

HILLSDALE COLLEGE VEHICLE 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: All Hillsdale College students are required to register any vehicle they bring to Hillsdale with the Security Department. The registration of motor vehicles assists the Security Department with accurate identification of vehicles parked on or nearby campus, providing better service and safety for students, faculty, and staff. The yearly fee for registering a student vehicle, whether a student lives on campus or off campus, is \$50. Students are required to register their vehicles before classes begin. In the event that a student must bring his or her vehicle to campus later in the semester, he or she is to register the vehicle immediately by going to the Security Office or by registering online at parking.hillsdale.edu.

PARKING STICKER: A vehicle is not properly registered until an issued sticker is permanently attached, as prescribed. The issued sticker will be adhered to the inside of the driver's-side front window above the Vehicle Identification Number and must be clearly visible from the outside. Note: All student parking stickers expire at the end of May each year, and re-registration begins before each fall semester.

Charges for Unregistered and improperly parked vehicles: Students will be assessed a \$75 charge for an unregistered vehicle on campus property. Parking violations are \$25 per violation. So, if a student parked his unregistered vehicle in an improper lot, the charges would be \$100. The College reserves the right to immobilize or to tow vehicles on its property.

On-Campus Parking Status: Students residing in residence halls, all Greek houses, and honorary houses are considered "On Campus." All students residing in College-owned houses or students renting, living at home or in a hostel are also considered to be "On Campus."

Simpson Parking Status: Residents of Simpson Dormitory may park behind the building (not on grass), and in Lot 15 (Searle Parking Lot) in designated areas and on the south side of Simpson (excluding a space designated for the house director and Maintenance/Fowler Building spaces).

Koon/Mu Alpha: Koon and Mu Alpha residents may park on the east and south side of Lot 39 (west side reserved for Faculty/Staff Monday-Friday, 7:00 a.m.-5:00 p.m.).

STUDENT PARKING LOTS

Lot #5 Northwest corner of Galloway and N. West St.

Lot #7 Northwest corner of Galloway and Hillsdale St.

Lot #10 Southwest corner of Galloway and N. West St.

Lot #15 North side of Simpson Dormitory (Simpson residents in designated areas, Park Place residents as designated and for Faculty and Staff). During special events, all those listed may be asked to move to a different parking area as is appropriate until the event in Searle/Plaster Auditorium has concluded.

Lot #19 North side of Biermann Athletic Center

Lot #25 Northwest corner of College St. and N. West St.

Lot #29 KKG residence in designated spaces only

Lot #31 North of College St. and on the southwest side of Biermann

Lot #35 Southwest of College St. and N. West St.

Lot #39 South of College St. and West of Koon Dormitory (Koon/Mu Alpha east side, Faculty and Staff, west side)

FRATERNITY AND SORORITY PARKING: All fraternities and sororities have designated parking for each house. Members of each house are permitted to park in those designated areas, with permission from the governing body of that specific organization. Visitors (non-students) may park in those lots, specific to each organization, with permission from a member of the house and after requesting a visitor parking pass from the Security Office. All members of the respective fraternity or sorority are required to register their vehicle brought to and parked on campus or at the fraternity or sorority.

OPEN STUDENT PARKING AFTER 5:00 P.M. – 7:30 A.M. DAILY, ALL DAY SATURDAY AND SUNDAY

Lot #26 Moss Hall

Lot #27 Kendall Hall

Lot #28 Lane Hall

Lot #31 Athletic Complex lot—west of faculty/staff lot, south and west of Biermann Center

Lot #36 Southeast corner of N. West and College Streets

Lot #37 West corner of N. Manning and College Streets

Lot #38 East corner of N. Manning and College Streets

(All other lots as specified under STUDENT PARKING LOTS)

RESTRICTED PARKING AREAS:

Both Dow Center parking lots located on Galloway Drive are restricted at **all times** and are clearly marked “Dow Hotel/Conference Center, Guests, Faculty/Staff Only.” Students wishing to use the Bookstore or Grewcock Student Union must park in Lot #7. The Bookstore spaces are reserved for outside patrons.

Lot #6 Dow Center Parking Lot – Restricted at all times.

Lot #11 Dow Center Parking Lot – Restricted as needed and BAMCO employees.

Lot #16 Faculty/Staff Only – Restricted at all times.

Lot #17 Maintenance, Faculty/Staff, and Simpson Residents

Lot MR Mary Randall Preschool – Restricted at all times.

Lot #25 Northwest corner of College and N. West Streets

Lot #32 Sports Complex Faculty/Staff lot – Restricted at all times.

Lot #39 Koon/Mu Alpha – Residents (east and south side) and Faculty/Staff (west side only)

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 a.m. – 5:00 p.m.), faculty/staff/administrators may park in all lots specifically designated for faculty and staff, particularly Lots 6, 11, 16, 26, 27, 28, 29, 30, 32, 36, 37, 38, 39 and in any other lot that is appropriately signed. Faculty and Staff may also park in other lots at times outside of the regular business hours. Lot # 39 is Faculty/Staff parking on the west side only.

TEMPORARY/HANDICAPPED/VISITOR PARKING TAGS: (rearview mirror placards)

Campus Visitors: Official visitors to the campus will be issued a special visitor parking tag 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 rearview mirror of the vehicle. All parking lots signed "Registered Vehicles & Visitors" are available for use by campus guests and visitors.

Faculty/Staff/Student Injury or Special Needs: Any member of the faculty, staff, or a student in need of a special circumstance/injury tag requiring crutches or curtailed walking may apply for a handicap parking permit at the Security Office (a doctor's note must accompany the request or the obvious sign of need be noted). The handicapped tag/placard will be displayed from the inside rearview 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 from the Security Office, upon application, and as with other temporary tags, will be displayed from the inside rearview mirror of the vehicle facing to the front.

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 \$25.00 per violation.

Fines: Unregistered Student Vehicles: Students will be assessed a \$75.00 charge for an unregistered vehicle. Parking charges for infractions other than those pertaining to an unregistered vehicle may also be assessed.

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.

Immobilization or Towed Vehicles: Vehicles may be immobilized (“booted”) 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. Associated parking charges may be assessed in addition to the booting and/or towing charge.

Cars Left Over Break: Students wishing to leave their cars on campus between semesters and during breaks must complete an authorization/approval form, which can be obtained at the Shuttle Services Office (276 N. West St.). A lot will be designated by Shuttle Services and the vehicle’s keys will be left with Shuttle Services 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 10 days of receipt of ticket. Appeal forms are available in the Security Office. After the appeal form is completed and submitted to Security, Security will make written recommendations 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 and is completed at the Security Office. Each bicycle is issued 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, 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.