

Hillsdale College

Security and Emergency Management Department

VEHICLE USE/PARKING POLICY

PURPOSE OF VEHICLE POLICY: The purpose of this policy is to establish uniform and consistent guidelines for the registration, parking and enforcement of motor vehicles owned, possessed and/or used by students, faculty, staff and visitors on the Hillsdale College campus.

VEHICLE REGISTRATION: Registration of a motor vehicle for on-campus use and parking is a required but cost-free process. All students, faculty, and staff are required to register immediately any vehicle that they bring to campus. The registration of motor vehicles assists the Security Department with accurate identification of vehicles parked on campus, providing better service and security for students, faculty and staff.

Students are to complete their Vehicle Registration Forms <online> or in person in the Security Office. Once their Vehicle Registration Forms are completed, Security issues students their parking stickers in the Security Office. Students complete the registration process once they obtain their sticker and adhere it properly onto their vehicle (see next paragraph about the parking sticker).

PARKING STICKER: A vehicle is properly registered when the vehicle owner adheres his/her security-issued sticker as prescribed. The vehicle owner is to adhere the sticker to the rear window of the vehicle and it must be clearly visible from the outside. If the rear window is tinted, the vehicle owner is to place the sticker on the driver's side front window above the VIN number. Note: All student-parking stickers expire at the end of each academic year and students are required to re-register their vehicles for each new academic year.

On-Campus Parking Status: Students residing on campus are issued "On Campus" registration stickers for their vehicles. "On Campus" includes all residence halls and all Greek & honorary residences. Each on-campus sticker will be uniquely designed for particular residences. For example, a Simpson resident's On-Campus sticker is unique from a Koon Hall resident's sticker.

Off Campus Status: Students residing in off-campus housing, whether in an apartment, family owned home, or in any non-College-owned housing are issued "Off Campus" registration stickers for their vehicles. The College requires all off-campus and commuter students to register any vehicle that they use and/or park on the College's campus. **(Please note that College owned single homes are issued stickers as well).**

STUDENT & NON-STUDENT PARKING LOTS: The College considers it a privilege for a student to have a vehicle on campus, and asks that each student follow closely the parking rules. Students are provided parking spaces according primarily to their living arrangement. That is, the College provides parking spaces for on-campus students nearby their residence, and off-campus students are provided parking in lots signed as “Registered Vehicles and Visitors”. Parking lots are restricted as to use during normal business hours and are signed as such, eg. “Faculty/Staff, M-F, 7a-5p”.

On-Campus Student Residence Hall Lots:

Each of the below student-residences has a parking lot available to the students who reside there. The College allows members of each fraternity and sorority to park in their chapter’s lots even though they do not live there, for meals and meetings.

Women’s Residences

McIntyre & Waterman
SAI
Olds
The Suites
Whitley
Dow House
Mauck & Benzing
Chi Omega Sorority
PBP Sorority
KKG Sorority

Men’s Residences

Galloway
Simpson
Niedfeldt
The Suites
ATO Fraternity
Sigma Chi Fraternity
DTD Fraternity
DSP Fraternity

On Campus “Registered Vehicles” for Students as well as “Visitors” lots

Each of the below lots are open to off-campus students, as well as visitors.

- Lot #5 (NW Corner of Galloway Dr. and West St.)
- Lot #7 (NW corner of Galloway Dr. and Hillsdale St.)
- Lot #10 (“The Searle Lot”, North of Simpson Dormitory) **-During special events, Lot #10 becomes a guest-only lot, and non-guests are to use Lot #5 for the duration of the special event (e.g. CCA).**
- Lot #19 (“Suites Lower Lot,” North of Biermann Sports Center)
- Lot #31 (“Sports Complex/Biermann Lot” East of new outdoor tennis courts and South of The Biermann Center)
- Lot #35 (Southwest of College St. and N. West St.)
- Lot #40 (“Sports Complex Lot” South of College St.)

Non-Student Lots — At All Times

Each of these lots are for Faculty and Staff Only, and are off limits to all students at all times.

Lots #6 and #11 (Dow Center Lots are only available to “Guests & Faculty/Staff”)

Lot # 17 (Except for Simpson/Park Place Residents as posted)

Lot MR (Mary Randall)

Lots #32 (Sports Complex Staff/Faculty)

Non-Student Lots – Available to Students Outside of Business Hours

Each of these lots are off limits to students between the hours of 7am-5pm. M-F.

Lot #16 (adjacent Knorr)

Lots #25-30; and #36-38

Lot #39 (this lot is a “split lot”; the west side of the lot is faculty-only, whereas the East side of the lot is for Koon Hall and Mu Alpha residents.

Faculty/Staff Parking: Faculty and Staff will be issued parking stickers for their personally owned motor vehicles. Regular Business Hours: Monday through Friday (7:00 am – 5:00 pm), faculty/staff may park in all lots specifically designated for faculty and staff, particularly Lots 6, 11, 16, 25, 26, 27, 28, 29, 30, 36, 37, 38, 39 and in any other lot that is signed. Faculty and Staff may also park in other lots at times outside of the regular business hours.

TEMPORARY/HANDICAPPED/VISITOR PARKING TAGS: (rear view mirror/dash placards)

Campus Visitors: Official visitors to the campus will be issued a special, visitor parking tag (green in color) and will be directed to appropriate visitors’ parking areas. Visitors’ parking tags may be acquired at the Security Office and will be displayed from the inside rear view mirror of the vehicle.

The Admissions Department may issue an 8 1/2 x 11 paper tag to be placed on the dash of the visitor’s vehicle. This tag is unrestricted and admissions visitors may park in any parking lot during their stay.

All parking lots signed “Registered Vehicles & Visitors” and “Faculty/Staff” are available for use by campus guests and visitors and a temporary Visitor placard is displayed on the review mirror or drivers side of the dash.

Faculty/Staff/Student Injury or Special Needs: Any member of faculty, staff or a student in need of a special circumstance/injury tag requiring crutches or curtailed walking may apply for a handicapped parking permit (Pink in color) at

the Security Office (a doctor's note may be required to validate the request or the obvious sign of need be noted). The handicapped tag/placard will be displayed from the inside rear view mirror of the vehicle.

This tag/placard does not entitle the user to park in an ADA Handicapped parking space, but in any other space as would have been designated for faculty, staff, visitor or student.

Temporary or Contract Employees: Any temporary employee, vendor, or person conducting business with Hillsdale College may obtain a temporary parking tag/placard (Blue in color) from the Security Office, upon application, and as with other Temporary Tags, will be displayed from the inside rear view mirror of the vehicle. Students with special needs/time constraints may also be permitted the issuance of a temporary placard as circumstance/need is presented.

Health Service: Students utilizing the Health Service may park in the Health Service parking lot during the time of visit only.

PARKING VIOLATIONS/VACATION PROCEDURES:

Parking Charges: Parking violation charges are \$20.00 if paid within the first seven days; \$25.00 thereafter.

Fines: Unregistered Student Vehicles

Students failing to register a vehicle (from a grace period of 10 days after the beginning of classes) will be assessed a fine of \$40.00 in addition to the \$35.00 registration fine) (This fine may be waived by the Director of Security or the Dean of Men).

Students will be assessed a \$35.00 charge if paid within the first seven days and \$40.00 thereafter for an unregistered vehicle. Any additional fine may be assessed, by the Deans' Offices, for flagrant/repeated violation of an unregistered motor vehicle.

Fraudulent Use of A Parking Sticker:

Student infractions for fraudulent use (loaning a sticker, application of an unregistered sticker, alteration of a sticker) will be reviewed by the Director of Security and sent to the Dean of Men's Office for disposition. This fraudulent use is a violation of the student code of conduct and fines in excess of \$50.00 or greater may be assessed).

Vehicle Immobilization and/or Towing: Cars may be immobilized or towed at the expense of the driver/owner for repeated parking infractions or for a vehicle parked in a manner that limits ingress or egress from any area on campus. The immobilization device is also referred to as a wheel clamp or wheel boot, and is applied by Security. Should a motor vehicle be immobilized, the violator will

need to contact security to have the boot removed. The fee for having a boot removed is \$100.00

Cars Left Over Break: Students wishing to leave their cars on campus between semesters and during breaks must complete a form, which can be obtained at the Security Office (25 E. Galloway). A lot will be designated by the Security Department and the vehicle's keys will be left with Security in case of an emergency or if the vehicle will need to be moved.

No Parking on Grass Or In Service Drives: Entryways to all parking lots are to remain clear and as such a vehicle is subject to being towed.

Parking on the grass or in areas not designated for parking may result in the issuance of a ticket. Parking on the grass within the City of Hillsdale is also a violation of local ordinance and may subject the driver/owner to citation and/or charge.

APPEAL PROCESS for PARKING VIOLATIONS:

Appeals must be filed within 7 (business) days of receipt of a ticket. Appeal forms are available in the Security Office and on line via the Hillsdale College portal. After the appeal form is completed and submitted to security, security shall review and provide a written recommendation to the Dean of Men's office for disposition. The decision of the Dean of Men's Office is final.

BICYCLE REGISTRATION: All students, faculty and staff bringing bicycles to campus, are encouraged to register that bicycle. Registration is designed to provide an easy method of identifying a bicycle and determining the bicycle's owner. The registration process is free, completed at the Security Department and each bicycle is provided a sticker to be attached at the lowest portion of the down tube. A registration information sheet is completed and includes the registrant's name, address, make of bicycle, model, size, color and serial number and sticker number.

In the event of the loss or theft of a bicycle, the registration document will also assist in complete information being provided to area law enforcement and the registrant's insurance company.

A bicycle is required to be registered only once while the registrant and bicycle are on campus.