
Department of



Campus Safety

2009-2010 Parking & Traffic Regulations

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2009-2010 PARKING & TRAFFIC REGULATIONS

TABLE OF CONTENTS

Section 1: INTRODUCTION & GENERAL INFORMATION.....	2
Section 2: PERMIT REQUIREMENTS & PARKING LOT DESIGNATIONS.....	2
Section 3: MOBILITY-IMPAIRED PARKING.....	8
Section 4: REQUEST NOT TO TICKET (RNTT).....	9
Section 5: GENERAL PARKING & TRAFFIC REGULATIONS	10
Section 6: ENFORCEMENT CONSIDERATIONS	12
Section 7: VIOLATIONS & FINES	14
Section 8: TOWING & VEHICLE IMMOBILIZATION POLICY.....	16
Section 9: TRAFFIC BOARD & THE APPEALS PROCESS.....	18
Section 10: HABITUAL OFFENDERS.....	20
Section 11: REVOCATION OF CAMPUS DRIVING & PARKING PRIVILEGES.....	20
Section 12: TEN SIMPLE WAYS TO AVOID A CITATION.....	21
Section 13: SPECIAL SERVICES.....	22
Section 14: PARKING SAFETY TIPS.....	23
Section 15: CAMPUS MAP.....	24

Section 1: INTRODUCTION & GENERAL INFORMATION

The Aquinas College Department of Campus Safety is responsible for the protection of life and property, to maintain peace and good order, to promote proactive crime prevention through education, provide services to the Campus community and to enforce various administrative, traffic, and parking regulations. The Department exists to serve the students, employees, and guests of the College with respect, fairness and integrity.

The Aquinas College Parking and Traffic Regulations have been designed to facilitate the safe and orderly flow of traffic, to provide maximum use of parking lots, to permit access for emergency vehicles and to promote pedestrian, cyclist, and vehicular safety. The Department of Campus Safety has been delegated the responsibility and authority to enforce all regulations set forth herein.

Aquinas College reserves the right to issue citations, tow or immobilize—at the registered owner’s expense—any vehicle that is in violation of the established traffic and parking regulations. Furthermore, the College reserves the right to obtain vehicle registration information through the Michigan Department of State in order to identify unregistered vehicles on campus. All costs associated with this process will be assessed to the registered vehicle owner.

Aquinas College reserves the right to request vehicles with issued parking permits to vacate the assigned lots or spaces for necessary parking lot maintenance/repairs and snow removal. Furthermore, the College reserves the right to restrict and/or temporarily close any campus roadway or parking area for special events.

Aquinas College reserves the right to interpret these regulations and to revise them—in whole or in part—as needed. The Director of Campus Safety, or his designee, is authorized to temporarily suspend any provision(s) of these regulations if he determines—in his discretion—that such action is necessary to permit the proper conduct of College business.

All persons operating a motor vehicle on campus are responsible for reading and adhering to these regulations.

Section 2: PERMIT REQUIREMENTS & PARKING LOT DESIGNATIONS

All parking lots on campus are considered the private property of Aquinas College. All persons wishing to park on campus must register their vehicle with the Department of Campus Safety, display a valid parking permit on their vehicle and abide by these regulations. Unregistered vehicles may be subject to fines and/or look-up fees through the Michigan Department of State.

Receipt of a parking permit does not guarantee the availability of a specific parking space on campus. Parking on College property is at the owner's risk. Aquinas College assumes no responsibility for loss or damage to any vehicles parked on College property, or personal property left within, on or around such vehicles.

Revenues collected for parking permit fees contribute to the maintenance, improvements and additions to existing parking areas and the regulation of parking and traffic throughout campus.

Parking permits expire when:

- Indicated by the date printed on the permit.
- Ownership of the vehicle changes.
- Parking privileges are revoked.
- State motor vehicle registration expires or is cancelled.
- A student withdraws from Aquinas College.
- A faculty or staff member is no longer employed by Aquinas College.

- The status of a student changes from resident to commuter or vice versa (permits may be substituted at no cost to the student).

Parking permits are issued for the exclusive use of the person applying for the permit. Permits are not transferrable from vehicle to vehicle or person to person. The sale of permits to other individuals—as well as altering a valid permit or displaying a copied/fraudulent permit—is strictly prohibited. Persons who knowingly acquire, use, or display a parking permit not consistent with their current status may be subject to citations, disciplinary action and/or revocation of parking privileges.

It is the responsibility of all permit holders to promptly notify the Department of Campus Safety of any change(s) in name, address, telephone number, license plate number and/or make, model and color of their registered vehicle.

Parking permits remain the exclusive property of Aquinas College. As such, the College reserves the right to revoke parking privileges and to demand the return of any permit due to repeated and flagrant non-compliance of the Aquinas College Parking and Traffic Regulations.

Parking permits are designated for specific parking lots. Unless otherwise authorized in these regulations—or expressly approved by the Department of Campus Safety—students, faculty, staff and visitors are expected to keep their vehicles in their assigned lots at all times.

Types of Parking Permits:

- **Resident Student Permits**

All students residing on campus are required to obtain a resident permit to park on campus. Only one parking permit per resident will be allowed. Vehicles must be registered with the Department of Campus Safety in order to obtain a permit. When registering a vehicle, residents are required to present an Aquinas College ID, valid driver's license and vehicle registration.

The Department of Campus Safety will base resident lot assignments on a student's preference—according to their class standing—on a first come, first served basis.

Fees for resident permits are \$50 per year. Permits purchased after the end of the first semester are \$25. There will be no differentiation in permit fees for motor vehicles, including motorcycles and scooters/mopeds. Permit fees cover the academic school year and subsequent summer session. Permit fees are non-refundable. Lost or damaged permits will be replaced for \$15.00.

- **Multiple Vehicles**

Resident students who drive more than one vehicle on an alternating basis may purchase a permit for the second vehicle for \$10.00. Each permit must register to the vehicle on which it is displayed; both vehicles are not permitted on campus at the same time.

Resident permits must be fully affixed to the inside, lower passenger-side corner of the front windshield with its own adhesive. The use of various adhesive tapes to temporarily attach the permit to the vehicle's windshield is strictly prohibited. A vehicle with an improperly affixed permit will be subject to citation.

Unless otherwise authorized in these regulations—or expressly approved by the Department of Campus Safety—residents are restricted to parking in their designated lots. Permit colors correspond with the following assigned lots:

- **Blue Resident Permit**

Resident students with a valid blue permit may only park in the Dominican Lot (Lot U).

- **Green Resident Permit**
Resident students with a valid green permit may only park in the Donnelly Lot (Lot S).
- **Brown Resident Permit**
Resident students with a valid brown permit may only park in the Browne Lot (Lot Q).
- **Red Resident Permit**
Resident students with a valid red permit may only park in the Hruby Resident Lot (Lot P).
- **Gold Resident Permit**
Resident students with a valid gold permit may only park in the Mayfield Lot (Lot A).
- **Orange Resident Permit**
Resident students with a valid orange permit may only park in the Gatehouse Lot (Lot O).
- **White Resident Permit**
Resident students with a valid white permit may only park in the Meijer Hall Lot (Lot V) or the Knappe Hall Lot (Lot W).
- **Silver Resident Permit**
Resident students with a valid silver permit may park in the Aquinata Hall Lot, as well as the following lots **between 7:00am and 3:00am**: Fulton Lot (Lot B), Bukowski Chapel Lot (Lot C), Lower Saint Joseph Lot (Lot E), East Albertus Lot (Lot M), Plymouth Lot (Lot L), Woodward Lot (Lot T) and Browne Lot (Lot Q).

Overflow Parking for Resident Students

If no parking spaces are available in a resident's assigned lot, the resident **MUST** promptly notify the Department of Campus Safety and provide the Dispatcher with the following information: name, vehicle description (*i.e.* year, make, model and color) and license plate number.

Residents will then be given authorization to park in their in designated overflow parking lot. Overflow parking lots are as follows:

- **Woodward Lot (Lot T)**
Accommodates the overflow parking for Dominican Lot (Lot U), Donnelly Lot (Lot S) and Browne Lot (Lot Q).
- **Fulton Lot (Lot B)**
Accommodates the overflow parking for Mayfield Lot (Lot A) and Hruby Lot (Lot P).

Residents are responsible for moving their vehicle back to their assigned lot **as soon as** spaces become available.

- **Commuter Student Permits**

All students residing off campus are required to obtain a commuter student permit to park on campus. Only one parking permit per commuter student will be allowed. Vehicles must be registered with the Department of Campus Safety in order to obtain a permit. When registering a vehicle, commuter students are required to present an Aquinas College ID, valid driver's license and vehicle registration.

Fees for commuter student permits are \$50 per year. Permits purchased after the end of the first semester are \$25.

The following permit fee exceptions are in effect:

- Commuter permits for Graduate (*i.e.* Master's-level) Students are \$20.00 per year.
- Commuter permits for Continuing Education Students are \$20.00 per year.
- Commuter permits for Dual-enrolled Students are available at no cost.

There will be no differentiation in permit fees for motor vehicles, including motorcycles and scooters/mopeds. Permit fees cover the academic school year and subsequent summer session. Permit fees are non-refundable. Lost or damaged permits will be replaced for \$15.00.

- **Multiple Vehicles**

Commuter students who drive more than one vehicle on an alternating basis may purchase a permit for the second vehicle for \$10.00. Each permit must register to the vehicle on which it is displayed; both vehicles are not permitted on campus at the same time.

Commuter student permits must be fully affixed to the rear-view mirror with the permit information facing toward the front windshield. A vehicle with an improperly affixed permit will be subject to citation.

Unless otherwise authorized in these regulations—or expressly approved by the Department of Campus Safety—commuter students are restricted to parking in the following designated lots: Fulton Lot (Lot B), Bukowski Chapel Lot (Lot C), Lower Saint Joseph Lot (Lot E), East Albertus Lot (Lot M), Plymouth Lot (Lot L), Woodward Lot (Lot T) and Browne Lot (Lot Q).

- **Faculty Permits**

Faculty members wishing to park on campus must have a current parking permit. Only one parking permit per faculty member will be allowed. Vehicles must be registered with the Department of Campus Safety in order to obtain a permit. When registering a vehicle, faculty members are required to present an Aquinas College ID, valid driver's license and vehicle registration.

Faculty permits are provided at no cost; however, lost or damaged permits will be replaced for \$15.00. Any faculty member with outstanding parking fines will not be issued a permit until fines are paid.

- **Multiple Vehicles**

Faculty members who drive more than one vehicle on an alternating basis may purchase a permit for the second vehicle for \$10.00. Each permit must register to the vehicle on which it is displayed; both vehicles are not permitted on campus at the same time.

Faculty permits must be fully affixed to the rear-view mirror with the permit information facing toward the front windshield. A vehicle with an improperly affixed permit will be subject to citation.

Unless otherwise authorized in these regulations—or expressly approved by the Department of Campus Safety—faculty are restricted to parking in the following designated lots: Fulton Lot (Lot B), Bukowski Chapel Lot (Lot C), Lower Saint Joseph Lot (Lot E), Academic Building Lot (Lot G), Wege Lot (Lot F), West Albertus Lot (Lot N), East Albertus Lot (Lot M), Plymouth Lot (Lot L), Holmdene Lot (Lot H), Woodward Lot (Lot T) and Browne Lot (Lot Q).

- **Staff Permits**

Staff members wishing to park on campus must have a current parking permit. Only one parking permit per staff member will be allowed. Vehicles must be registered with the Department of Campus Safety in order to obtain a permit. When registering a vehicle, staff members are required to present an Aquinas College ID, valid driver's license and vehicle registration.

Staff permits are provided at no cost; however, lost or damaged permits will be replaced for \$15.00. Any staff member with outstanding parking fines will not be issued a permit until fines are paid.

- **Multiple Vehicles**

Staff members who drive more than one vehicle on an alternating basis may purchase a permit for the second vehicle for \$10.00. Each permit must register to the vehicle on which it is displayed; both vehicles are not permitted on campus at the same time.

Staff permits must be fully affixed to the rear-view mirror with the permit information facing toward the front windshield. A vehicle with an improperly affixed permit will be subject to citation.

Unless otherwise authorized in these regulations—or expressly approved by the Department of Campus Safety—staff members are restricted to parking in the following designated lots: Fulton Lot (Lot B), Bukowski Chapel Lot (Lot C), Lower Saint Joseph Lot (Lot E), East Albertus Lot (Lot M), Plymouth Lot (Lot L), Woodward Lot (Lot T) and Browne Lot (Lot Q).

- **Temporary Permits**

Temporary permits will be granted to any student, staff or faculty member who experiences a temporary change in their primary registered vehicle (*e.g.* temporary use of a substitute or rental vehicle; awaiting the arrival of newly purchased license plates) for 48 hours or longer. Absent express approval from the Director of Campus Safety, temporary permits will not be issued for longer than two consecutive weeks.

Temporary permits are provided at no cost; however, lost or damaged permits will be replaced for \$15.00. Temporary permits must be hung from the rear-view mirror with the permit information facing toward the front windshield. A vehicle with an improperly hung permit will be subject to citation.

Unless otherwise authorized in these regulations—or expressly approved by the Department of Campus Safety—temporary permit holders are restricted to parking in the registered driver's assigned lot. This designation will be displayed on the permit, along with the valid dates and vehicle description.

- **Visitor Permits**

Visitors and guests coming to campus during regular business hours (*i.e.* Monday through Friday, 6:00am to 6:00pm) must register their vehicle with the Department of Campus Safety and display a valid visitor permit.

Visitor permits may be obtained—at no cost—from the Department of Public Safety. Visitor permits allow the driver to park in any “Visitor” space on campus. Visitor permits must be hung from the rear-view mirror with the permit information facing toward the front windshield. A vehicle with an improperly hung permit will be subject to citation.

College offices and departments hosting visitors are responsible for familiarizing their guests with the Aquinas College Traffic and Parking Regulations. Visitors are required to abide by these regulations while driving or parking on campus.

Students, faculty and staff are not eligible for visitor parking permits and/or privileges.

- **Special Event Visitor**

Aquinas College often hosts events open to the public, such as concerts, guest speakers

and athletic games. These visitors do not need to acquire a parking permit for evening and weekend events. For larger events occurring during the day, event placards may be distributed at event registration or the Department of Campus Safety will section off specific areas of a designated lot(s) to accommodate visiting patrons.

Departments or organizations hosting a special event during regular business hours (*i.e.* Monday through Friday, 6:00am to 6:00pm) are required to make advance parking arrangements with the Department of Campus Safety.

- **Overnight Visitor**

Any visitor to Aquinas College planning to park a vehicle on campus overnight must register the vehicle with the Department of Campus Safety. Failure to do so may result in the vehicle being cited or towed.

Visitors staying 48 hours or less must contact the Department of Campus Safety at (616) 632-2462 and ask for a Request Not To Ticket (RNTT). The visitor will be asked by the Campus Safety Dispatcher to provide the following information: name, vehicle description (*i.e.* year, make, model and color), license plate number, overnight destination and phone number.

Overnight visitors will be assigned to park in either the Fulton Lot (Lot B) or the Woodward Lot (Lot T), depending on where they will be staying on campus.

Students hosting overnight visitors are responsible for familiarizing their guests with the Aquinas College Traffic and Parking Regulations. Visitors are required to abide by these regulations while driving or parking on campus. Students are responsible for their guests' vehicles while on College property.

- **Special Permits for “Reserved” Parking**

By virtue of their respective positions and responsibilities, certain College employees may be eligible to receive a special permit allowing them to park in any space marked “Reserved” in the lot designated on the permit.

Special permits for "Reserved" parking are provided at no cost; however, lost or damaged permits will be replaced for \$15.00. Any employee with outstanding parking fines will not be eligible for a special permit.

Special permits must be hung from the rear-view mirror with the permit information facing toward the front windshield. A vehicle with an improperly hung permit will be subject to citation. If all “Reserved” spaces are occupied, the employee must promptly notify the Department of Campus Safety and seek alternative parking in their designated lot(s). Failure to comply may result in a citation.

To be considered for a special permit, employees must complete an application form available at the Department of Campus Safety. The application form is also available to faculty and employee/staff members on the H Drive at (H:/employee/Forms/Campus_Safety/specialpermit).

Completed forms must be submitted either to the Department of Campus Safety or a member of the Faculty/Staff Traffic Board for consideration. Application forms must be signed by the employee’s supervisor or faculty chairperson and received no later than August 1st. Special permits will be issued after careful consideration of the employee’s needs, the nature of/responsibilities of their position and the availability of “Reserved” parking spaces in the requested lot. Incomplete applications not submitted by the deadline will not be considered.

- **Special Permits- Resident Students**

Residents of Saint Joseph Hall and Regina Hall are eligible to obtain a special permit to park in the “Special Permit” space located in each Hall’s respective lot. Permits are raffled during Residence Hall Council meetings.

Special permits must be hung from the rear-view mirror with the permit information facing toward the front windshield. A vehicle with an improperly hung permit will be subject to citation.

If the “Special Permit” space is occupied, the resident must promptly notify the Department of Campus Safety. Residents with the “Special Permit” are **NOT** authorized to park in any other “Reserved” space and must revert to parking in their assigned lot. Failure to comply may result in a citation.

- **Carpool Parking**

The “Carpool” parking spaces located in the Woodward Lot (Lot T) are open to faculty, staff and commuter students. Eligible carpools must consist of two or more people commuting together, in the same vehicle. Each carpool member must register his/her own vehicle with the Department of Campus Safety; only one of the vehicles may make use of the permit on campus.

One special permit will be issued to the carpool. Special permits for “Carpool” parking spaces must be hung from the rear-view mirror with the permit information facing toward the front windshield. A vehicle with an improperly hung permit will be subject to citation. Only one of the registered vehicles may park in a designated "Carpool" parking space at any time.

If the “Carpool” parking spaces are occupied, a member of the group must promptly notify the Department of Campus Safety and seek alternative parking in their designated lot(s).

In the event a carpool participant is traveling singly, the special permit and parking space are not valid. Unauthorized use of the carpool special permit will result in immediate loss of privileges and potential citations.

PLEASE NOTE

Any vehicle with a special permit **MUST** also have a valid Aquinas College faculty, staff, commuter student or resident permit. The vehicle **MUST** properly display both permits at all times. Failure to comply may result in a citation.

Section 3: MOBILITY-IMPAIRED PARKING

Persons with mobility impairments wishing to park on campus must register their vehicle with the Department of Campus Safety. Only those vehicles properly displaying a valid, state-issued disabled license plate or parking placard (*i.e.* hanging tag) are allowed to park in spaces designated for this purpose. Citations will be promptly issued for all related violations.

A state-issued disabled license plate or parking placard is issued by one's State of legal residence.

Michigan residents with a qualifying disability are eligible for a disability license plate or parking placard. A qualifying disability is defined under Michigan law as either blindness or any condition that significantly limits a person's ability to walk or requires a wheelchair, walker, crutch or other assistive device. For more information, please call the Michigan Department of State Information Center at (888) SOS-MICH (767-6424).

- **Disability License Plate**
Persons with a qualifying disability may apply for a disability license plate through the Michigan Department of State. To be eligible for a disability license plate, the condition must be permanent.
- **Permanent Disability Parking Placard (Blue Hanging Tag)**
Permanent disability parking placards are blue and are valid for four years, expiring on the applicant's birthday. To obtain a permanent placard, you must have a disability that is not expected to improve. A permanent placard may be obtained at any Michigan Department of State Branch Office. The application must be completed by the applicant and a physician, chiropractor, optometrist, physician's assistant or nurse practitioner.
- **Temporary Disability Parking Placard (Red Hanging Tag)**
Temporary disability parking placards are red and are issued for one to six months. To obtain a temporary placard, you must have a disability that is expected to improve. A temporary placard may be obtained at any Michigan Department of State Branch Office. The application must be completed by the applicant and a physician, chiropractor, optometrist, physician's assistant or nurse practitioner. Temporary placards cannot be renewed. If the placard expires and the disability still exists, a new application completed by a physician, chiropractor, optometrist, physician's assistant or nurse practitioner is required.
- **Temporary Parking Reassignment for Medical Conditions**
Temporary parking reassignments will be considered for those individuals with a short-term, mobility-impairing medical condition. All requests for a temporary reassignment to another parking lot must be approved by the Director of Campus Safety, or his designee. A physician's written verification of the existing medical condition will be required for all requests extending beyond five business days. Likewise, this status will only apply to those individuals who properly display their valid Aquinas College parking permit.

PLEASE NOTE

Without a state-issued disabled license plate or placard, use of a designated disabled parking space cannot be authorized.

Section 4: REQUEST NOT TO TICKET (RNTT)

A Request Not To Ticket (RNTT) is a granting of verbal permission by the Department of Campus Safety to park a motor vehicle on campus for up to **48 hours**. Vehicle operators should contact the Department of Campus Safety for a Request Not To Ticket in the following circumstances:

- **Temporary Change in Registered Vehicle**
Any student, staff, or faculty member who experiences a temporary change in their primary registered vehicle (*e.g.* temporary use of a substitute or rental vehicle) for 48 hours or less must contact the Department of Campus Safety for a Request Not To Ticket (RNTT).
- **Overnight Visitor Parking**
Visitors staying on campus 48 hours or less must contact the Department of Campus Safety at (616) 632-2462 and ask for a Request Not To Ticket (RNTT). The visitor will be asked by the Campus Safety Dispatcher to provide the following information: name, vehicle description (*i.e.* year, make, model and color), license plate number, overnight destination and phone number.

Overnight visitors will be assigned to park in either the Fulton Lot (Lot B) or the Woodward Lot (Lot T), depending on where they will be staying on campus.

Students hosting overnight visitors are responsible for familiarizing their guests with the Aquinas College Traffic and Parking Regulations. Visitors are required to abide by these regulations while driving or parking on campus. Students are responsible for their guests' vehicle(s) while on College property.

- **Overflow Parking for Resident Students**

If no parking spaces are available in a resident's assigned lot, the resident **MUST** promptly notify the Department of Campus Safety and ask for a Request Not To Ticket (RNTT). The resident will be asked by the Campus Safety Dispatcher to provide the following information: name, vehicle description (*i.e.* year, make, model and color) and license plate number.

Residents will then be given authorization to park in their in designated overflow parking lot. Overflow parking lots are as follows:

- **Woodward Lot (Lot T)**
Accommodates the overflow parking for Dominican Lot (Lot U), Donnelly Lot (Lot S) and Browne Lot (Lot Q).
- **Fulton Lot (Lot B)**
Accommodates the overflow parking for Mayfield Lot (Lot A) and Hruby Lot (Lot P).

Residents are responsible for moving their vehicle back to their assigned lot **as soon as** spaces become available.

The Department of Campus Safety will not grant a Request Not To Ticket (RNTT) to park in mobility-impaired spaces, fire lanes, walkways, sidewalks or in such a way that blocks/impedes traffic.

Section 5: General PARKING & TRAFFIC REGULATIONS

Parking and traffic regulations are enforced 24 hours a day, 7 days a week, 365 days a year (including periods when classes are not in session). All persons operating a motor vehicle on campus should thoroughly read and understand the following regulations to avoid possible violations:

- **General Traffic Regulations**

All persons operating a motor vehicle on campus are required to comply with the Aquinas College Parking and Traffic Regulations and the Michigan Vehicle Code.

The term "motor vehicle" as used herein shall include: automobiles, pickup trucks, station wagons, Sport Utility Vehicles (SUVs), motorcycles, mopeds and motorized scooters

The following vehicles are not permitted on campus:

- Snowmobiles
- Off-Road Motorcycles
- All-Terrain Vehicles
- Privately owned and unauthorized golf carts and/or other non-licensed vehicles (*e.g.* dune buggies and go-karts)
- Trailers (absent advance permission from the Director of Campus Safety or his designee)
- Recreational Vehicles (absent advance permission from the Director of Campus Safety or his designee). All Recreational Vehicles must be self-contained as there are no hook-ups available.

PLEASE NOTE

The use of animals for transportation means (*e.g.* horse-drawn carriages) is not permitted on the College campus absent authorization from the Director of Campus Safety, or his designee.

All persons operating a motor vehicle on campus are required to observe and obey the **15mph speed limit and all stop signs, regulatory postings and instructions of Campus Safety Officers.**

No motor vehicle shall remain stopped, parked, or standing—whether attended or unattended—upon a campus roadway in a position so as to obstruct the normal movement of traffic or in a condition so as to create a hazard to other traffic upon the roadway.

Motor vehicles may not be operated except on authorized roadways or parking areas.

Operating a motor vehicle on campus while intoxicated or impaired by drugs or alcohol is illegal and strictly prohibited. The College reserves the right to contact local law enforcement agencies to enforce applicable laws.

All motor vehicle accidents occurring on campus must be reported promptly to the Department of Campus at (616) 632-2462. Accidents involving personal injury will also be reported to local law enforcement.

Pedestrians have the right of way at all times! Pedestrians are urged to use designated walkways and crosswalks to ensure their safety.

Sidewalks and walkways are restricted to pedestrian, bicycle and motorized wheelchair use only. Driving on sidewalks and walkways is prohibited with the following exceptions:

- Emergency vehicles responding to any occurrence where it is necessary to render aid or assistance to any person(s) in jeopardy, or where a risk of substantial damage to property exists. Emergency vehicles driving on sidewalks and walkways must yield the right of way upon encountering any pedestrian traffic.
- Service vehicles are authorized to drive on restricted sidewalks as necessary to gain access to work sites for delivery of work-related materials. Service vehicles driving on sidewalks and walkways shall yield the right of way upon encountering pedestrian traffic.
- Campus Safety Officers may drive on any sidewalk and walkway at any time as may be necessary to provide service. Campus Safety Officers driving on sidewalks and walkways shall yield the right of way upon encountering pedestrian traffic.

• **General Parking Regulations**

All motor vehicles operated on campus must be registered with the Department of Campus Safety.

Unless otherwise authorized in these regulations—or expressly approved by the Department of Campus Safety or his designee—all persons using Aquinas College parking facilities **MUST** display the appropriate parking permit, properly affixed, at all times. Parking permits are designated for specific parking lots. Vehicles may be parked only in those parking areas authorized for that vehicle.

Vehicles may not be parked in any area other than one designated for parking.

Parking on the grass, sidewalks or any other College grounds not designated as a legitimate parking area is strictly prohibited.

Parking in loading dock areas—with the exception of maintenance and service vehicles—is strictly prohibited.

Parking in fire lanes, garage entrances, dumpster areas, crosswalks and any temporarily barricaded areas is strictly prohibited.

- **Fire Lanes**

Fire lanes are areas—paved or unpaved—that permit fire equipment and other emergency vehicles to come as close to a building as possible. Fire lanes are also areas within 15 feet around a fire hydrant or a stand pipe connection.

All access roads and campus walkways are—by definition—fire lanes. Neither parking nor standing is permitted in a fire lane. While the College will attempt to mark all fire lanes (*i.e.* painted yellow curbs and/or yellow diagonal lines), lack of such marking will not relieve a violator of responsibility for illegally parking.

Any vehicle parked in a fire lane is subject to towing at any time.

Parking is prohibited on all campus roads at all times.

Parking in spaces designated for the mobility impaired—without a state issued license plate or placard—is strictly prohibited.

Motor vehicle must be within the designated boundaries (*i.e.* painted lines) of a single parking space. The fact that other vehicles may be parked improperly does not constitute an excuse for parking any part of the vehicle outside the designated boundaries.

Motor vehicles may not double-park or park in any position which prevents adjacent vehicles from exiting their legal parking space.

Any vehicle failing to vacate assigned lots or spaces for necessary parking lot maintenance/repairs and snow removal will be subject to citation.

Any area that has been closed off by the use of barricades, signs, cones or other control devices must not be entered. Unauthorized entry of this area will be considered a violation subject to citation and vehicle removal at the registered owner's expense.

The use of emergency hazard lights (*i.e.* “flashers”) will not excuse illegal parking.

Placing handbills, flyers or other advertisements on vehicles parked on Aquinas College property is expressly prohibited.

Section 6: ENFORCEMENT CONSIDERATIONS

All persons operating a motor vehicle on campus should anticipate and consider the following circumstances:

- **Vehicle Breakdown**

In the event a vehicle breaks down while on campus, the driver must contact the Department of Campus Safety immediately at (616) 632-2462 and report the vehicle's location, vehicle description, license plate number and the estimated time frame for repair/removal.

All reasonable steps should be taken by the driver to move the vehicle to an appropriate parking space. The Department of Campus Safety cannot authorize a vehicle to remain parked in fire lanes, handicap spaces and/or in a manner obstructing traffic. **The use of emergency hazard lights (*i.e.* “flashers”) does not excuse illegal parking.** Failure to comply may result in a citation

and/or towing of the vehicle at the owner's expense.

PLEASE NOTE

Except under limited circumstances—and only with prior approval from the Director of Campus Safety, or his designee—repairs that will take longer than 24 hours to complete are **NOT** to be initiated on campus.

• **Abandoned Vehicles**

Aquinas College reserves the right to tow vehicles that remain on College property in an inoperative, derelict or abandoned condition and/or vehicles that are not in compliance with state regulations. Any vehicle parked on College property without a license plate and valid registration will be treated as abandoned and removed from campus. Reasonable effort will be made by the Department of Campus Safety to contact the owner prior to removal. The cost of removal will be charged to the registered owner.

• **Neighborhood Parking**

Aquinas College is dedicated to maintaining a positive relationship with its surrounding neighbors. One point of contention in this relationship has been members of the Aquinas community parking their vehicles in the surrounding neighborhoods. Please respect the College's neighbors by parking on campus rather than on city streets. If it is necessary to park on the city streets, please observe all regulatory signs and be considerate of the neighbors by not blocking driveways or compromising mail delivery and/or refuse collection.

• **Weekend/After Hours Parking**

On the weekends and after business hours (*i.e.* after 6:00pm), certain lots are open to parking for any vehicle with a valid Aquinas College parking permit. These lots are as follows:

- Wege Lot (Lot F)- Open from noon on Friday until 3:00am on Monday. Also open weekdays after 7:00pm until 3:00am.
- Fulton Lot (Lot B)- Open on Saturday and Sunday from 7:00am until 11:00pm.
- Hruby Lot (Lot P)- Open from 6:00pm on Friday until 3:00am on Monday.
- Plymouth Lot (Lot L)- Open daily from noon until 3:00am.
- Holmdene Lot (Lot H)- Open from 6:00pm on Friday until 3:00am on Monday.

Vehicles that remain in these lots after the stated hours are subject to citation and/or towing at the owner's expense.

• **Break Periods**

Individuals not remaining on campus during break periods are encouraged to remove their vehicles from College property. Individuals not remaining on campus, who wish to leave their vehicles parked on College property, must receive approval from the Director of Campus Safety, or his designee. Individuals will also be required to:

1. Sign a waiver releasing the College of all liability;
2. Leave the keys to the vehicle with the Department of Campus Safety so the vehicle may be moved if necessary; and
3. Park in a lot designated by the Department of Campus Safety.

• **Special Parking Arrangements**

At times, it may be necessary to restrict or alter parking on campus. Severe weather and/or College-sponsored events may require the reallocation of parking resources at any given time. In the event that lot designations must be changed, the Aquinas community will be notified of these changes at the earliest date possible. This notification will take place via parking bulletins posted on academic buildings and residence halls, as well as on the Aquinas College website via ACORN and The

Moose. All students, faculty, staff and visitors are expected to comply accordingly. Failure to comply with this request may result in a citation and/or towing of the vehicle at the registered owner's expense.

- **Winter Weather & Snow Removal**

During the winter months it may be necessary to clear lots of all vehicles for snow removal. Individuals may be requested to temporarily change designated parking lot assignments to facilitate the removal process. All students, faculty, staff and visitors are expected to comply accordingly. Failure to comply with this request may result in a citation and/or towing of the vehicle at the registered owner's expense.

Section 7: VIOLATIONS & FINES

Persons not complying with the Aquinas College Parking and Traffic Regulations are subject to citations and assessment of appropriate fines and penalties.

The person in whose name a vehicle is registered—according to records maintained by the Michigan Department of State—is responsible for violations involving that vehicle, even when driven by other persons. A **\$50.00** fee will be assessed to the registered vehicle owner if the Department of Campus Safety is required to obtain state vehicle registration information through the Michigan Department of State in order to identify the registered owner of any vehicle on College property.

Parking citations are placed on the windshield of the motor vehicle. Motor vehicles without windshields (*e.g.* motorcycles, motor scooters or mopeds) will have citations placed near the gas tank. Placement of the citation constitutes legal delivery. After placement is completed, the citation is the responsibility of the registered vehicle owner.

Individuals cited for a violation who then move their vehicle to another illegal space are eligible to be cited again. Additionally, motor vehicles illegally parked are eligible to be cited for the same violation after 24 hours have passed.

Student fines are automatically forwarded to the Student Accounts Office for collection. Faculty, staff and visitors may pay fines by mail or in person at the Student Accounts Office, located at Hruby Hall, Room 131, during business hours (*i.e.* Monday through Thursday, 8:00am to 5:00pm and Friday, 8:00am to 4:30pm). Payment must be paid by cash, certified check or money order.

Unpaid parking fines are considered unpaid financial obligations to the College. Failure to satisfy any outstanding parking fines and penalties may result in complaints being issued against the registered owner of the vehicle through the Dean of Students Office, Office of Human Resources or the 61st District Court.

All fines and penalties collected by Aquinas College are deposited in the College's General Fund and redistributed by the College to defray the cost incurred in the daily operation of the institution.

Monetary fines are itemized on all citations and are subject to change without notice:

- **Speeding/Reckless Driving (\$35)**

The on-campus speed limit is **15 miles per hour**. The determination of excess speed is subject to the Campus Safety Officer's reasonable perception and discretion; an actual rate of travel is not required.

Reckless driving is driving with a wanton disregard for the personal safety and/or property of others. Speeding and reckless driving endangers the safety of all and will be strictly enforced. If this violation is observed by a Campus Safety Officer, and attempting to make contact with the vehicle might jeopardize his/her safety or the safety of others, a citation will be mailed directly to the registered owner of the vehicle.

- **Parking Over Line/Obstructing Roadway (\$35)**

Motor vehicles may not be parked in such a manner that blocks or impedes traffic flow; vehicles must be within the designated boundaries (*i.e.* painted lines) of a single parking space. The fact that other vehicles may be parked improperly does not constitute an excuse for parking any part of the vehicle outside the designated boundaries. Violators may be subject to citation.

- **Fire Hydrant/Lane (\$35)**

Parking a motor vehicle in a fire lane is strictly prohibited. Fire lanes are areas—paved or unpaved—that permit fire equipment and other emergency vehicles to come as close to a building as possible. Fire lanes are also areas within 15 feet around a fire hydrant or a stand pipe connection.

All access roads and campus walkways are—by definition—fire lanes. Neither parking nor standing is permitted in a fire lane. While the College will attempt to mark all fire lanes (*i.e.* painted yellow curbs and/or yellow diagonal lines), lack of such marking will not relieve a violator of responsibility for illegally parking.

Any vehicle parked in a fire lane may be subject to citation or towing—at the registered vehicle owner's expense—at any time.

- **Handicap Zone (\$35)**

Only those vehicles properly displaying a valid, state-issued disabled license plate or parking placard (*i.e.* hanging tag) are allowed to park in a designated disabled parking space.

PLEASE NOTE

Campus Safety Officers—as well as law enforcement (*e.g.* the Grand Rapids Police Department)—can issue citations for any disability parking violation. Municipal fines often exceed the cost of College fines. The College cannot void municipal citations, nor will it intercede on behalf of persons involved in disputes relating to alleged violations of municipal parking regulations.

- **Failure to Stop (\$25)**

ALL motor vehicles are required to stop completely at ALL stop signs and to proceed with caution. Stop signs have been placed in areas of high pedestrian traffic. Failing to stop endangers the safety of all and will be strictly enforced. If this violation is observed by a Campus Safety Officer, and attempting to make contact with the vehicle might jeopardize his/her safety or the safety of others, a citation will be mailed directly to the registered owner of the vehicle.

- **No Overnight Parking (\$10)**

Overnight parking is defined as being parked in a lot at anytime between 3:00am and 7:00am. Unless otherwise authorized in these regulations—or expressly approved by the Department of Campus Safety, violators may be subject to citation.

- **No Parking Zone (\$10)**

Motorists may not park their vehicles in posted "No Parking" zones at any time. A No Parking Zone is defined as an area or space that, either through the designation of signs, barricades, or cones, is unable to be parked in.

Dumpster and loading dock areas are used by College personnel on a daily basis. Vehicles that impede access to these areas are subject to citation.

- **Improper Parking/Not Parking Lot (\$10)**

Vehicles parked on sidewalks, walkways, grass areas, paths, woods, not in designated spaces, and

over boundary lines (but not in such a manner that causes other vehicles to be improperly parked and/or that disrupt the normal flow of traffic) may be subject to citation.

Vehicles must be parked between painted parking space lines. Vehicles occupying more than one space may be subject to citation. Vehicles that are parked partly on pavement and partly on grass may also be subject to citation.

- **Reserved/Special Permit (\$10)**

Certain lots and spaces on campus are specifically reserved for a group of people or one person in particular. These areas are designated with a “Reserved” sign. The only vehicles that are authorized to park in these spaces are those that properly display a valid special permit.

Failure to display a valid, properly affixed special permit may result in a citation being issued.

- **Violation of Posted Restrictions (\$10)**

Parking is permissible in designated areas and spaces **ONLY**. Posted restrictions are intended to designate a parking space for a specific purpose (*e.g.* visitor parking, 15-minute loading zones). Failure to observe posted restrictions may result in a citation being issued.

The absence of posted restriction or vandalized signs does not constitute a valid excuse for parking in any restricted space or zone.

- **No Permit (\$10)**

Individuals who fail to display a valid, properly affixed permit are subject to this citation. A **\$50.00** fee will be assessed to the registered vehicle owner if the Department of Campus Safety is required to obtain state vehicle registration information through the Michigan Department of State in order to identify the registered owner of any vehicle on College property.

Motor vehicles failing to display a valid permit after being identified through the Michigan Department of State are subject to removal from College property at the registered owner’s expense.

- **Not Assigned Lot (\$10)**

Parking permits are designated for specific parking lots. Unless otherwise authorized in these regulations—or expressly approved by the Department of Campus Safety—students, faculty, staff and visitors are expected to keep their vehicles in their assigned lots at all times. Failure to do may result in a citation being issued.

- **Other (\$10)**

Any violation or other infraction not specifically covered by the aforementioned categories.

Section 8: TOWING & VEHICLE IMMOBILIZATION POLICY

Aquinas College reserves the right to tow or immobilize (*i.e.* “boot”)—at the registered owner’s expense—any vehicle that is in violation of the established parking and traffic regulations.

- **Towing Policy**

Vehicles are subject to citation and towing—without notice—by a local towing agency for the following reasons:

- Parking in such a way as to constitute a hazard to vehicular and pedestrian traffic or to the movement or operation of emergency equipment. Examples include, but are not limited to the following areas: fire lanes, traffic lanes and sidewalks.
- Parking in such a way that restricts access to service areas, loading docks or Dumpsters.

- Parking in handicap designated spaces without a state-issued disabled license plate or placard, or blocking handicap access.
- Abandoned vehicles.
- Failure to immediately move a vehicle upon notification from the Department of Campus Safety.
- Emergency situations deemed necessary for the safety and welfare of the Aquinas community.
- Persistent and flagrant violations of the Aquinas College Parking and Traffic Regulations (*i.e.* vehicles receiving more than five (5) citations).

In the event the owner or authorized operator of the vehicle should appear after the Department of Campus Safety has called the towing agency and before such towing equipment has removed the vehicle, the appropriate service fees shall be paid before such vehicle shall be released whether or not any labor has been performed incident to the removal of the vehicle.

Fines and towing costs are the responsibility of the registered vehicle owner. The towing agent is responsible for the safe transport of towed vehicles. Aquinas College assumes no responsibility for damage to any vehicle as a result of towing.

• **Vehicle Immobilization Policy**

Vehicles are subject to citation and immobilization (*i.e.* “booting”)—without notice—by the Department of Campus Safety for the following reasons:

- Persistent and flagrant violations of the Aquinas College Parking and Traffic Regulations (*i.e.* vehicles receiving more than ten (10) citations).
- Unregistered vehicles receiving three (3) or more citations.

In the event that a vehicle is immobilized (*i.e.* "booted"), a notice will be affixed to the vehicle (usually on the driver’s-side window) advising the operator to contact the Department of Campus Safety. Immobilization devices may only be removed by the Department of Campus Safety. **DO NOT ATTEMPT TO MOVE THE VEHICLE.** Aquinas College assumes no responsibility for damage caused if the vehicle is moved while the immobilization device is in place. Additionally, the unauthorized removal or attempted removal of the immobilization device may result in damage to the device and/or the vehicle. Repair and/or replacement costs of the immobilization device resulting from the unauthorized removal or attempted removal of the device will be the responsibility of the registered vehicle owner. Aquinas College assumes no responsibility for any damage that may result from placement and/or removal of any immobilization device.

In order to have the immobilization device removed, violators will be required to pay the \$50.00 removal fee and 25% of all outstanding fines. Payment must be made at the Student Accounts Office located at Hruby Hall, Room 131 during business hours (*i.e.* Monday through Thursday, 8:00am to 5:00pm and Friday, 8:00am to 4:30pm). Any immobilized vehicle discovered after the close of the Student Accounts Office (*i.e.* 5:00 pm, Monday through Thursday and 4:30pm, Friday) must be reported to the Department of Campus Safety, who will accept payment and provide the violator with a receipt. Payment must be paid by cash, certified check or money order. After payment is completed, the immobilization device will be removed by a Campus Safety Officer.

PLEASE NOTE

Each subsequent time the vehicle is observed parked on campus, it will immobilized. In order to have the immobilization device removed, violators will be required to pay the \$50.00 removal fee

and the remaining balance of **ALL** outstanding fines.

Section 9: TRAFFIC BOARD & THE APPEALS PROCESS

Any person who feels that a citation was issued in error may contest the citation by filing an appeal. The Aquinas College Traffic and Safety Board is the body responsible for reviewing appeals.

The Traffic and Safety Board is divided into two separate factions:

- **Faculty/Staff Traffic Board**
Comprised of various faculty and staff members, this Board reviews all faculty, staff and visitor appeals.
- **Student Traffic Board**
Comprised of students appointed from the Student Senate and headed by the Vice-Chair, this Board reviews all student appeals.

The Traffic and Safety Board shall adhere to all the procedures and responsibilities described herein. The appeal process is as follows:

1. The appeal form and citation must be received by the Department of Campus Safety within five (5) business days of the date the citation was issued. Late appeals will not be considered. Appeal forms can be obtained directly from the Department of Campus Safety or online at http://www.aquinas.edu/campus_safety/.

Persons seeking an appeal must complete the appeal form in its entirety. Appeals are processed on a bi-weekly basis while school is in session.

- To send your appeal by U.S. Mail, address the envelope as follows:
Aquinas College Traffic and Safety Board, c/o Department of Campus Safety
1607 Robinson Road, S.E.
Grand Rapids, MI 49506-1799
 - To send your appeal electronically, E-mail the form to trafficboard@aquinas.edu.
2. Persons seeking an appeal are encouraged to present their reasoning in clear and concise wording. The Traffic and Safety Board will read, discuss and pass judgment on the information presented. Persons wishing to appear—in person—before the Traffic and Safety Board must make advance arrangements through the Department of Campus Safety.
 3. If—upon an affirmative vote by a majority of the Traffic and Safety Board members presiding—the appeal is granted, the citation will be dismissed, with no fine due.
 4. If—upon an affirmative vote by a majority of the Traffic and Safety Board members presiding—the appeal is denied, the citation will be upheld, and the total amount of the fine is due.
 5. All decisions of the Traffic and Safety Board are final. There are no exceptions.
 6. The appellant will be notified in writing of the Traffic and Safety Board's decision.

Below are some commonly listed reasons given for violating the Aquinas College Parking and Traffic regulations. While these reasons may seem valid to the violator, they do not address the policies of the

College. These reasons generally will not result in the violations being dismissed, or the violator being successful on appeal:

- **“There was no place left to park.”**
The responsibility of locating a valid parking space rests with the operator of the vehicle.
- **“I was late for class or an important meeting/appointment.”**
Being late does not permit the driver the privilege of parking illegally. The responsibility of locating a valid parking space rests with the operator of the vehicle. Please be aware of peak parking times and arrive on campus early enough to allow ample time to locate an appropriate parking space.
- **“I did not see the posted sign.”**
Drivers are required to look for and observe signs when parking. This may mean checking an entire lot from corner to corner. Drivers are also required to abide by the directions on the signs. Failure to see and/or understand a sign restricting parking is not a valid excuse.
- **“Only part of my vehicle was parked illegally.”**
A violation is not based on a certain percentage of the vehicle being illegally parked. If part of the vehicle extends into a restricted area, the violation is the same as if the entire vehicle encroached.
- **“I was only parked for a few minutes.”**
This explanation is one of the most common received. Even if true, parking in a prohibited area is—absent express permission from the Department of Campus Safety—still a violation and not a valid excuse for illegal parking.
- **“None of the other vehicles received a citation.”**
Sometimes this excuse is raised to suggest discriminatory enforcement practices. Please know, there are times when a Campus Safety Officer may have to leave an area before checking all the vehicles. Regardless, a parking citation stands on its own.
- **“Someone else was driving my vehicle.”**
The registered owner has joint responsibility with whoever is driving the vehicle. Unless it can be shown by the registered owner that the vehicle was driven without permission, the registered owner, renter or lessee is responsible for the parking citation.
- **“A Campus Safety Officer saw me park and did not say anything.”**
Whenever possible, a Campus Safety Officer will—as a courtesy—caution about illegal parking; however, silence by an Officer does not waive parking restrictions.
- **“This Violation has not been enforced in the past.”**
Vary rarely is this the case. All persons operating a motor vehicle on campus are expected to be familiar with and abide by the Aquinas College Parking and Traffic Regulations. The fact that a citation is not issued to an illegally parked vehicle does not mean or imply that the regulation is no longer in effect.
- **“Everybody does it.”**
This is never a valid excuse for parking illegally. Nobody should be rewarded for getting away with a prior violation.
- **“I did not know.”**
All persons operating a motor vehicle on campus are responsible for reading and adhering to the parking and traffic regulations. Ignorance of these regulations is not a valid excuse for illegal

parking.

Section 10: HABITUAL OFFENDERS

Persons receiving three or more parking citations per academic year are considered habitual offenders and are subject to increased penalties and fines.

- **After a Vehicle Receives Three Citations**

All future citations received will automatically increase to \$50.00, regardless of the violation. This will remain in full force and effect for the remainder of the academic year. Increased fines will be the responsibility of the registered vehicle owner.

- **After a Vehicle Receives Five Citations**

The registered vehicle owner is still subject to the \$50.00 increase in fines, regardless of the violation. Additionally, Campus Safety Officers will be authorized to have any illegally parked vehicle towed to its assigned lot. If an assigned lot cannot be determined because the vehicle is not registered with the College, the vehicle will be towed—at the registered owner’s expense—to the Wege Lot (Lot F) and immobilized (*i.e.* “booted”) until the registered owner of the vehicle can be determined. Any and all costs related to increased fines, towing, vehicle immobilization and/or obtaining vehicle registration information through the Michigan Department of State will be the responsibility of the registered vehicle owner.

- **After a Vehicle Receives Ten Citations**

The registered vehicle owner is still subject to the \$50.00 increase in fines, regardless of the violation. Additionally, the registered vehicle owner will automatically forfeit campus driving and parking privileges for the remainder of the academic year. If the vehicle is observed parked on campus, it will be immobilized (*i.e.* “booted”). Any and all costs related to increased fines and vehicle immobilization will be the responsibility of the registered vehicle owner. Continued violations may also result in complaints being issued against the registered owner and/or operator of the vehicle through the Dean of Student Office, Office of Human Resources or the 61st District Court.

Section 11: REVOCATION OF CAMPUS DRIVING & PARKING PRIVILEGES

The use of a motor vehicle on College property is a privilege, not a right. Aquinas College has the authority to revoke or restrict the campus driving and parking privileges of any person—at any time—for just cause relative to violations of any and all parking and traffic regulations. Campus driving and parking privileges are commonly revoked for the following reasons:

- Committing an egregious traffic violation including, but not limited to: speeding, reckless driving or otherwise operating a motor vehicle in a manner that endangers the safety and welfare of others, driving on sidewalks, grass or other non-roadways and operating a motor vehicle while intoxicated or impaired.
- Accumulation of ten (10) citations.
- Intentionally altering and displaying a copied/fraudulent parking permit.
- Selling or transferring a parking permit for display on a vehicle other than for which it was registered.
- Use of a lost or stolen permit.
- As a result of a disciplinary hearing or sanction imposed by the Department of Campus Safety, the Department of Human Resources and/or the Dean of Students Office.

Revocation or restrictions will be determined by the Aquinas College Traffic and Safety Board. The Traffic and Safety Board will provide written notice of any decision involving the revocation of campus driving and parking privileges. Persons residing off-campus will be served a copy of the written notice via registered U.S. mail. Persons residing on campus will be served a copy of the written notice by a Campus Safety Officer.

Persons receiving written notice will have two (2) weeks to appeal this decision by appearing before the Traffic and Safety Board to defend their campus driving and parking privileges. Persons failing to appear before the Traffic and Safety Board forfeit their right to appeal. The decision of the Traffic and Safety Board is final.

Persons found driving or parking on campus following revocation of such privileges, will be subject to additional fines and vehicle immobilization (*i.e.* “booting”). Continued violations may also result in complaints being issued against the registered owner of the vehicle through the Dean of Student Office, Office of Human Resources and/or the 61st District Court.

Revocation of campus driving and parking privileges includes forfeiture of paid parking permit fees; permit fees are nonrefundable.

Section 12: TEN SIMPLE WAYS TO AVOID A CITATION

All citations are avoidable and within your control. Adherence to the following tips will prevent you from receiving a citation on campus:

1. Take time to completely read through the Aquinas College Parking and Traffic Regulations. All persons operating a motor vehicle on campus are responsible for reading and adhering to these regulations. Ignorance of these regulations will not be accepted as a valid defense for violations. If you have any questions regarding these regulations, do not hesitate to contact the Department of Campus Safety at (616) 632-2462.
2. **ANY** vehicle parked on campus must be registered with the Department of Campus Safety and display a valid Aquinas College parking permit.
3. The driving regulations and requirements of the Michigan Vehicle Code apply to all driving on campus. Citations may be issued by a Campus Safety Officer to any vehicle whose driver disregards stop signs, posted speed limits (15-mph) or operates a motor vehicle in a careless or reckless manner.
4. Read the signs posted in parking areas and at the entrances of parking areas. Be aware that some parking areas are designated for specific purposes, individuals and/or times; your permit will limit which lots you may park in.
5. **Do NOT** park in fire lanes, interior roadways, loading zones/loading docks, garage entrances, crosswalks, any temporarily barricaded areas or any other access points in and out of campus.
6. If your vehicle breaks down and will remain in an area where it could receive a citation, you must immediately contact the Department of Campus Safety and inform them of the situation.
7. Unless you have the proper state-issued license plate or placard, **NEVER** park in a space reserved for the disabled. Since unauthorized parking in one of these designated spaces is a violation of Michigan law, you may receive a traffic violation from Campus Safety and/or the Grand Rapids Police Department.

8. **Do NOT** park on the grass, sidewalks or any other College grounds not designated as legitimate parking areas. All legitimate parking stalls will be clearly marked. Also, **Do NOT** take more than one parking space for your vehicle.
9. Any vehicle parked in 15-minute parking areas must be occupied or have its lights on; emergency hazard lights (*i.e.* “flashers”) or parking lights are acceptable. The maximum time allowed in short term parking areas is posted on signs at the area.
10. When circumstances warrant, contact the Department of Campus Safety for a **Request Not To Ticket (RNTT)**.

Section 13: SPECIAL SERVICES

The Department of Campus Safety is also responsible for providing support services tailored to meet the needs of the Aquinas College community. Some of these services include:

- **Motorist Assistance**

The Department of Campus Safety operates a 24-hour motorist assistance program. This program includes services for vehicle lock-outs and battery jump starts. A liability waiver must be signed prior to services being rendered.

- **Flat Tires**

For safety and liability concerns, Campus Safety Officers are prohibited from assisting individuals with the inspection or changing of a flat tire. It is the owner/operator's responsibility to arrange for such services. The Department of Campus Safety will, however, be more than happy to contact a towing service to assist.

- **Pushing Vehicles/Vehicles Stuck in the Snow**

For safety and liability concerns, Campus Safety Officers are prohibited from pushing vehicles that break down or assisting with the removal of vehicles that become stuck due to snow/ice. It is the owner/operator's responsibility to arrange for such services. The Department of Campus Safety will, however, be more than happy to contact a towing service to assist.

- **Safety Escort Service**

While there is very little crime on campus, students are encouraged not to walk alone on campus after dark. From dusk to dawn students can contact the Department of Campus Safety at (616) 632-2462 to request an escort to and from locations on and adjacent to campus (*i.e.* within a 1-mile radius). In most cases, the escort provided will be a walking escort; however, depending on staffing, the location of the escort, and availability of Officers, an Officer may provide a mobile escort. This is entirely at the discretion of the Campus Safety Officer(s) on duty.

In most cases, Campus Safety Officers are able to respond to escort requests within 5-10 minutes. Periodically, situations arise that may delay an Officer's response time. Students will be advised by the Campus Safety Dispatcher of any expected delays.

PLEASE NOTE

The safety escort service is provided to ensure student safety. It is also intended for students going to and from on-campus locations. Healthy, able-bodied students are expected to walk to and from locations on campus and adjacent to campus, regardless of weather conditions. Students with vehicles on campus are expected to use their vehicles for their own transportation needs.

Students going off-campus should take responsibility for their own safety and ensure that they have appropriate transportation to and from campus. The Director of Campus Safety, his designee or a supervising Officer may make an exception to this policy in cases of extreme need.

- **Medical Escorts**

Mobile escorts are available to Aquinas College students, faculty and staff who may be experiencing a mobility-impairing medical condition. Contact the Department of Campus Safety at (616) 632-2462 for more information.

The Department of Campus Safety should be contacted immediately at (616) 632-2462 for all medical emergencies. Campus Safety Officers will **NOT** transport students to any of the local hospitals or medical centers for unknown medical conditions. Additionally, students are responsible for arranging transportation to medical appointments and to pick up prescriptions at off-campus locations.

Section 14: PARKING SAFETY TIPS

Vehicle break-ins and vandalism are a problem nationally, as well as an occasional problem on campus. Take action to safeguard yourself and your vehicle:

- Lock all doors and windows after parking.
- If available, secure the vehicle with an electronic alarm.
- Do not leave valuables in plain sight. Unoccupied vehicles should have valuable items removed at all times.
- If you park your car—but do not use it regularly—check on it daily.
- When driving, keep your doors locked
- Always remain alert when in parking areas.
- If you believe that you are being followed, do not drive to your parking area. Instead, drive to a place where there are many people and immediately notify the Department of Campus Safety.
- Promptly report any campus lights or other maintenance/grounds-keeping concerns that may require immediate attention.
- Immediately report any persons behaving suspiciously and/or other unusual circumstances on College property to the Department of Campus Safety.
- Immediately report any vehicle break-ins or property damage to the Department of Campus Safety.

