

Andrews University

Office of Campus Safety

Document Name: Vehicle Parking/Traffic Policy

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Duration: Until suspended, revoked, or revised

Adopted By: Risk Management/Campus Safety Committee

Document Type: Policy

Applicability: Campus Wide

Section 1 – Document Handling

1. The information gathered in this policy is classified as “For Official Use Only (FOUO)” and should be handled as sensitive information not to be disclosed. Specifically:
 - 1.1. This document should be safeguarded, handled, transmitted, and stored in accordance with appropriate security directives.
 - 1.2. Reproduction of this document, in whole or in part, without prior approval from Andrews University’s Office of Campus Safety is prohibited.

Section 2 – Purpose

2. The purpose of this document is to establish the University’s policy for privately owned vehicle’s operations and parking on the property of Andrews University. This policy will help in keeping our campus safe for everyone. Additionally this policy ensures a uniformed response for enforcement activities.

Section 3 – Definitions

3. Specific terminology used in this policy shall be defined as the following:
 - 3.1. Parking Permit: A permit issued by Campus Safety which authorizes privately owned vehicles to park on University property.
 - 3.2. Registered Owner: The individual who has registered a vehicle with Campus Safety under their University Identification and the University account. This may be different from person with whom the vehicle is legally registered within their state of residency.
 - 3.3. Academic Year: August 31 through August 31 of the following year.
 - 3.4. Valid Driver’s License: A current (non-expired) driver’s license issued by an entity who is recognized as valid by the State of Michigan.
 - 3.5. Vehicle: Any motorized device designed to transportation of human occupants that is not owned by Andrews University. This may include, but is not limited to: automobiles (cars, trucks, sport-utility vehicles, vans), golf carts (see golf cart policy), motorcycles, mopeds, motor homes, semi-trucks, all-terrain vehicles (ATV), and snow mobiles.
 - 3.6. University Vehicle: Any vehicle that is owned, operated, and insured by Andrews University.

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Section 4 – Procedures

4. This policy will be applied under the following procedures:

4.1. Vehicle Registration

All non-University vehicles that are operated or parked on University property must be registered with Campus Safety. A vehicle is considered registered when it displays a valid University parking permit that has been issued by Campus Safety. The parking permit must be visible from the outside of the vehicle **(when standing at the front bumper)** and located on lower left inside of the driver's side of the windshield **not below any tint or anything that would obscure its visibility and for motorcycles, it should be attached to the motorcycle in a manner that makes it clearly visible.** The registered owner is responsible to ensure the vehicle associated with their University parking permit abides by the regulations covered in this policy.

A vehicle may be registered with Campus Safety when the operator presents the following:

- Valid Driver's License
- Current Proof of Insurance
- Current State Registration

The following University parking permit types may be issued. 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 with in 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.).

4.1.1. Faculty/ Staff Permit

Must be a Faculty or 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. Faculty/Staff status will be assigned prior to that of other designations that may be made based on location of residence. Student employees may not register for the Faculty/Staff permits as their student status takes precedence. Faculty Permits may park overnight in any residence hall lot.

Quantity: A maximum of (3) Faculty/Staff permits may be actively issued to any one person. The Second and third vehicles registered will be issued as community permits and these permits will have an associated cost.

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.

4.1.2. Community Permit

Must live in a location that does not include University Residence Halls or Apartment Housing as identified through University records at the time of issuance.

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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.

4.1.3. Housing Permit

Must be a resident in one of the University Apartments: Beechwood, Maplewood, or Garland, as identified through University records at the time of issuance.

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.

4.1.4. Lamson Permit

Must be a resident of Lamson Hall, as identified through University records at the time of issuance.

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

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.

4.1.5. Meier/Burman/Damazo Permit

Must be a resident of Meier Hall, Burman Hall, or Damazo Hall, as identified through University records at the time of issuance.

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

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.

4.1.6. Contractor

Must provide documentation of status as a service technician or representative contracted by the University (ex. Adams Remco, Allied Mechanical, etc.).

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

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Fee: Fees are not assigned to the Service/Special permit.

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

4.1.7. Alumni

Must have an Alumni status as identified through University records at the time of issuance. You may not be currently enrolled in class or will enroll in class in the following semester from the date of issuance. If enrolled in class, individual will need to obtain a new University parking permit based on their place of residence.

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.

4.1.8. Fishing Permit

Must provide State documentation allowing them to fish. Must also comply with University property guidelines, to include: Prohibited use of tobacco or alcohol, use of recreational facilities during Sabbath hours.

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

Fee: A fee is not assigned to the Fishing Permit.

Duration: Permits are valid through March 31st of the following year in correspondence with State issued fishing permits.

4.1.9. Temporary Permit

Issued to one day visitors or in cases when a permanent decal cannot be given for lack of required registration documents or where the individual is a visiting guest of the University. May be assigned as any of the above designations. May only be issued a maximum of three times for 2 week periods of time each during any one calendar year.

4.2. Vehicle Operation

Any vehicle operated on the private property of the University must abide by Michigan Motor Vehicle regulations and must also abide by 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, and double yellow lane dividers. Please note: Andrews University is a pedestrian campus, you must STOP (no forward movement) at all stop signs. University Vehicle operations are regulated through the Vehicle Use policy.

4.2.1. Access to Campus

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Vehicle access to the campus is regulated in the evening hours when the campus traffic gates are closed. At that time vehicles may be granted access to the campus through the AUOCS Gatehouse on J.N. Andrews Blvd. All vehicles requesting access to the campus must stop at the gatehouse to be identified via an issued picture student/faculty/staff identification card and or a state issued driver's license. AUOCS may deny entry to the campus in the event of a vehicle's inability/refusal to identify itself or under suspicious activity.

4.2.2. Careless/Reckless

Vehicles must be operated in a manner that allows for the safe operation of the vehicle following the Michigan Motor Vehicle regulations. 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. Operating a vehicle carelessly may also include operating a vehicle in a manner unsafe for the existing road conditions, regardless of compliance with posted traffic signs. 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.

4.2.3. 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.

4.2.4. School Bus

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

4.2.5. 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. This includes AUOCS or Plant Service employees, or an individual acting under their direction.

4.2.6. Transportation Methods

Types of transportation methods 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.

4.2.7. 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 University's Office of Transportation will be the final authority on a 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. MI Vehicle Code (Act 300) covers the minimum operation equipment for a vehicle. It can be found at:

[http://www.legislature.mi.gov/\(S\(wj1wqaiemm40elv1blnzfjpm\)\)/mileg.aspx?page=getObject&objectName=mcl-300-1949-VI-EQUIPMENT](http://www.legislature.mi.gov/(S(wj1wqaiemm40elv1blnzfjpm))/mileg.aspx?page=getObject&objectName=mcl-300-1949-VI-EQUIPMENT)

4.3. Vehicle Parking

Vehicles may only be parked in approved areas designated as parking lots in a designated parking slot with painted lines. Vehicles may not be parked on the grass, sidewalk, or in an area not so designated. Approved buildings are buildings equipped with a garage designed for vehicles to be parked in. Vehicles

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may park in parking lots that match the vehicle's parking permit, which can include a temporary parking permit.

Parking Lots are identified under the following areas:

4.3.1. Faculty/Staff Parking Lot

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

4.3.2. 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.

4.3.3. Housing Parking Lot

Vehicles parked in a Housing designated lot must have a valid Andrews University Housing parking permit displayed. The University parking permit registered owner's address must match that of a parking space designated to a specific apartment for the vehicle to be parked in the same parking space designated to the specific apartment. Overnight parking is allowed.

4.3.4. Lamson Parking Lot

Vehicles parked in a Lamson designated lot must have a valid Andrews University Lamson parking permit displayed. Overnight parking is allowed. This lot is also open to Faculty/Staff permits during daytime hours.

4.3.5. 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 0600-1800hr.

4.3.6. Visitor/Guest

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.

4.3.7. 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.

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:

4.3.8. 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.

4.3.9. Long-Term Parking

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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 an extended amount of time. 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. Long-term parking is only authorized in specific occurrences, timeframes, and locations as granted by AUOCS. Authorized occurrences can include, but is not limited to a Residence Hall resident leaving their vehicle in a Residence Hall parking lot during the summer semester while the Transportation Department does not plan any maintenance for the same parking lot. This areas changed based on construction (active or planned) to include parking lot and or street work.

4.3.10. Overnight Parking

Outside of Residence Hall and Housing parking lots, overnight parking is only authorized in specific occurrences, timeframes, and locations as granted by AUOCS. Authorized occurrences can include, but is 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.

4.3.11. 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.

4.4. Parking/Traffic Enforcement

AUOCS is responsible for the enforcement of this policy. AUOCS is responsible for the identification of internal procedures to effectively meet these responsibilities. However, general guidance is provided in the following manner:

4.4.1. Citations

AUOCS is authorized to issue citations to the registered owners of vehicles who fail to comply with this policy. AUOCS will identify the specific violations associated with this policy and the Risk Management/Campus Safety Committee will be responsible to identify the monetary fine associated with each violation. AUOCS has been authorized the uses of both radar and video in its enforcement activities of this policy. AUOCS is also authorized to issue citations to an individual or the vehicle for recovery of funds used to repair damages caused by the individual or vehicle.

4.4.2. Citation Appeal

Registered owners may appeal a citation that has been issued to them. Registered owners will have 10 days in which they may submit an appeal from the date of the citations issuance. The appeal will be reviewed by the Citation Appeals Committee. This committee will consist of 3 faculty & staff, of any combination. 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 by half.
- Waive the citation.

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The appeal decision will be made by a majority vote by the Citation Appeals Committee and communicated to the registered owner via email. The registered owner will then have the opportunity for a second appeal which will be given in person to the Citation Appeals Committee.

The appeal decision will then be reviewed and decided by a majority vote by the Citation Appeals Committee and communicated to the registered owner via email. Once the second appeal is complete, this is the final method of appeal.

4.4.3. Vehicle Immobilization

A vehicle may be immobilized 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 cited for reckless or careless operation on campus and the owner/operator the owner/operator has fled from a university official.
- Vehicle is abandoned and investigative efforts have concluded without the owner removing the vehicle from AU properties.
- When the owner has lost their campus driving privileges and is in violation of that suspension policy by having a vehicle on campus.
- If the vehicle refused to stop for proper identification at the gatehouse, during afterhours operations.

Once a vehicle has been immobilized the following procedures will apply*:

- An immobilization sticker will be placed on the vehicle's window.
- If the owner has not made necessary arrangements with Campus Safety, the vehicle will be towed after a 48-hour period has expired, unless on Sabbath in which case the vehicle will not be towed until Sunday.
- Vehicles will be towed to the holding area located at Campus Safety. The immobilization device will remain on the vehicle until it is compliant.

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 has registered for a University parking permit.

** This towing policy applies unless the vehicle has been immobilized for an immediate tow violation, see towing section below.*

4.4.4. Letter of Complaint

A letter of complaint will be filed with an individual's department of authority (Student Life/Academic Dean/Program or Dept. Chairs for students and Human Resources for employees) requesting their assistance in obtaining compliance with this policy. A letter may be filed when the following conditions exist:

- When the owner/operator of the vehicle is known.

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- The vehicle has received four or more citations for the same violation or any combination of citations totaling five citations.

4.4.5. Suspension of Driving/Parking Privileges

An operator/owner may have their driving privileges suspended for failure to comply with this policy. Although it is impossible to list or anticipate every situation that may result in such a suspension, behaviors or actions which could result in suspension may include, but are not limited to:

- Citations meeting the following criteria:
- Citations incurred after:
 - The vehicle has been through an immobilization process (if operator/owner was unknown).
 - 5 or more citations per academic year which are assigned to an individual who does not have a Department of authority (non-student/staff) that are:
 - Past the 10 day appeal period or
 - Upheld by the Appeals Committee and paid or billed to their account.
- A documented pattern of aggressive or dangerous driving behaviors.
- Refusal to comply with University policy.
- Destruction of University property by use of a vehicle, this includes “mudding” or “donuts” in an Agricultural field or other area.
- Two or more violations of unauthorized entry into an off road area.

The duration of a suspension of driving/parking privileges will be determined based upon the number of offenses incurred:

- 1st Offense - The suspension shall be for a 30 days from the date of initial issuance. The suspension shall expire at midnight on the 30th day. If the person is discovered driving or parking on campus during the designated suspension period, the suspension will be extended for an additional 30 days.
- 2nd Offense - The suspension shall be for 90 days from the date of initial issuance. The suspension shall expire at midnight on the 90th day. If the person is found in violation, the suspension will be extended for the remainder of the school year.

A suspension of driving/parking privileges will be put in place in the following manner:

- Once an individual has come to the attention of a University official, and/or an Office of Campus Safety employee, a request will be submitted to the Director of the Office of Campus Safety.
- If the case meets the facts as outlines above, a written letter of notice will be prepared and served (in person, by certified mail, or via the individual’s Andrews University email) to the person subject to the suspension.
- A copy of the suspension will also be sent to the individual’s department of authority which may include (Student Life/ Academic Dean/Program or Dept. Chairs for students and Human Resources for employees).
- Once the notice has been served, the recipient only has 10 days from the date of issuance, to file an appeal.

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- The recipient must submit a written appeal, which should be emailed to; Safety@andrews.edu. If the recipient decides to appeal the suspension, they must continue to honor the written instructions of the suspension while the matter is under appeal.
- The Citation Appeals Committee is the final authority on these matters.

4.4.6. Vehicle Towed

Vehicles may be immediately towed to Campus Safety for the following reason;

- Any vehicle parked in violation of snow removal guidelines.
- Any abandoned or junk vehicles. (Refer to Michigan Laws MCL 257-252)
- Individual is banned from Andrews University properties.
- When an individual has had their driving/parking privileges suspended and their vehicle is found parked on University property.
- When an unauthorized vehicle is found parked in a handicap space or fire-lane.

Risk Management/Campus Safety Committee Chair

____/____/____
Date

Office of Campus Safety Director

____/____/____
Date