles are not allowed to be stored on the campus of Union College for periods in excess of (72 hours) without special permission from the Department of Campus Safety, regardless of if they have a current license plate or parking permit. Vehicles in violation may be subject to tow if the owner or operator refuses to remove the vehicle.

1.18 **Parking and Traffic Enforcement:**

The Department of Campus Safety is authorized to enforce all parking and traffic related laws and rules on the campus and in the areas principally controlled or administered by Union College. Enforcement actions may be issued in the form of verbal or written warnings, citations and fines, vehicle immobilization, and vehicle towing and impoundment.

Traffic and parking related rules enforced by the Department of Campus Safety include but are not limited to: Speeding, Careless and Imprudent/Reckless Driving, Failure to Obey Posted Traffic and Parking Signs, Parking in Handicap Zones, Failure to Register a Vehicle, Expired Vehicle Registration, Failure to Display Parking Permit, Improper Display of Parking Permit, Parking in Visitor/Guest Zone, Parking in Fire Lane, Parking for Extended Period or Overtime Parking, Parking in Service Areas, Parking or Driving on Grass, Sidewalks, or in Undesignated Areas, Parking in Reserved Spaces, Occupying Multiple Parking Spaces, Overnight Parking in Undesignated or Unauthorized Areas, Derelict or Disabled Vehicles, Abandoned Vehicle Parking, and Parking to Block Thru Access or Drive.

The speed limit on campus is 15 MPH. Pedestrians have the right of way over vehicles when crossing roadways within or at marked crosswalks, at unmarked crosswalks, at road intersections, and within parking lots. Bicycles are to obey all vehicle traffic laws while operating on roadways and are required to yield to pedestrian traffic within or at marked crosswalks, at unmarked crosswalks, at road intersection, within parking lots, and on sidewalks. Bicycles must be used responsibly and safely.

1.19 **Parking and Traffic Fines:**

Student fines will be imposed against the student’s Union College student account. Faculty and staff fines will be withheld from the employee’s payroll check during the next payroll cycle. All other fines must be paid within thirty (30) days to avoid further penalty. Fines may be paid with check, cash, money order, credit, or debit card. All fines paid with coins must be rolled. A \$25.00 fee will be charged for all returned checks. Other transaction fees may apply as well.

Fines may be paid in person to the Union College Cashier on the 5th floor of the Everett Dick Administration Building during normal business hours or by mail to Union College – Cashier/Accounting Department at 3800 S. 48th Street, Lincoln, NE 68506. All fines collected from citations are allocated to programs that encourage a safe and secure campus community.

Campus Safety Officers are not authorized or expected to find, read or follow notes of explanation, or to accept money or payment for fines. All fines must be paid through the Union College Cashier.

1.20 **Violations and Fine Amounts:**

Speeding	\$50.00
Careless and Imprudent/Reckless Driving	\$75.00
Obstructing Traffic/Vehicles	\$50.00
Failure to Obey Posted Signs/Barricades	\$35.00
Loud Music/Noise Disturbance	\$25.00
Parking in Handicapped Zone	\$75.00
Failure to Register Vehicle/Expired Vehicle Registration	\$50.00
Failure to Register Bicycle	\$10.00
Failure to Display Parking Permit	\$20.00
Improper Display of Parking Permit	\$10.00
Tampering with or Altering a Parking Permit	\$75.00
Parking in Visitor/Guest Zone	\$50.00
Parking in Unauthorized/Restricted Zone	\$50.00
Parking in Fire Lane	\$75.00
Parking Within 15 Feet of a Fire Hydrant	\$35.00
Overtime or Extended Parking	\$35.00
Parking in Service/Loading Area	\$50.00
Parking or Driving on Grass or Sidewalks	\$75.00
Parking in Reserved Space	\$50.00
Occupying Two or More Parking Spaces	\$35.00
Unauthorized Overnight Parking	\$35.00
Overnight Parking in Unauthorized Areas	\$35.00
Derelect or Immobilized Vehicle Parking	\$50.00
Abandoned Vehicle Parking	\$75.00
Parking to Block Thru Access or Drive	\$75.00
Operating Unauthorized Vehicle/Device on Campus	\$25.00
Unauthorized Use of Golf Carts	\$100.00

1.21 **Additional Penalties:**

Vehicles or operators with four (4) citations for a specific violation or eight (8) overall citations in a school year (including summers) may be subject to immobilization or impoundment of the vehicle.

Vehicles or operators with four (4) or more outstanding parking violations may be subject to immobilization or impoundment of the vehicle at owner's expense.

Unpaid fines on student accounts may result in a financial hold on the account which may prevent registering or receiving transcripts or diplomas. Unpaid fines may be turned over to an outside collection agency at the Colleges discretion.

1.22 **Vehicle Immobilization:**

Vehicles or operators with four (4) or more citations in the current semester or with eight (8) or more citations or violations during the academic year may be subject to immobilization using a vehicle immobilization device for each subsequent violation. Summers are included in the previous academic year.

A vehicle immobilization device or boot is a mechanical device which is attached to the wheel assembly of a vehicle and prevents the vehicle from being moved or operated. A notice will be placed on the window of the driver's door to indicate the device has been applied. There is a \$25 immobilization device removal fee.

An immobilization device will not be removed until the operator or registered owner:

1. Registers the vehicle with the Department of Campus Safety (See section on Vehicle Registration).
2. Agrees to abide by all vehicle and parking policies of Union College.
3. Agrees to pay all previous fines.

Vehicles that have been immobilized may be towed or impounded if the operator or registered owner does not contact the Department of Campus Safety within forty-eight (48) hours to arrange payment of fines and removal of the device. Towing will be at owner's expense.

Do not attempt to remove an immobilization device from a vehicle. If an immobilization device is removed or attempted to be removed additional penalties may be imposed including additional costs for damage to or loss of the immobilization device. There is a \$100 fee for attempted to actual unauthorized removal of an immobilization device plus the cost of any damages to the device or device replacement.

In addition, anyone who causes damage to the immobilization device may be subject to arrest and prosecution through criminal court for property damage and/or civil court for damages.

1.23 **Vehicle Towing and Impoundment:**

Union College reserves the right to tow and impound vehicles at owner's expense whenever it is reasonably necessary to do so for the following reasons: 1) In order to safeguard the lives and property of those present on the College campus. 2) To enforce parking and traffic rules and regulations. 3) For violations which include, abandoned vehicles, immobilized vehicles, occupying multiple parking spaces, blocking fire access or hydrants, handicap parking violations, excess parking violations, unregistered or unlicensed vehicles parked on campus, blocking drive or thru access, failure to park in designated parking area, excessive outstanding fines or citations (see above), and other reasons deemed necessary or appropriate by the Department of Campus Safety for the safety and security of the College campus.

Holds may also be placed on vehicles with the tow company for registered owners. Proof of registration, insurance, ownership, rental agreements, and other documentation may be required to obtain the vehicle from the tow company. Once the tow company arrives and begins the towing process or takes possession of the vehicle, the vehicle can only be released by the tow company in accordance with their policies and procedures.

The Department of Campus Safety has the authority to conduct inventory searches of vehicles prior to releasing it to the tow company to inventory items and limit potential liability to the College for lost or damaged items by the tow company. Acceptance of the vehicle and parking policy by the owner/operator/permit holder is authorization and consent to inventory vehicle searches. Items of an illegal

nature observed, viewed, or located by Campus Safety Officers will be reported to the Lincoln Police Department.

The Department of Campus Safety is not required to inform or contact the vehicle owner or operator prior to the tow but will make every reasonable effort to contact and inform the owner or operator after the tow and inform them of the location of the vehicle and the towing company's information.

1.24 **Appeals:**

Appeals of parking and traffic enforcement actions must be made in writing on the appeals form within fourteen-days (14) days of the citation issue date. Fines must still be paid while awaiting appeal.

Appeals on specific tickets may be made directly to the Director of Campus Safety.

Appeals will only be granted under extraordinary circumstances and if it is demonstrated that no violations of this policy have taken place. Appeals will not be granted based on other reasons such as, but not limited to: Forgetfulness, parking only for a short time, miscommunication, failure to display parking permits, not seeing a sign, lost citations, being late, being unaware of Union College vehicle, parking, and traffic policies, having already received several citations, having difficulty paying fines, having to walk distances from parking areas, and having to carry items from parking areas. Appeals submitted on these grounds will automatically be denied. All communication with and from the appeals committee will be conducted in writing.

1.25 **Vehicle Anti-Theft Devices/Alarms**

Vehicle Anti-Theft Devices/Alarms must reset automatically within five minutes of activation. Non-resetting vehicle alarms create a noise disturbance on campus which may result in immediate towing. Activated alarms that interfere with classes, office business, or facility events are subject to immediate towing. In residential areas, during the hours of darkness, a third resetting false alarm during the same night may result in the vehicle being towed.

1.26 **Skateboards, Transporters, Scooters, etc.**

The use of skateboards, personal transporters, scooters, hoverboards, segways, pushboards, or any other similar type device are not allowed to be used or operated on the Union College campus. Violations may result in fines for operating an unauthorized device on campus property and potential ejection from Union College property as necessary in order to protect the health and safety of other individuals present on campus. Additional questions regarding these devices should be referred to the Director of Campus Safety.

REFERENCES

There are currently no references for this General Order.

HISTORY

RESPONSE TO INFRACTION OF POLICY