

Andrews University

Office of Campus Safety

2. Vehicle Use Section

2.1. Personal Use Policy

2.1.1. Administration

This policy was adopted by the Campus Safety and Risk Management Committee on 06/10/14 and is administered by the Office of Campus Safety. The policy is for public dissemination.

- 2.1.1.1. This policy applies to the entire campus, affecting employees, students and any non-employee/student who accesses University-owned private property.
- 2.1.1.2. Violations of this policy will be enforced by the Office of Campus Safety, except where directed otherwise.
- 2.1.1.3. Policy related communications will be delivered electronically to the registered owner/assigned driver's University email account if available, or by placing communication on the vehicle. Communications may include details of registration, violations and appeal status. Communications in any form will be conducted with the registered owner or the guardian of the registered owner if they are a minor.
- 2.1.1.4. Variances to this policy may be made by the President, Provost and Vice President for Financial Administration. The Director of Campus Safety or their designee is authorized to grant variances following the intent of the policy.

2.1.2. Purpose

Andrews University provides privately owned roads and parking lots to facilitate its operations. This policy provides the requirements for the personal operation of privately owned vehicles on University property to ensure the safety and accessibility of the campus.

2.1.3. Definitions

Specific terms in this policy are defined as follows:

- 2.1.3.1. Abandoned: A vehicle may be considered abandoned when it meets any of the following:
 - Remained on University property for five (5) or more days without the consent of the University
 - A valid registration plate is not affixed to the vehicle

Andrews University

Office of Campus Safety

- 2.1.3.2. Assigned Driver: In certain instances the operator of the vehicle may receive a citation when they are not the registered owner. The individual would then be listed as the assigned driver. Typically the driver has self-reported, is known to the Officer, or is being cited for a non-vehicle citation.
- 2.1.3.3. Authorized Personnel: Office of Campus Safety employees, or other individuals acting under the direction of the Office of Campus Safety.
- 2.1.3.4. Overnight Parking: Vehicles parked after 2:00 a.m.
- 2.1.3.5. Permanent Parking Permit: A University issued parking permit that will expire after a minimum of one year, designed to be affixed to the vehicle.
- 2.1.3.6. Registered Owner: The individual to whom the University Parking Permit is assigned to. It is not associated with the vehicle's state registration.
- 2.1.3.7. Valid Driver's License: A non-expired driver's license that is issued by a state of the United States of America, an international driver's permit, or an international license recognized by the State of Michigan.

2.1.4. **Policy Procedures**

The following procedures will be followed to comply with this policy.

2.1.4.1. Vehicle Registration

All privately owned vehicles that are operated or parked on University property must be registered with the Office of Campus Safety. A vehicle is considered registered when it displays a valid University parking permit that has been issued by Campus Safety or a guest permit. The permanent parking permit must be visible from the outside of the vehicle (when standing at the front bumper) and permanently affixed to the inside of the windshield in the lower driver's side corner. It must be above any tint or anything that would obscure its visibility. For motorcycles, the permit should be attached to the motorcycle in a manner that makes it clearly visible. A guest or temporary parking permit must be placed in the vehicle, face up, on the driver's side of the dashboard of the vehicle.

Andrews University

Office of Campus Safety

To obtain a University permanent parking permit, an individual must take the following steps:

- Expressed consent to abide by this policy.
- Provide the vehicle's state registration information.
- At the time of registration, provide the Office of Campus Safety with the following:
 - Valid Driver's License
 - Current Proof of Insurance
 - Current State Registration

For a vehicle to be operated on University property, it must, at all times, be capable of providing documentation indicating that the vehicle is currently registered and insured. The operator must possess a valid driver's license.

The University uses different parking permits to regulate where a vehicle can be parked. Parking permits are assigned based first on the individual's association with the University (employee, student or other), then based on the individual's place of residence.

Permit registration fees are assigned by permit type. In the event that a vehicle needs to be re-registered within the same valid year, a registration fee will not be assessed. This can include the need to re-register due to a change in residence, change in license plate, or damage to the vehicle (windshield replacement, etc.).

It is the registered owner's responsibility to ensure that their vehicle is in compliance with this policy.

2.1.4.1.1. Faculty/Staff Permit

Faculty/Staff permits are issued to a faculty/staff member as identified through University records at the time of issuance. Contract, adjunct, part-time, professor emeritus and/or other employee designations qualify for a Faculty/Staff permit. Student employees may not register for the Faculty/Staff permits as their student status takes precedence. Faculty/Staff Permits may park overnight in any residence hall parking lot.

Parking Lots: Only allowed to park in all Faculty/Staff, Community, Lamson, Meier/Burman/Damazo, Housing (if their residence), and Unrestricted.

Quantity: A maximum of (3) Faculty/Staff permits may be actively issued to any one person. Any additional vehicles will be registered as Community permits and with the associated quantities and cost of a Community permit.

Andrews University

Office of Campus Safety

Fees: Fees are not assigned to the initial (3) Faculty/Staff permits.

Duration: Permits are valid for three years. Duration is dependent upon date of issuance.

2.1.4.1.2. Community Permit

Community permits are issued to individuals whose local address does not include University Residence Halls or Apartment Housing as identified through University records at the time of issuance.

Parking Lots: Only allowed to park in Community or Unrestricted parking lots.

Quantity: A maximum of (4) Community permits may be actively issued to one individual.

Fees: A fee is assigned to the Community permit and is determined by the Risk Management/Campus Safety Committee.

Duration: Permits are valid for a maximum of one year. Duration is dependent upon date of issuance.

2.1.4.1.3. Housing Permit

Housing permits are issued to residents of the University Apartments: Beechwood, Maplewood, Garland, or on-campus rental houses, as identified through University records at the time of issuance.

Parking Lots: Only allowed to park in Housing or Unrestricted parking lots.

Quantity: A maximum of (3) permits may be actively issued to one individual.

Fee: A fee is assigned to the Housing permit and is determined by the Risk Management/Campus Safety Committee.

Duration: Permits are valid for a maximum of one year. Duration is dependent upon date of issuance.

2.1.4.1.4. Lamson Permit

Lamson permits are issued to residents of Lamson Hall, as identified through University records at the time of issuance.

Parking Lots: Only allowed to park in Lamson or Unrestricted parking lots.

Quantity: A maximum of (1) permit may be actively issued to one individual. One additional permit may be issued for a motorcycle.

Andrews University

Office of Campus Safety

Fee: A fee is assigned to the Lamson permit and is determined by the Risk Management/Campus Safety Committee.

Duration: Permits are valid for a maximum of one year. Duration is dependent upon date of issuance.

2.1.4.1.5. Meier/Burman/Damazo Permit

Meier/Burman/Damazo (MBD) permits are issued to residents of MBD, as identified through University records at the time of issuance.

Parking Lots: Only allowed to park in MBD or Unrestricted lots.

Quantity: A maximum of (1) permit may be actively issued to one individual. One additional permit may be issued for a motorcycle.

Fee: A fee is assigned to the Meier/Burman/Damazo permit and is determined by the Risk Management/Campus Safety Committee.

Duration: Permits are valid for a maximum of one year. Duration is dependent upon date of issuance.

2.1.4.1.6. Service Permit

Service permits are issued to individuals operating unmarked vehicles who are contracted to provide services to the University. Individuals must provide documentation of status as a service technician or company representative. Marked service vehicles (UPS, Allied Mechanical Services, etc.) are not required to be registered.

Parking Lots: Allowed to park in all lots in the completion of their duties.

Quantity: A maximum of (2) permits may be actively issued to one individual.

Fee: Fees are not assigned to the Service permit.

Permits are valid for a maximum of three years. Duration is dependent upon date of issuance.

Andrews University

Office of Campus Safety

2.1.4.1.7. Alumni Permit

Alumni permits are issued to Alumni as identified through University records at the time of issuance. Alumni permits may not be issued to individuals currently enrolled in class or planning to enroll in class in the following semester from the date of issuance. If enrolled in class, an individual will need to return their Alumni permit and obtain a new University parking permit based on their place of residence.

Parking Lots: Allowed to park in all lots except Faculty/Staff parking lots.

Quantity: A maximum of (2) permits may be actively issued to one individual, with Community permits issued thereafter.

Fee: A fee is assigned to the Alumni permit and is determined by the Risk Management/Campus Safety Committee.

Duration: Permits are valid for a maximum of three years. Duration is dependent upon date of issuance.

2.1.4.1.8. Guest Permit

Guest permits are issued to individuals visiting the campus for a limited amount of time and are not considered permanent parking permits but do require proof of a valid driver's license. Guest permits parking locations are not regulated.

Quantity: A maximum of (1) permit may be actively issued to one individual

Fee: A fee is not assigned to the Guest permit.

Duration: May be issued two permits for a total of four weeks during any one academic year.

2.1.4.1.9. Temporary Permit

Temporary permits are issued to individuals who would normally obtain a permanent parking permit but are unable to do so due to extenuating circumstances (rental, borrowed vehicle, lacking registration paperwork).

Temporary permits are issued under the same guidelines of permanent parking permits and require a valid driver's license to be brought to the Office of Campus Safety at the time of issuance.

Parking Lots: Only allowed to park in the same lots as the equivalent permanent parking permit.

Andrews University

Office of Campus Safety

Quantity: A maximum of (2) permits may be actively issued to one individual

Fee: A fee is not assigned to the Temporary Permit

Duration: May be issued for a maximum of three times or for a total of two weeks during any one academic year, or up to the duration of their vehicle's State sanctioned temporary license plate.

2.1.4.2. Vehicle Parking Lots

Vehicles may only be parked in approved areas designated for parking (parking lots or garages) in a designated parking space with painted lines (when applicable). Vehicles may not be parked on the grass, sidewalk or in an area not so designated.

Parking lots are identified by their lot number and by the type of permits that may park there. The designation of parking lots is determined by the Risk Management/Campus Safety Committee and is identified through a campus map. The campus map is available electronically on the Campus Safety website, or in print at the Office of Campus Safety.

Vehicles may park in parking lots that match the vehicle's parking permit as follows:

2.1.4.2.1. Faculty/Staff Parking Lot

Vehicles parked in Faculty/Staff designated lots must have a valid Andrews University Faculty/Staff or Service parking permit displayed. Overnight parking is not allowed.

2.1.4.2.2. Community Parking Lot

Vehicles parked in a Community designated lot must have a valid Andrews University Community, Faculty/Staff or Alumni parking permit displayed. Overnight parking is not allowed

2.1.4.2.3. Housing Parking Lot

Vehicles parked in a Housing designated lot must have a valid Andrews University Housing or Faculty/Staff parking permit displayed. Individual apartment identified spaces are restricted to only the registered resident of that apartment. Overnight parking is allowed.

Andrews University

Office of Campus Safety

2.1.4.2.4. Lamson Parking Lot

Vehicles parked in a Lamson designated lot must have a valid Andrews University Lamson or Faculty/Staff parking permit displayed. Overnight parking is allowed.

2.1.4.2.5. Meier/Burman/Damazo Parking Lot

Vehicles parked in a Meier/Burman/Damazo designated lot must have a valid Andrews University Meier/Burman/Damazo parking permit displayed. Overnight parking is allowed. This lot is also open to all University parking permits from 6 a.m.–6 p.m.

2.1.4.2.6. Unrestricted Parking Lot

Vehicles parked in an Unrestricted parking lot must have a valid Andrews University parking permit of any designation. Overnight parking is not allowed.

2.1.4.2.7. Visitor/Guest Parking Space

Vehicles parked in a Visitor/Guest designated parking space must have a valid Andrews University guest parking permit displayed. Vehicles displaying a Faculty/Staff, Community, Lamson, Meier/Burman/Damazo or Housing permit may not park in these areas. Overnight parking is only allowed in Residence Hall designated parking lots with the indication of Visitor/Guest.

2.1.4.3. Vehicle Parking Areas

Aside from normal parking requirements, there are specific areas identified in parking lots that are regulated due to the nature or cause for parking. These areas and requirements are as follows:

2.1.4.3.1. Loading Zones

Designed for the temporary unloading/loading of a vehicle. Vehicles parked in this zone must be in the process of unloading/loading as part of University business and must have the vehicle's hazard lights activated. In precaution, the operator of the vehicle can contact the Office of Campus Safety to inform them of their loading/unloading operation. Vehicles parked in loading zones without showing signs of active loading/unloading may be cited if the operator has not notified the Office of Campus Safety.

Andrews University

Office of Campus Safety

2.1.4.3.2. Long-Term Parking

Long-term parking refers to a vehicle parked in an area on campus and left unattended due to the registered owner being off campus for two weeks or more. Operators who wish to leave their vehicle in long-term parking must obtain prior permission from the Office of Campus Safety. Long-term parking is only authorized in specific occurrences, timeframes and locations as granted by the Office of Campus Safety. An example of long-term parking can include a vehicle parked on campus (including overnight) during the summer semester when the registered owner is not enrolled and is off campus until the fall semester resumes.

2.1.4.3.3. Overnight Parking

Overnight parking refers to a vehicle parked in an area on campus and left unattended due to the registered owner being off campus for less than two weeks. It does not include registered vehicles possessing Lamson, MBD or Housing permits that are parked appropriately in their designated residence lot. Operators who wish to leave their vehicle in overnight parking must obtain prior permission from the Office of Campus Safety. Overnight parking is only authorized in specific occurrences, timeframes and locations as granted by the Office of Campus Safety. Authorized occurrences can include, but are not limited to, vehicles left overnight due to the operator participating in an overnight University sponsored event or a vehicle that cannot be moved under its own power due to mechanical failures.

2.1.4.3.4. Timed Parking

Timed parking is used in specific areas on campus to restrict a vehicle to the amount of time it can be left parked in a specific parking space. Timed parking is unrestricted in regards to the type of permit required to park in the timed parking space. The allotted amount of time is posted in the timed parking area.

2.1.4.3.5. Service Parking

Service Parking spaces are identified on campus with signage. Vehicles that may park there must be any of the following: marked as service/contractor vehicles, display a University Service parking permit, or a University owned vehicle.

2.1.4.4. Vehicle Operations

Vehicles operated on University property must abide by Michigan Motor Vehicle Code, this vehicle policy, and all posted traffic signs and traffic markings on the roadway. This can include, but is not limited to: stop signs, speed limit signs, yield signs, U-turn signs, lane dividers, painted traffic direction arrows and double yellow lane dividers.

Andrews University

Office of Campus Safety

Vehicles must come to a complete stop at all stop signs with no observable forward motion. “Rolling stops” do not meet the expectation of this policy.

Additionally, vehicles may only parallel park against the curb on the passenger or right side of the vehicle. All vehicles operated on property must maintain proper insurance and state registration. Registered owners are encouraged to familiarize themselves with the Michigan Motor Vehicle Code as some laws can vary from state to state or internationally.

As the University is considered a pedestrian campus, vehicles must yield to pedestrians in designated crosswalks and should be courteous to pedestrians at common pedestrian road crossings where crosswalks are not present.

2.1.4.4.1. Campus Access

Vehicle access to the campus is regulated in the evening hours or occasionally at other times when the campus traffic gates are closed. At that time entry may be delayed and vehicles will only be granted access to the campus through the Campus Safety Gatehouse located on J.N. Andrews Blvd. All vehicles requesting access to and from the campus when the traffic gates are closed must stop at the Gatehouse to be identified via the driver or passenger’s Andrews University identification card or a state issued driver’s license. The Office of Campus Safety may deny entry to the campus in the event of the driver’s or passenger’s inability/refusal to identify themselves or for suspicious activity.

2.1.4.4.2. Careless/Reckless Operations

The use of careless or reckless operation of a vehicle is used in this policy to help define the severity of the act. Where the same act may be considered careless or reckless based on mitigating/aggravating factors.

The careless operation of a vehicle may occur when the vehicle is operated negligently in a manner that may result in injury or damage to property. It does not require injury or damage to occur, nor requires the presence of individuals to be injured.

The reckless operation of a vehicle may occur when the vehicle is operated in a deliberate manner that may result in injury or damage to property. The operation maybe intentional or if not, may demonstrate a complete disregard of an individual’s safety or preservation of property. While it does not require injury or damage to occur, the presence of individuals to be injured may be taken into consideration as to the level of careless vs. reckless.

Vehicles must be operated in a manner that allows for the safe operation of the vehicle, provides for the safety of the vehicle occupants, and where possible the safety of others, vehicles, and or property. Unsafe operations may include the operation of a vehicle in a manner unsafe for the existing road conditions, regardless of compliance with posted

Andrews University

Office of Campus Safety

traffic signs, or in a manner not designed by the manufacturer. The following examples of behaviors are not permitted: excessive acceleration, burn outs, doughnuts, drifting, sliding, squealing or any other activity which may endanger members of our campus population or property. Occupants of a vehicle in motion must remain inside the vehicle and may not ride on or in any fashion, or in an area not so designed by the manufacturer for passengers.

2.1.4.4.3. Roadways

Vehicles must be operated on University provided roadways (paved/dirt) and may not be operated on any other medium, including but not limited to, grass or sidewalks.

2.1.4.4.4. School Bus

Vehicles must stop for and may not pass a stopped school bus while its red lights are activated.

2.1.4.4.5. Traffic Barricades/Cones

Vehicles must comply with temporary parking/driving alterations in the form of a traffic barricade or traffic cone. Only authorized personnel may move a traffic barricade or traffic cone.

2.1.4.4.6. Alternative Transportation Methods

Alternative types of transportation that can operate off of a University provided roadway are not allowed to be used on University property while operating outside of University business or approval. These types can include, but are not limited to, all-terrain vehicles, animals, golf-carts, and snowmobiles.

2.1.4.4.7. Vehicle Maintenance

Vehicles operated on University property must be maintained to ensure that the vehicle can be operated safely on the property. This can include, but is not limited to, operational lights, brakes and engine. The Office of Campus Safety will refer any vehicle considered unsafe to the Office of Transportation, who will determine the vehicle's ability to operate safely. Any vehicle that cannot operate safely on the property will not be allowed to park or operate on the property until the safety issue is corrected and approved by the Office of Transportation. Failure to comply may result in citations, immobilizations or the vehicle being towed. MI Vehicle Code (Act 300) covers the minimum operational equipment for a vehicle.

Andrews University

Office of Campus Safety

2.1.4.4.8. Operator Visibility

Vehicles operated on University property must be maintained in a fashion to allow the vehicle operator full visibility of their surroundings from the driver seat. Obstructions directly on the windshield, front driver/passenger windows, and rear window are not permitted. Obstructions can include window tint not permissible by the State of Michigan or snow/ice. Rear window obstructions do not include the use of a trailer or other towable equipment when the vehicle's side mirrors are adjusted for the intentional use.

2.1.4.5. Vehicle Accidents

If a vehicle is involved in an accident where property is damaged or persons injured, it is the responsibility of the driver of the vehicle to do all of the following:

- Provide to a police officer, the individual struck, or the driver/occupants of the other vehicle which they have collided with; their name, address, and registration number of the involved vehicle. When the vehicle is not owned by the driver, the owner's name and address.
- Exhibit to a police officer, the individual struck, or the driver/occupants of the other vehicle which they have collided with their operator's or chauffers' license.
- Render to any individual injured reasonable assistance in securing medical aid.

If the vehicle struck was unattended, the driver of the vehicle shall attempt to locate the operator or owner of the vehicle. If they are unable to do so, they are then to report the accident to local law enforcement.

To facilitate the requirements of the law, the Office of Campus Safety can be contacted to provide the following:

- Safe exchange of the required information
- Assist with the contact of the owner/operator of an unattended vehicle
- Notification of accident to law enforcement
- Response to any other safety or policy related concerns

The Office of Campus Safety does not provide accident reports for insurance purposes, but will assist with law enforcement notification or investigation.

Accidents involving University vehicles/equipment are to be reported to the Office of Campus Safety. If an operator/owner intends to file a claim against the University, they are to do so by contacting the University's Risk Management Office.

Andrews University

Office of Campus Safety

Failure to provide proper notification/documentation as required may result in a citation for failing to report/hit and run.

2.1.4.6. Vehicle Relocation

In the event a vehicle obstructs University operations (e.g. repairs, snow removal, etc.) or presents a safety concern (either of itself or affected by), the University reserves the right to relocate the vehicle on campus to another location on campus.

2.1.4.7. Enforcement

The Office of Campus Safety is responsible for the identification of internal procedures to effectively meet the responsibility of enforcing this policy. This policy is enforceable at all times, regardless of academic calendar, holidays or day of the week.

2.1.4.7.1. Citations

The Office of Campus Safety is tasked with the responsibility of enforcing this policy through the issuance of Andrews University citations. Citations are issued to the following:

- Vehicle Violations
 - The registered owner.
 - The assigned driver when they have an Andrews University identification number.
 - The registered owner when the assigned driver does not possess an Andrews University identification number.
- Non-Vehicle Violations
 - The assigned driver.

University citations are issued by the University under its authority as a private land owner and not associated with any law enforcement issued citation.

Violations of this policy may be observed/documentated via the following: in-person observation, photographs, video footage and speed monitoring devices such as a Light Detection and Ranging (LIDAR) device or a similar device.

Citation related communications will be delivered electronically to the registered owner/assigned driver's University email account if available, or by placing communication on the vehicle.

Andrews University

Office of Campus Safety

The Risk Management/Campus Safety Committee will be responsible to establish a citation fee schedule which identifies the specific violations associated with this policy and the monetary fine associated with each violation. Monetary fines assessed to the registered owner/assigned driver will be reflected on that individual's University financial account in accordance with the consent provided by the registered owner as a condition of receiving the University parking permit. A list of the violations and any associated monetary consequence can be found at the Office of Campus Safety website: andrews.edu/safety.

The Office of Campus Safety is also authorized to issue citations to an individual or the vehicle for recovery of funds used to repair damages to University property caused by the individual or vehicle.

The citation fee schedule is primarily based on a tiered escalation related to the frequency of violation, where in most cases, the 1st occurrence of violation is issued as a "Warning", where the violation did occur but no monetary consequence was assigned. This citation is intended to warn the registered owner that their action did not comply with this policy. Second or third occurrences will be issued with any assigned escalating monetary consequence. The escalation of occurrences will typically reset at the start of each academic year unless the specific violation presents a significant safety concern that may warrant maintaining the number of occurrences to indicate a more significant consequence.

2.1.4.7.2. Vehicle Immobilization

The Office of Campus Safety has discretion to immobilize a vehicle as it deems appropriate, including for the following reasons:

- When a vehicle has received three or more citations for the same violation in the same academic year.
- When the vehicle is operated in a reckless or careless fashion on campus and the operator is unknown.
- When a vehicle is considered abandoned for five (5) or more days.
- If the vehicle refused to stop and the operator or passenger failed to provide proper identification at the gatehouse, during after-hours operations.
- When the immobilization of the vehicle will help mitigate a life or property safety issue.

Andrews University

Office of Campus Safety

The immobilization device may be removed when:

- The immobilization fee is paid (prior to the removal of immobilization device).
- All citations have been paid and/or appealed (if applicable).
- The vehicle was immobilized for failing to register and then has registered for a University parking permit.
- When the vehicle is unregistered, the operator states that they cannot register their vehicle, and the operator is notified that their vehicle will not be allowed on property until it is registered. If the vehicle is then brought back onto property without being registered, it will be subject to immobilization.

2.1.4.7.3. Report Turned Over

Security reports documenting violations of this policy may be turned over to the Office having authority (Student Life for students and Human Resources for employees) where a citation does not exist or where citations have failed to gain compliance. The responsibility for gaining compliance with this policy will then be turned over to the applicable Office of authority. Any further violations will continue to result in the issuance of citations from the Office of Campus Safety.

A letter of complaint may be filed when the owner/operator of the vehicle is a University employee or student and the vehicle has received four or more citations for the same violation, or any combination of citations totaling five citations, within one academic year.

The letter will be filed with that individual's department of authority (Student Life/Academic Dean/Program or Dept. Chairs for students and Human Resources for employees). The responsibility for gaining compliance with this policy will then be turned over to the applicable department of authority. Any further violations will continue to result in the issuance of citations from the Office of Campus Safety.

2.1.4.7.4. Driving Privileges Revoked

The University reserves the right to revoke the rights of an individual to operate a vehicle on property when the following occurs:

- The vehicle is intentionally operated in a reckless fashion, and
- The operator is not a University student or employee.

Andrews University

Office of Campus Safety

2.1.4.7.5. Abandoned Vehicle

After a vehicle has been immobilized and the owner is not identifiable or has failed to respond to correspondence, the vehicle may be considered abandoned four days after the immobilization. At that time, the vehicle may be reported to law enforcement as abandoned, and may be removed from property through the direction of law enforcement.

2.1.4.8. Citation Response

Once a citation is issued, the responsible party may respond to the citation by either paying the citation or by appealing the citation.

2.1.4.8.1. Payment

Citations can be paid by credit/debit card or charged to a valid University account at the Office of Campus Safety within the time specified on the citation. Cash payments can be made at Accounts Payable at the Administration Building. Once a citation has been paid, the citation recipient will forgo the ability to appeal the citation. If the citation is not paid or appealed, the citation will be charged to the registered owner/assigned driver's University account.

2.1.4.8.2. Appeal Process

The registered owner/assigned driver may appeal a citation that has been issued to them. The appeals will be reviewed by the Citation Appeals Committee. The Committee consists of three voting members and one non-voting member filled by the Office of Campus Safety. The voting members will be made up of faculty/staff, with a designated chairperson and a quorum of two. The non-voting member is responsible to provide information relating to University policy and the citation. The Citation Appeals Committee will have the following options in response to an appealed citation:

- Uphold the citation
- Reduce the monetary amount of the citation
 - The cited action was a violation of this policy, but due to mitigating factors that caused the action, that were provided after the fact, the committee chose to reduce the severity of the consequence.
- Alter the citation status (caution, waive, void)
 - Caution: When actions similar to the violation did occur, but the severity of the action was just under the expected level of the violation.

Andrews University

Office of Campus Safety

- Waive: The cited violation was correctable and the required action was completed in a timely manner (as determined by the Appeals Committee).
- Void: The citation was issued incorrectly.

The appeal process can include a 1st appeal and a 2nd appeal as follows:

2.1.4.8.3. 1st Appeal

The registered owner/assigned driver will have 10 days in which they may submit a written appeal from the date of the citation's issuance. In the appeal, the registered owner/assigned driver will provide new information of a substantive nature: information that was not available at the time the citation was issued that could have significantly impacted the decision to issue the citation.

The written appeal will then be reviewed by the Citation Appeals Committee with their decision communicated to the cited party by the Office of Campus Safety via the cited party's University email account. The cited party will not appear in person before the Appeals Committee.

In an instance where a citation was electronically issued to a non-registered vehicle, the citation may be appealable up to 10 days after the vehicle has been registered or the registered owner/driver has been identified.

2.1.4.8.4. 2nd Appeal

After completing the 1st appeal process, the cited party may request a second appeal within ten (10) days after receiving notice of the outcome of the 1st Appeal. The appeal may be requested under the following grounds:

- Substantive Procedure Error: The issuance of the citation or the 1st appeal process had a significant or relevant procedural error that may have impacted the existence of the citation or the committee's decision.

The cited party must submit, in writing, their request for the second appeal including a description of the circumstances related to the substantive procedural error. Upon the Appeal Committee Chair's review, a 2nd in-person appeal may be scheduled.

The cited party will then be scheduled to present their appeal in person (or in writing if unavailable). At the 2nd Appeal, only the registered owner and/or assigned driver will be allowed to be present except as follows:

- When the registered owner/assigned driver is a minor, one parent/guardian may be present.

Andrews University

Office of Campus Safety

- When the registered owner/assigned driver requires a translator, one translator, provided by the registered owner/assigned driver, may be present.
- When the registered owner/assigned driver is providing for childcare at the time of the 2nd appeal, the child may be present.

During the scheduling of the 2nd Appeal, it is the responsibility of the registered owner/assigned driver to notify the Office of Campus Safety of the need for an additional person to be present. The cited party is not allowed to bring legal counsel to the appeal hearing.

The Appeals Committee Chair will be responsible to identify the amount of time available for the specific 2nd appeal to allocate enough time to conduct the Appeals Committee work.

After the registered owner/assigned driver has provided their appeal, their meeting will be concluded. The Chair may conclude the appeal if the appeal does not stay within the specific procedural error or if the appeal lacks professional discourse. The appeal will then be reviewed by the Citation Appeals Committee with their decision communicated to the registered owner/assigned driver by the Office of Campus Safety via their University email account.

Failure to appear for a 2nd appeal without notice will result in an automatic dismissal of the appeal.

The outcome of the 2nd Appeal is the final decision for the citation.

2.1.5. **Policy Resources/Statutes**

The following resources were used in the development of this policy.

MI Vehicle Code – Act 300 of 1949

2.1.6. **Policy Revision/Modification**

Significant revisions/modifications to this policy are listed below:

- 08/11/15—Addition of requirement for vehicles to be maintained in compliance with the Michigan Vehicle Code Act 300 of 1949
- 03/08/16—Addition of Immobilization for life & property safety. Year timeframe clarified to be academic year.

Andrews University

Office of Campus Safety

- 10/11/16—Faculty/Staff Permits allowed to park overnight in residence hall parking lots.
- 07/11/17—Creation of consent process, modification of appeal process.
- 11/14/17 - Addition of reporting requirements for vehicle accidents (Section 2.1.4.5).
- 03/19/19 - Clarified vehicle operations expectations, added Abandoned Vehicle and Vehicle Relocation procedures, established tiered offenses, and clarified appeal process.