

# **LANDMARK COLLEGE**



## **Parking & Traffic**

## **Regulations**

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All motor vehicle operators who bring a vehicle onto campus are responsible for understanding and following the parking and traffic regulations of the campus. Landmark College is not responsible for any damage or theft that may occur to a vehicle while parked on the campus.

This booklet is made available in order for operators to familiarize themselves with the regulations of Landmark College

## REGISTRATION

All vehicles (including motorcycles) on Landmark College property must be registered with the Department of Campus Safety within 24 hours of the vehicle's arrival on campus.

**An issued permit does not guarantee that a parking space will be available.** The lack of an appropriate parking space is not an excuse for violating the parking regulations.

Registration forms are available at the Department of Campus Safety office in Davis Hall Room 001, on the Department web page, or at the Office of Human Resources. Human Resources will also provide copies in the Faculty Lounge/Admin copy room.

Any false or incorrect information given at the time of registration will automatically void the permit.

Permits will be displayed within 4 inches of the bottom edge of the windshield, and within 12 inches of the passenger's side edge of the windshield, unless the registrant's state law prohibits this location, then a Department of Campus Safety Officer will determine an alternate location. Permits displayed in an unapproved location will not be valid, and violations will be issued.

Guests who wish to park a vehicle on campus must register their vehicle with the Department of Campus Safety upon their arrival on campus. It is the responsibility of the host to ensure a guest pass is received.

Landmark registrants are responsible for their vehicles. Citations issued are the responsibility of the Landmark registrant regardless of the vehicle's operator at the time of the citation.

Landmark College Parking and Traffic Regulations may be enforced by members of the Department of Campus Safety, and citations may be issued from reports by Residential Life staff and/or Facilities staff.

## **ISSUING PERMITS**

Students and employees are required to register their vehicles when their vehicle is first brought on campus and each time they bring a new/replacement vehicle on campus. Students may re-register their vehicle when they are eligible for a change in parking location. Students and employees are required to notify the Department of Campus Safety of any changes to their registration information within one week of any change. Such changes may include: change of contact information, license plate number, or color of vehicle.

Only one permit will be displayed at a time with the exception of special circumstance permits (e.g. handicap and medical needs parking permits).

Permits must be visible whenever the vehicle is on campus.

There are three types of regular parking permits that can be issued: Employee Parking, Student Lower Campus and Student Upper Campus permits.

Vehicles are assigned parking to specific parking lots. If a vehicle is found in a lot other than the one assigned, then the Landmark registrant will receive a citation.

Guest parking passes may be issued by Official Departments of the College.

Departments and Offices must notify the Department of Campus Safety if they are going to be issuing guest parking passes, prior to their issuance. The notification must include the date and time of the event for which they will be issuing guest passes.

## **PARKING**

A vehicle is considered parked any time it is stopped, other than at a stop sign, whether the vehicle is attended or unattended by the driver or a passenger.

All non-service vehicles parked in a fire lane will be cited and towed at the owner's expense.

At no time should a vehicle be parked on any walkway or sidewalk, landscaped/grass area, or blocking the entrance to a building.

In all areas where there is designated parking, the driver must park within the marked space, so that the painted lines show on either side of the vehicle.

In parking areas where there are no painted lines, the driver must park in a manner as to allow other vehicles to be parked uniformly.

Vehicles must be parked in a way that does not obstruct the flow of traffic.

### **Employees**

Employees shall be issued Employee Parking Permits which enable the employee to park in either the upper or lower campus parking lots.

### **Students**

Students will be issued a permit based on their length of time as a student at the College. At no time should a student's vehicle be parked in an unassigned lot.

### **Admissions Parking Lot**

Parking in this lot is for employees assigned to the Admissions Building only. Students and employees may park in this lot only if they have business in the Admissions Building.

**Upper Campus Parking Lot**

The Upper Campus Parking Lot is comprised of the marked spaces along Perseverance Lane. Both employees and students will be assigned to this lot. Students assigned to the Upper Campus Parking Lot will be based on seniority of successfully completed semesters at the College, or for special needs (e.g. handicapped/medical). At no time should any individual be parked within the fire lane, blocking a service drive, blocking a trash receptacle, or the entrance to a building or stairway.

**Lower Campus Parking Lots**

The Lower Campus Parking Lots are comprised of the designated spaces within the Main Campus. This includes the parking spaces between the Administration Building and the Click Family Sports Center, spaces near the Click Center (Lot C), and both the Upper and Lower FAB parking areas (Lot D). Students who have not reached their third semester at Landmark will be assigned to these lots, and employees may park in these lots as well.

**Administration Lot**

The lower campus parking lot directly adjacent to both the Click Family Sports Center and the Administration Building is restricted to vehicles that are parked for less than 14 continuous hours per parked period. Further, no parking is allowed in this lot from [10:00 p.m. to 6:00 a.m.](#)

**Facilities Overflow**

Facilities Overflow Lot is unmarked and has a capacity for an estimated 120 vehicles.

The Facilities and Security Departments will assign adequate personnel to facilitate the parking process in the case of special events.

**GUEST PARKING – Non-event**

Any guest of a student wishing to park a vehicle on campus is required to register that vehicle with the Department Campus Safety upon arrival on campus. The individual will be issued a temporary permit that will be hung from the rearview mirror.

Permits must be visible whenever the vehicle is on campus. All guests are required to park their vehicle in the Lower Campus Parking Lot. The host is responsible for any citations issued to their guests.

### **TEMPORARY PERMITS**

On occasion, an individual will require a short-term permit (e.g., rented vehicle, loaner car from a garage, etc.). The individual will be issued a temporary permit that will be hung from the rearview mirror. Vehicles with temporary permits will be assigned to a lot based on the circumstances for the permit. Sending an email to the Department of Campus Safety does not constitute registering a temporary vehicle. The Landmark registrant must come to the Security Office to get a temporary permit.

### **MEDICAL NEEDS PERMITS**

Any individual with a handicap permit from his/her state of registration is allowed to use any of the available handicap-designated spaces. On campus medical need parking is granted for students from the Office of Health Services; or for employees, from the Office of Human Resources. Misuse of an on campus medical need permit will result in the permit being revoked.

### **RESERVED PARKING**

There are several types of reserved parking around campus. Individuals are not allowed to park in reserved spaces without prior approval from the Department of Campus Safety. Vehicles that have been assigned a regular campus parking permit are not authorized to park in visitor parking spaces (with the exception of persons conducting short term business in the Admissions Building).

## **SERVICE & DELIVERY PARKING**

Service vehicles are defined as Security, Facilities, USPS, FedEx and other parcel delivery service, regular contractors (First Choice, BreadLoaf, etc.) and other contractors as needed.

Other areas for service and delivery parking include areas immediately outside of all campus building entrances.

Allowance is made for the parking of service vehicles along the jersey barriers on Perseverance Lane for the purpose of unloading or job duties. The operator of the vehicle must be within the immediate vicinity of the vehicle in case of emergency.

A designated space for service and delivery vehicles has been established at the Administration Building east entrance and the Student Center loading dock. Faculty and Staff may park in the “20 Minute” spaces next to the Administration Building to get their mail or to briefly conduct business in the Administration building. **AT NO TIME SHOULD STUDENTS BE PARKED IN THESE SPOTS.**

## **SPECIAL EVENT PARKING**

When the College is hosting a campus wide special event, the Director of Campus Safety, or his designee may choose to direct employees (including Resident Assistants) to move their cars to the Facilities overflow lot for the duration of the special event.

When senior management has determined that employees should park in the overflow lot for an event, the Director of Campus Safety or his designee will send out an email notification to the campus community informing them when they need to park in the overflow lot, and when they may return to their regular parking areas.

If possible, a notification about parking in the overflow lot will be sent a week before the event, and then a second notification will be sent the day prior to the event as a reminder.

**EMPLOYEES WHO DO NOT PARK IN THE OVERFLOW LOT DURING A SPECIAL EVENT WILL BE CITED FOR PARKING IN AN UNAUTHORIZED PARKING LOT.**

***Exceptions:***

Employees who have a state-issued handicap parking pass, or a campus issued medical needs parking pass are not required to park in the overflow lot during special events.

If an employee believes that, due to their role in the special event, they should be allowed to park in their regular lot, **they must contact the Director of Campus Safety, or his/her designee**, and receive written permission to park in their regular lot during the special event.

**SPEED LIMITS**

The speed limit for campus is 15 MPH. No vehicle shall be operated at a speed greater than deemed safe due to weather conditions or visibility, or at a speed that endangers the safety of pedestrians or others using the roadways.



**VIOLATIONS & FINES**

Multiple violations may be cited on one citation.

**\$25.00 fines may include:**

Illegal parking:

- Parking on the grass or landscaped areas;
- Parking in an unauthorized lot;
- Parking in a reserved space;
- Parking in a "No Parking" zone;
- Blocking any loading zone/the kitchen drive;
- Parking on a service road;
- Blocking any walkway or driveway;
- Double parking;
- Impeding snow removal;

- Operating a vehicle under the colonnade;
- Operating a vehicle on any walkway;
- Operating a vehicle on the grass or landscaped areas;
- Not properly registering a vehicle;
- Not properly displaying parking permit;
- Noise violation.

**\$50.00 fines include:**

- Driving at an excessive speed;
- Driving recklessly;
- Driving the wrong way on a one-way road;
- Parking in a handicap space without authorization;
- Parking in a fire lane;
- Impeding Facilities work on campus.

**PAYMENT OF FINES – Students**

Payments of citations are due within 10 calendar days of the date of issue. After 10 days, the fine will double if not paid.

Payments are to be made at the Business Office in the Administration Building.

All citations issued to students that remain unpaid at the end of the 10 day payment period will be billed to the particular student's tuition.

**PAYMENT OF FINES – Employees**

As the College does not have a means for directly billing employees who fail to pay their citations, the following shall apply to employees with outstanding citations:

An audit of citation records shall be performed every month to determine if there are any outstanding employee citations. Employees who have outstanding citations will be sent a notification that they have outstanding citations that need to be paid immediately. The notification shall be documented in the citation record.

**APPEALS**

Individuals who receive a citation and believe that the citation was issued in error or that there were mitigating circumstances, may petition the Department of Campus Safety for consideration.

An appeal form may be obtained at the Office of the Department of Campus Safety in Davis Hall, or online at SharkNet.

The appeal form must be submitted prior to the date the citation is due to be paid.

**ANY APPEALS RECEIVED AFTER THE DUE DATE  
WILL NOT BE ACCEPTED**

All student appeals will be reviewed by the Assistant Director of Campus Safety or his/her designee, and a determination made based on the Parking and Traffic Regulations of Landmark College. A written determination will typically be provided within five business days of submission.

All employee appeals will be reviewed by the Office of Human Resources, and a determination made based on the Parking and Traffic Regulations of Landmark College. An e-mail written determination will typically be provided within five business days of submission.

## **REPEAT OFFENDERS**

Continuous violations of the Parking and Traffic Regulations may result in the Landmark registrant losing parking and driving privileges on campus.

### **Third Citation**

When a vehicle has received three citations in one semester, an e-mail written warning, advising that upon receiving a fourth citation the vehicle is subjected to towing, will be sent to the registered owner. If the registered owner is a student, a copy of the warning will be sent to the student's Resident Dean and the student's Advisor. If the Landmark registrant is an employee, a copy will be sent to Human Resources.

### **Fourth Citation**

When a vehicle has received four citations in one semester a written warning, advising that upon receiving a fifth citation the vehicle will be banned from campus, will be sent to the Landmark registrant. If the Landmark registrant is a student, a copy of the letter will be sent to the student's Resident Dean, and Advisor. The fine for a fourth citation will be a minimum of twice (2x) the face value of the citation. If the Landmark registrant is an employee, a copy will be sent to Human Resources, who will address the issue with the employee's supervisor. The vehicle will also be subject to being towed off campus at the Landmark registrant's expense.

### **Fifth Citation**

Upon receiving five citations in one semester, the vehicle is banned from campus for a minimum of 30 days that classes are in session. The Landmark registrant is also banned from operating any other vehicle on campus. Any additional violations during the ban period will restart the ban period. Employees will be subject to formal disciplinary action. The fine for a fifth citation will be a minimum of three (3x) times the face value of the citation.

## TOWING

In order to maintain an ordered and safe campus, it may be necessary for the college to tow student/staff vehicles. We consider this a last resort and will make all reasonable efforts to allow Landmark registrants to adhere to parking regulations and make arrangements to move their vehicles.

### **Vehicle may be subject to towing at the owner's/ Landmark registrant's expense for these violations:**

- Students receiving four or more violations in one semester;
- Parking on or blocking loading docks/areas;
- Parking or blocking the Middle Hall drive;
- Parking or driving under the colonnade;
- Parking in a fire lane;
- Driving under the influence of alcohol and/or drugs;
- Excessive speed or reckless driving;
- Parking on the lawn or gravel anywhere on campus;
- Vehicle that is banned from campus;
- Impeding the removal of snow.

A vehicle may be towed at the College's expense if the vehicle is in the way of emergency work, or if the vehicle may sustain damage from work being conducted near the vehicle. In these cases, a reasonable effort to locate the Landmark registrant will be conducted first.

Upon being towed, an e-mail notification will be sent to the Landmark registrant, advising which company towed the vehicle and contact information for retrieval. If the registrant is a student, a copy of the e-mail will be sent to the student's Residential Dean, Advisor, and Director of Residential Life. If the registrant is an employee, a copy of the e-mail will be sent to the employee's supervisor and Department of Human Resources. Landmark College assumes no responsibility for damage or loss resulting from the moving of such vehicles.

Any vehicle towed off campus for any reason, will be removed to the tow yard of the on call tow company. The rate of tow will be the current emergency services rate for the tow company. The fee will include 24 hours of storage at the tow yard. Each day after the initial 24 hour period will be charged to the Landmark registrant. The tow company will invoice Landmark College after the vehicle has been picked up by the Landmark registrant. The College will then bill the Landmark registrant's account.

**ABANDONED VEHICLES**

Vehicles that appear to be non-functional, abandoned, or unregistered and that are left on campus for more than seven days will be towed to the Facilities Overflow Lot for storage at the Landmark registrant's expense. The Landmark registrant, if known, will be informed via email that the vehicle has been towed, the location to which it was towed, and the expense incurred.

**PARKING DURING BREAKS**

All student vehicles left on campus over any break are to be parked in the Facilities Overflow Lot. Vehicles parked in other areas of the campus may be towed at the Landmark registrant's expense. Students who leave their vehicles on Landmark College property assume the risk for any damage to or theft of or from their vehicle.

**LOADING/UNLOADING**

Vehicles may be parked along the jersey barriers on Perseverance Lane, or the Bridges traffic circle, for no more than 10 minutes for the purpose of loading or unloading substantial items from the vehicle. The vehicle must have the four-way flashers activated and the driver must be available in case of an emergency.

**REVOCAION OF STUDENT PARKING PRIVILEGES**

Upon accrual of five parking citations, and two speeding/reckless driving citations, parking and driving privileges will be revoked for a minimum of 30 days that classes are in session. If the vehicle is found to be on campus, or the banned operator driving a vehicle on campus during the banned period, the ban will be restarted. Judicial Affairs disciplinary processes will be continued.

If a vehicle is towed twice during the revocation period, or a continuation of violations occurs after the ban period, the Landmark registrant will have all parking and driving privileges revoked for the remainder of the semester as well as the following semester.

If a Landmark registrant loses his or her right to operate a motor vehicle in the State of Vermont, then all parking and driving privileges on campus will be revoked.

If a Landmark registrant is arrested for a Driving While Intoxicated or a Driving Under the Influence charge, then the Landmark registrant's privilege to operate or park a vehicle on campus will be revoked, pending a judicial outcome. If found guilty by the criminal court system, the Landmark registrant's vehicle will be permanently removed from campus and the operator will not be allowed to operate or park any vehicle on campus for the remainder of the student's enrollment period.

Permanent loss of parking privileges may occur for consistent disregard of the Parking and Traffic Regulations and/or through the College's judicial process.

Knowingly providing false information on a registration form will result in a one month parking ban for the Landmark registrant and/or the person who provided the false information. Such action will also be reported to Student Conduct.

## **SNOW REMOVAL**

When significant snowfall requires snow removal by Facilities personnel, posted notification flyers and the campus e-mail will advise of such. It is the responsibility of the registrant to be aware of the need to move the vehicle. A vehicle found to be impeding snow removal will be towed at the Landmark registrant's expense. Vehicles that are towed while snow removal operations are in effect will be charged the current tow company rate. Vehicles moved after the stated time will be issued a **minimum** of a \$25.00 citation for impeding snow removal in addition to the tow company fee.