

---

Department of



Campus Safety

# Parking & Traffic Regulations

---

1700 FULTON STREET EAST  
GRAND RAPIDS, MI 49506-1799

PHONE: (616) 632-2462

FAX: (616) 732-4468

EMAIL: [CSO@AQUINAS.EDU](mailto:CSO@AQUINAS.EDU)



# **PARKING & TRAFFIC REGULATIONS**

## **TABLE OF CONTENTS**

<b>Section 1: INTRODUCTION &amp; GENERAL INFORMATION.....</b>	<b>2</b>
<b>Section 2: PERMIT REQUIREMENTS &amp; PARKING LOT DESIGNATIONS.....</b>	<b>2</b>
<b>Section 3: MOBILITY-IMPAIRED PARKING.....</b>	<b>9</b>
<b>Section 4: REQUEST NOT TO TICKET (RNTT).....</b>	<b>10</b>
<b>Section 5: GENERAL PARKING &amp; TRAFFIC REGULATIONS .....</b>	<b>10</b>
<b>Section 6: ENFORCEMENT CONSIDERATIONS .....</b>	<b>13</b>
<b>Section 7: VIOLATIONS &amp; FINES .....</b>	<b>14</b>
<b>Section 8: TOWING &amp; VEHICLE IMMOBILIZATION POLICY.....</b>	<b>17</b>
<b>Section 9: THE CITATION APPEAL PROCESS.....</b>	<b>19</b>
<b>Section 10: HABITUAL OFFENDERS.....</b>	<b>20</b>
<b>Section 11: REVOCATION OF CAMPUS DRIVING &amp; PARKING PRIVILEGES.....</b>	<b>21</b>
<b>Section 12: TEN SIMPLE WAYS TO AVOID A CITATION.....</b>	<b>21</b>
<b>Section 13: SPECIAL SERVICES.....</b>	<b>22</b>
<b>Section 14: PARKING SAFETY TIPS.....</b>	<b>24</b>

## **Section 1: INTRODUCTION AND GENERAL INFORMATION**

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 appointed the responsibility and authority to enforce all regulations set forth herein.

Aquinas College reserves the right to issue citations, immobilize, or tow -- 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 assigned to the registered vehicle owner.

Aquinas College reserves the right to require vehicles with valid parking permits vacate their assigned lots or spaces for necessary parking lot maintenance/repairs and snow removal. Vehicles remaining after the specified time are subject to towing at the registered driver's expense. Additionally, 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 their designee, is authorized to temporarily suspend any provision(s) of these regulations if they determines—in their 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, properly 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 become invalid when:

- The permit expires according to the date printed on the permit.
- The permit is removed from the windshield.

- Ownership of the vehicle changes.
- Parking privileges are revoked.
- State motor vehicle registration is cancelled or becomes invalid.
- A student withdraws or graduates 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 (the original permit must be returned to the Department of Campus Safety).

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. When a vehicle change occurs, an equivalent replacement permit, valid for the same time period and lot assignment as the original, may be obtained from the Department of Campus Safety at no cost in exchange for the original permit. If you are unable to return the original permit when the replacement is issued you will be charged the full price for the replacement permit but may submit your case to the Department of Campus Safety, preferably with documentation, via email for review. You will be notified of the Department's decision by email.

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 Director, a supervisor, or a member of the administrative staff 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 in a campus residence hall who wish to have a vehicle on campus are required to obtain a resident parking permit. Only one parking permit will be allowed per resident student. 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 card, a valid driver's license and current state-issued vehicle registration.

The Department of Campus Safety distributes resident lot assignments based on student preference according to class standing and residence assignment on a first come, first served basis.

Resident students may choose to purchase a parking permit for the entirety of the school year or by semester. The fee for an annual resident permit is \$300 and is valid for the entire school year. The fee for a semester permit is \$155 per semester and expires at the end of the semester it was issued for (fall or spring). There will be no differentiation in permit fees for motor vehicles, including motorcycles and scooters/mopeds. Spring semester and annual permits extend through the subsequent summer session. Permit fees are non-refundable. Lost or damaged permits will be replaced at the full purchase price.

- **Additional Vehicles**

When it becomes necessary for a resident student to drive an alternate vehicle they must obtain a temporary permit or a replacement permit, depending on the length of time the alternate vehicle will be in use on campus. Resident students who drive more than one vehicle on an alternating basis will be dealt with on a case-by-case basis and must contact the Director, a supervisor or an administrative staff member of the Department of Campus Safety.

Resident permits must be fully affixed to the inside surface of the lower passenger-side corner of the front windshield with its original adhesive. Temporarily attaching the permit to a vehicle windshield using alternative means such as adhesive tape is strictly prohibited. A vehicle with an improperly affixed or adhered permit will be subject to citation.

Unless otherwise authorized in these regulations—or expressly approved by the Director, a supervisor or an administrative staff member of 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 34).

- **Green Resident Permit**

Resident students with a valid green permit may only park in the **St. Rose Lot** (Lot 44). Residents with a valid St. Rose Lot permit **are not** authorized to park in the Donnelly Event Lot (Lot 28).

- **Brown Resident Permit**

Resident students with a valid brown permit may only park in the resident section of the **Browne Lot** (Lot 23).

- **Red Resident Permit**

Resident students with a valid red permit may only park in the resident section of the **Hruby Lot** (Lot 20).

- **Gold Resident Permit**

Resident students with a valid gold permit may only park in the **Lower St. Joseph Lot** (Lot 3).

- **Yellow Resident Permit**

Resident students with a valid yellow permit may only park in **Meijer Hall Lot** (Lot 29).

- **Silver Resident Permit**

Resident students with a valid silver permit may only park in the **Knape Hall Lot** (Lot 33).

- **Orange Resident Permit**

Resident students with a valid orange permit may only park in **Willowbrook Lot** (Lot 21).

- **Pink Resident Permit**

Resident students with a valid pink permit may only park in the **Hawkins Lot** (Lot 22).

- **Teal Resident Permit**

Resident students with a valid teal permit may only park in the **Mayfield Lot** (Lot 4).

### **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 via phone and provide the Dispatcher with the following information: name, phone number, vehicle description (*i.e.* make, model and color) and license plate number.

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

- **Woodward Lot (Lot 27)**  
Accommodates the overflow parking for Dominican Lot (Lot 34), St. Rose Lot (Lot 44), Knape Lot (Lot 33), Meijer Lot (Lot 29), Hawkins Lot (Lot 22), Browne Lot (Lot 23) and Willowbrook Lot (Lot 21).
- **Mayfield Lot (Lot 4)**  
Accommodates the overflow parking for Lower St. Joseph Lot (Lot 3) and Hruby Lot (Lot 20).

Authorization to park in an overflow lot is designated by the Dispatcher and may not exceed 24 hours. Residents are responsible for moving their vehicle back to their assigned lot as soon as spaces become available and no later than the time designated to the resident by the Dispatcher.

- **Commuter Student Permits**

All students residing off campus are required to obtain a commuter permit in order to park a motor vehicle on campus. 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 card, a valid driver's license and current state-issued vehicle registration.

Fees for commuter student permits are \$105 per year, \$65 per semester, or \$35 per quad. There will be a \$25 charge for a summer permit, while permits valid during the 4<sup>th</sup> quadmester (annual, spring semester and 4<sup>th</sup> quadmester) extend to cover the subsequent summer session.

The following permit fee exception is in effect:

- Commuter permits for high school dual-enrolled students are \$25 per year.

There will be no differentiation in permit fees for motor vehicles, including motorcycles and scooters/mopeds. Permit fees are non-refundable. Lost or damaged permits will be replaced for the full purchase price.

- **Additional Vehicles**

Commuter students who drive more than one vehicle on an alternating basis may purchase a permit for the second vehicle for \$25.00. Each permit must be registered to the vehicle on which it is displayed. Individuals may have a maximum of two (2) vehicles registered at a time, but only one of these vehicles may be on campus at any given time.

Commuter permits must be fully affixed to the inside surface of the lower passenger-side corner of the front windshield with its original adhesive. Temporarily attaching the permit to a vehicle windshield using alternative means such as adhesive tape is strictly prohibited. A vehicle with an improperly affixed or adhered permit will be subject to citation.

Unless otherwise authorized in these regulations—or expressly approved by the Director, a supervisor or an administrative staff member of the Department of Campus Safety—commuter

students are restricted to parking in the following designated lots: Fulton Lot (Lot 1), Mayfield (Lot 4), Bukowski Lot (Lot 5), East Albertus Lot (Lot 13), Plymouth Lot (Lot 14), and Woodward Lot (Lot 27).

**Overnight parking (must have valid permit):** The only lots available for non-resident overnight parking are the Mayfield Lot (Lot 4) and Woodward Lot (Lot 27). Students should notify the Campus Safety Office of their intent to park a vehicle on campus overnight. Long-term overnight parking is not available to commuting students.

- **Faculty and Staff Permits**

Faculty and staff members wishing to park on campus must have a current parking permit. Vehicles must be registered with the Department of Campus Safety in order to obtain a permit. When registering a vehicle, individuals are required to present an Aquinas College ID card, a valid driver's license and current state-issued vehicle registration.

Faculty and staff permits are provided at no cost; however, **lost or damaged permits will be replaced for \$25**. Any faculty or staff member with outstanding parking fines will not be issued a permit until fines are paid.

- **Additional Vehicles**

Faculty and staff members who drive a second vehicle on an alternating basis may register for an additional permit for the vehicle at no cost. Each permit must be registered to the vehicle on which it is displayed; both vehicles are not permitted on campus at the same time. Individuals may have a maximum of two (2) vehicles registered at a time.

Faculty and staff permits must be fully affixed to the inside surface of the lower passenger-side corner of the front windshield with its original adhesive. Temporarily attaching the permit to a vehicle windshield using alternative means such as adhesive tape is strictly prohibited. A vehicle with an improperly affixed or adhered permit will be subject to citation.

### **Faculty Lots**

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 1), Mayfield Lot (Lot 4), Bukowski Lot (Lot 5), Academic Building Lot (Lot 9), Wege Lot (Lot 10), East Albertus Lot (Lot 13), Plymouth Lot (Lot 14), Holmdene Lot (Lot 19) (designated “faculty” spaces only), Hruby Lot – Business Section (Lot 20), and Woodward Lot (Lot 27).

### **Staff Lots**

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 1), Mayfield Lot (Lot 4), Bukowski Lot (Lot 5), East Albertus Lot (Lot 13), Plymouth Lot (Lot 14), Hruby Lot – Business Section (Lot 20), and Woodward Lot (Lot 27).

**Overnight parking (must have valid permit):** Faculty and staff members must notify the Department of Campus Safety of their intent to park a vehicle on campus overnight. The only lots available for non-resident overnight parking are the Mayfield Lot (Lot 4) and Woodward Lot (Lot 27). Long-term overnight parking is not available to faculty and staff members.

- **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 parking permits must be acquired for any vehicle that is being used on campus on a temporary basis. The temporary permit is free if the vehicle being registered is temporarily replacing a properly registered and permitted vehicle. If the temporary permit is the only active permit for an individual, the cost is \$3.00 per day (up to 4 consecutive days) or \$15.00 per week (up to 2 consecutive weeks). Lost or damaged permits will be replaced for the full purchase price.

Temporary permits must be fully affixed to the inside surface of the lower passenger-side corner of the front windshield with its original adhesive. A vehicle with an improperly affixed or adhered permit will be subject to citation. Temporary permits are only valid when properly displayed on the registered vehicle.

Unless otherwise authorized in these regulations—or expressly approved by the Director, a supervisor or an administrative staff member of 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.

- **Visitor Permits**

Visitors and guests coming to campus must register their vehicle with the Department of Campus Safety and display a valid visitor permit. Visitor permits may be obtained from the Department of Campus Safety. Visitor permits allow the driver to park in the lot(s) designated on the permit.

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

- **Visitor Parking Spaces**

Designated visitor parking spaces on campus are very limited. During business hours (Monday - Friday 6:00 am – 6:00 pm), parking in these spaces is restricted to business purposes only and vehicles must display a permit issued specifically for these spaces. Other permitted guest vehicles may utilize these spaces Monday through Friday from 6:00 pm until 1:00 am and Saturday – Sunday from 6:00 am until 1:00 am; there is no overnight parking (1:00 am – 6:00 am) allowed in any visitor parking space on campus.

- **Special Event Visitor**

Aquinas College often hosts events open to the public, such as concerts, guest speakers and athletic games. When these events are held in the evening or on a weekend, these visitors do not require a parking permit. For larger events occurring during the day, event placards may be distributed in advance or at event registration.

Departments or organizations hosting a special event during regular business hours (*i.e.* Monday through Friday, 6:00am to 6:00pm) must schedule the event through the Conferencing Department, complete the guest permit registration form located on the Campus Safety website, and notify in advance both the Conferencing Department and the Department of Campus Safety of any special parking needs. Special parking accommodations cannot be guaranteed but will be arranged when possible.

- **Guests of Students**

All guests of students planning to park a vehicle on campus must register for a Visitor parking permit at the Campus Safety Office with the sponsoring Aquinas student. A valid driver’s license, state vehicle registration and the Aquinas student’s ID card will be



required at the time of registration. Permits must be properly displayed to be considered valid.

Visitor permits may be purchased by the day, by the semester, or by the year. The cost is \$3.00/day, \$35.00/semester or \$60.00/year. Permit fees may be paid with cash or check at the time of purchase, or can be billed to the hosting student's Aquinas Account.

Between the hours of 1 am and 6am, all authorized visitor vehicles must park in the Mayfield Lot (Lot 4) or the Woodward Lot (Lot 27).

Students 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 are responsible for their guests' vehicles and any subsequent parking fines incurred while on College property.

- **Parent Permit**

Any parent or grandparent to an Aquinas College student planning to park a vehicle on campus must register the vehicle with the Department of Campus Safety and obtain a **free** Parent Permit. Failure to do so may result in the vehicle being cited. Both the Woodward Lot (Lot 27) and the Fulton Lot (Lot 1) are available for parents to park when visiting. This permit is valid for the entire school year, daily from 7 am to 1 am. Contact Campus Safety for any overnight parking needs. Vehicles displaying a Parent Permit found to be operated by a registered student of Aquinas College are subject to citation.

Parent permits must be attached to the inside surface of the lower passenger side of the windshield with the permit information facing outward. Parent permits are only valid when properly displayed; vehicles with an improperly displayed permit are subject to citation.

- **Guests of Departments or Employees**

College offices and departments hosting visitors are responsible for obtaining a parking permit for their guest(s) and familiarizing their guests with the Aquinas College Traffic and Parking Regulations. Guests are required to abide by these regulations while driving and parking on campus. Permits for guests may be obtained by the day, semester, or yearly.

Daily permits: for daily parking needs, please fill out the Guest Parking Permit application, available on the Campus Safety website, at least two business days in advance when possible. Semester permits are available at the Campus Safety Office. Please accompany your guest or notify the Department in advance via email at [aqdispatchers@aquinas.edu](mailto:aqdispatchers@aquinas.edu) with the individual's name and details of their association with the specific department or staff member.

Guests coming to campus for instances such as private lessons or tutoring sessions with a faculty or staff member are not considered to be guests of a department and will therefore not be eligible for a free permit. These guests should be registered similarly to guests of students and will include a permit fee of \$3/per day, \$15/week, \$35/semester or \$60/year.

Vendors, contractors and volunteers must complete any necessary paperwork with the College Business Office and/or Human Resources in order to be eligible for a parking permit. Consent for a background check may be necessary. This includes, but is not

limited to: musician accompanists, models for art classes, volunteer tutors, photographers/videographers, temporary or intern employees, etc.

- **Special Permits**

Due to their respective positions and responsibilities, certain College employees may be eligible to receive a special permit allowing them to park in a lot or lots outside their normal parking assignment, as designated by the Director.

Special permits are provided at no cost; however, lost or damaged permits will be replaced for \$25.00. Any employee with outstanding parking fines will not be eligible for a special permit.

Special permits must be fully affixed to the inside surface of the lower passenger-side corner of the front windshield with its original adhesive. Temporarily attaching the permit to a vehicle windshield using alternative means such as adhesive tape is strictly prohibited. A vehicle with an improperly affixed or adhered permit will be subject to citation.

If all 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 fill out the application form. Special permits will be issued after careful consideration of the employee's needs, the nature of & responsibilities of their position and the availability of parking spaces in the requested lot. Employees will be notified via email of whether or not their application has been approved.

- **Carpool Parking**

Aquinas College is continuously working to implement more environmentally conscious policies and practices. With this goal in mind, there are "Carpool" parking spaces set aside in the Woodward Lot (Lot 27), the Mayfield Lot (Lot 4) and the Wege Lot (10). Eligible carpools must consist of three or more Aquinas community members (faculty, staff, or students) commuting together to campus in the same vehicle, and the vehicle must be registered and display a valid Aquinas parking permit. Resident student vehicles are not eligible for "Carpool" parking.

"Carpool" parking space permits are issued on a daily basis. To utilize a "Carpool" parking space, ALL members of the carpool must enter the Campus Safety Office together and check in. Names and vehicle information will be recorded and a permit will be distributed. Permits must be displayed per the Dispatcher's directions to be valid. Passes are valid for the duration of the vehicle's occupation of the space, not to exceed 23:59 pm on the day issued. If a vehicle displaying a "Carpool" space permit is moved from a "Carpool" space, the permit is no longer valid and the space will be open to the next qualifying carpool.

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).

### **Section 3: MOBILITY-IMPAIRED PARKING**

Persons with mobility impairments wishing to park on campus must register their vehicle with the Department of Campus Safety and display a valid Aquinas permit. 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. Aquinas College does not grant any form of special permission or permit allowing a vehicle to park in a designated mobility-impaired space without the necessary and properly displayed license plate or placard. Citations will be promptly issued for all violators not adhering to these statutes.

The State of Michigan's website states that "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 see [www.michigan.gov/sos](http://www.michigan.gov/sos) or call the Michigan Department of State Information Center at (888) SOS-MICH (767-6424).

- **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, in consultation with Human Resources (for employee requests) or Accessibility Services (for student requests). 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 and permitted 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). For periods exceeding 48 hours, individuals must register the vehicle and receive a temporary permit.

- **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, contact phone number, 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 27)**

- Accommodates the overflow parking for Dominican Lot (Lot 34), St. Rose Lot (Lot 44), Knape Lot (Lot 33), Meijer Lot (Lot 29), Hawkins Lot (Lot 22), and Willowbrook Lot (Lot 21).

- **Mayfield Lot (Lot 4)**

- Accommodates the overflow parking for Lower St. Joseph Lot (Lot 2) and Hruby Lot (Lot 20).

Authorization to park in an overflow lot is designated by the Dispatcher and may not exceed 24 hours. Residents are responsible for moving their vehicle back to their assigned lot as soon as spaces become available and no later than the time designated to the resident by the

Dispatcher.

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 or Lieutenant of Campus Safety)
- 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 or a designee.

Aquinas College is private property, therefore there is no "thru" traffic allowed.

All persons operating a motor vehicle on campus are required to observe and obey the **15 mph** 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.

Vehicles may not be left idling on campus for longer than 5 minutes. Vehicles exceeding this time limit may be cited.

Motor vehicles may only be operated 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 Safety 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 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. Department of Campus Safety vehicles will be considered emergency vehicles when responding to these types of situations.
- 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 (i.e. within the bounds of a defined parking space).

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.

A 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 and vehicle removal at the registered owner's expense.

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 a 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 for thirty **(30) days** and/or vehicles that are not in compliance with state regulations (regardless if the vehicle has a valid permit to park on campus.) 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. There must be 3 feet of clearance on either side of driveways and the 50 feet approaching a stop sign must be clear of vehicles.

- **Weekend/After Hours Parking**

On the weekends and after business hours certain lots are open to parking for any vehicle with a valid Aquinas College parking permit. These lots are as follows:

- Fulton Lot (Lot 1) - Open on Saturday and Sunday from 7:00 am until 11:00 pm.
- Wege Lot (Lot 10) - Open weekdays after 6:00 pm until 12:00 am. Also open from noon on Friday until 12:01 am on Monday. Please note that there is no overnight parking in the Wege Lot.
- Holmdene Lot (Lot 19) - Open from 6:00 pm on Friday until 12:01 am on Monday. Please note that there is no overnight parking in the Holmdene Lot.
- Hruby Lot (Lot 20) – The middle “business section” of the lot is open from 6:00 pm on Friday until 12:01 am 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 follow directions from Campus Safety and will also be required to:

1. Sign a waiver releasing the College of all liability;
2. Park in a lot designated by the Department of Campus Safety.
3. You may be asked to leave a key with the Department of Campus Safety in case the vehicle needs to be moved to a different space or lot in your absence.

- **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. The Grounds department will initiate the snow removal

process by informing Campus Safety that vehicles will need to be moved. Campus Safety will then post via Moose and paper postings on residential buildings stating that the affected lots will need to be cleared. 24 hour notice will be given and any vehicle not moved will be towed at the owner's expense (AQ fine plus towing fees.) Campus Safety will make every effort to contact owners of vehicles not moved prior to towing. After snow removal has been completed, vehicles that have been affected must return to permitted lots within 12 hours unless otherwise noted.

## **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 individuals. 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 Secretary 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.

Motor vehicles parked illegally are eligible to be cited for the same violation after 24 hours have passed. Individuals that acknowledge that they have been cited by receiving a citation (viewing the citation) and fail to move their vehicles are subject to being cited again. Cited vehicles must be moved immediately to a valid lot/parking space. Individuals cited for a violation who then move their vehicle to another illegal space are eligible to be cited again immediately.

Citation fines are immediately viewable at [www.permitsales.net/AquinasClg](http://www.permitsales.net/AquinasClg) and are periodically forwarded to individuals' Aquinas Accounts for collection. Fines may be paid online via credit/debit card and at Student Accounts in Hruby Hall. Accepted forms of payment are: cash, check or credit/debit card. You will need the citation number and the vehicle license plate to make a payment.

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 61<sup>st</sup> District Court.

All fines and penalties collected by Aquinas College are deposited in the College's Parking and Safety Fund and redistributed by the College to defray the cost of updating and maintaining the parking lots and lighting on campus.

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

- **Speeding/Reckless Driving (\$52.72)**

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 emailed directly to the



registered driver of the vehicle. This includes driving on sidewalks regardless if there are pedestrians present.

- **Obstructing Roadway (\$52.72)**

Motor vehicles may not be parked, while running or not, in such a manner that blocks or impedes the flow of traffic. Vehicles that block or impede the flow of traffic endanger both pedestrians and the occupants of other motor vehicles.

- **Fire Lane/Hydrant (\$52.72)**

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 (\$52.72)**

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 (\$37.21)**

ALL motor vehicles are required to come to a complete stop 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 emailed directly to the registered driver of the vehicle.

- **No Overnight Parking (\$21.70)**

Overnight parking is defined as being parked in a lot at any time between 1:00am 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 (\$21.70)**

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. Additionally, vehicles may not be parked on sidewalks, walkways, grass areas, paths, or wooded areas.

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 (\$21.70)**

Vehicles parked outside of designated spaces, and over boundary lines 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 (\$21.70)**

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/displayed special permit may result in a citation being issued.

- **Violating Posted Restrictions (\$21.70)**

Parking is permissible in designated areas and spaces **ONLY**. Posted restrictions are intended to designate a parking lot or 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/Expired Permit (\$21.70)**

Individuals who fail to display a valid, current, and 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 (\$21.70)**

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.

- **Improperly Affixed Permit (\$21.70)**

Permits must be properly affixed to the vehicle. All permits must be placed on the inside surface of the front windshield on the lower passenger side corner facing outward. All permits must be placed using the self-adhesive already on the sticker. The use of tape is prohibited unless authorized by Campus Safety

- **Other (\$21.70)**

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

**Flagrant Violator Policy**

The first three citations incurred by an individual are fined at the listed fee. The fourth, fifth, sixth, and seventh citations incurred are fined at \$52.72, regardless of the offense. An offender’s eighth, ninth, and tenth citation are fined at \$105 regardless of the offense. All following citations are fined at \$155.50. An individual’s parking privileges may be revoked after 10 citations by the Director of Campus Safety or designee.

## **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; vehicles are considered abandoned after remaining immobile or inoperable for 30 days, or if a vehicle is parked on campus without a valid license plate.
- 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.

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.* registered vehicles or vehicles not displaying a valid permit) receiving ten (10) or more citations.
- Unregistered vehicles receiving three (3) or more citations.
- Vehicles parked without a valid license plate will be cited/booted for parking without proper identification.

In the event that a vehicle is immobilized (*i.e.* “booted”), a notice will be affixed to the vehicle on the driver’s side window along with the front windshield 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 \$130.26 removal fee. In addition to the removal fee, **Aquinas students, staff and faculty members** will be required to present their driver's license and state-issued vehicle registration and **register for an Aquinas College parking permit**. All other individuals must present a driver's license and state-issued vehicle registration and pay the entirety of their outstanding fines, including the removal fee. Payment must be made online with a credit or debit card at [www.permitsales.net/AquinasClg](http://www.permitsales.net/AquinasClg) or at the Student Accounts office. Accepted forms of payment at the Accounts office are cash, check or credit/debit. After payment is completed, the immobilization device will be removed by a Campus Safety Officer. The driver must immediately move the vehicle to an authorized parking space or remove the vehicle from campus upon removal of the immobilization device. The immobilization device will not be removed if the driver is not present at the vehicle. For students, staff and faculty of Aquinas College, the required permit must be placed appropriately on the vehicle upon removal of the boot.

#### **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 \$130.26 removal fee and the remaining balance of **ALL** outstanding fines.

### **Section 9: THE CITATION APPEAL PROCESS**

Any person who feels that a citation was issued in error may contest the citation by filing an appeal.

The appeal process is as follows:

1. The appeal form must be completed within seven (7) calendar days of the date the citation was issued. Late appeals will not be considered. Appeals must be filed online at [www.permitsales.net/AquinasClg](http://www.permitsales.net/AquinasClg); do not submit your appeal via email. You will need the citation number and the vehicle license plate to file an appeal.
2. Persons seeking an appeal are encouraged to present their reasoning in clear and concise wording. Persons wishing to discuss their appeal in person should still complete the appeal form and additionally contact the Department of Campus Safety at [cso@aquinas.edu](mailto:cso@aquinas.edu) to request a meeting.
  - a. If the appeal is granted, the citation will be dismissed with no fine due. The Traffic and Safety Board may alternately decide to adjust the traffic fines due when deemed appropriate.
  - b. If the appeal is denied, the citation will be upheld and the total amount of the fine is due. The Traffic and Safety Board may alternately decide to adjust the traffic fines due when deemed appropriate.
3. The appellant will be notified by email of the decision. All decisions are final. There are no exceptions.
4. Traffic fines are put on "hold" while an appeal is being processed and considered. Do not pay the citation fee before you receive a response to your appeal request.

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:

- **“None of the other vehicles received a citation.”**  
Sometimes this excuse is raised to suggest discriminatory enforcement practices. Please know that 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.

## **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 (3) Citations**  
Future citations received will automatically increase to \$52.72, regardless of the violation. This will remain in effect for the remainder of the academic year. Increased fines will be the responsibility of the registered vehicle owner.
- **Vehicles Receiving Eight (8) Citations to Ten (10) Citations**  
Citations 8, 9, and 10 will automatically increase to \$105, regardless of the violation.
- **After Ten (10) Citations have been received**  
The registered vehicle owner is subject to the \$155.50 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 61<sup>st</sup> 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 Director of Campus Safety. The Department of Campus Safety 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 to defend their campus driving and parking privileges. Persons failing to make an appeal during this timeframe forfeit their right to appeal.

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 61<sup>st</sup> 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. **EVERY** 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** occupy more than one parking space for your vehicle.
9. When circumstances warrant, contact the Department of Campus Safety for a **Request Not to Ticket (RNTT)**.
10. If you aren't sure, **ASK!** The Campus Safety Office is staffed 24 hours a day, 7 days a week.

### **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 and the vehicle must be parked on campus. Proof of ID and/or ownership is required at the time the service is rendered.

**Unfortunately, the Department is unable to assist with the following:**

- **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 can provide contact information for 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 can provide contact information for a towing service to assist.

- **Escort Service**

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 an appx. 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. If you have been waiting 10 minutes and were not advised of a delay, please contact the Campus Safety Office again. Campus Safety Officers will never neglect to provide a requested escort that has already been agreed upon.

- Please inform Campus Safety of all individuals requesting the escort at the time the escort is requested.

#### **PLEASE NOTE**

The 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. Campus Safety will not provide escorts to restaurants, grocery or retail stores, or parties.

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 or supervising Officer may make an exception to this policy in cases of extreme need.

- 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.

- **Medical Escorts**

The Department of Campus Safety should be contacted immediately at (616) 632-2462 for all medical emergencies. In most cases, Campus Safety will transport individuals to Spectrum Health Blodgett Campus for medical care. 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 national problem, 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 the Campus Safety Office or a place where there are many people and immediately notify the Department of Campus Safety.
  - If this occurs while you are off-campus, contact the police.
- 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.