

## Greenville College Office of Campus Safety



### **VEHICLE AND PARKING REGULATIONS**

All motor vehicle and parking regulations are enforced 24 hours every day.

**Very Important**—If you have a question about a parking violation, call 618-664-7118 or come to the Campus Safety Office. Every effort will be made to correct an error or to explain a violation.

### **DO NOT IGNORE PARKING VIOLATIONS.**

#### **PERMIT PARKING**

Greenville College provides limited, but adequate parking for students, faculty, and staff in a variety of campus lots. Greenville College is primarily a “walking” campus, in that all points of the main campus are in reasonable walking distance. Resident students (those living in campus housing) are expected to walk to and from class, chapel and dining. Students should use their vehicles for travel off campus only. All resident students who bring a vehicle to campus must purchase a parking permit sticker and display it on driver side of the rear window. Since Greenville College is located within a residential community with limited parking resources, the college requires all resident students (those living on-campus) to park in Greenville College parking lots only. This is not a city ordinance or city administrative issue, but a way for the college to be a responsible member of the Greenville community. This is often referred to as our “Good Neighbor Policy.” Resident student vehicles found parked off-campus may be ticketed. The authority to ticket off-campus comes from the college’s ability to establish policies governing student conduct. Failure to comply with this policy is the same as failure to obey any college rule or policy. Student’s receiving tickets for parking in off-campus areas will be treated as any other violator of parking policies.

Commuter students (those living off-campus) are required to purchase a parking permit if they park in any campus parking lot.

Parking permits are not valid unless properly displayed, and are valid only for the vehicle to which it is registered and may not be transferred between vehicles.

Permits are valid for the academic year in which it was purchased and may be obtained from Campus Safety during regular business hours. To receive a permit, one must complete a registration form and submit proof of driver's license, vehicle registration and auto insurance. The State of Illinois requires all motorists to have liability insurance, including a minimum coverage of five-thousand dollars (\$5,000) property damage and twenty-five thousand dollars (\$25,000) public liability.

**Freshman Permits (FR)**—May only park in to lot J.

**Sophomore Permits (SO)**—May only park in lots L, N, O, P, R and S.

**Junior/Senior Permits (JS)**—May park in lots B, C, E, F, G, L, N, O, P, R and S.

**Commuter Permits (CO)**— May park in lots B, C, E, F, G, L, N, O, P, R and S. These students are the only students permitted to park on city streets. These permits are issued to students living off-campus. Commuter students are prohibited from parking on college property overnight. Commuter students who choose not to purchase a campus parking permit may not park in campus lots for any period of time.

**Faculty/Staff Permits (hang-tags)**—May park in lots D, H, I and K. Faculty and staff may also park legally on city streets. Faculty and staff parking in campus lots must possess a valid hang-tag permit. Faculty/Staff permits are not authorized to be used for student parking.

**Blankenship Apartment Permits (BA)**— May park in lots B, C, E, F, G, L, N, O, P, R, S and T.

**Temporary Permits**—Temporary permits are available free of charge for permit holders temporarily using a different vehicle. Temporary permits are to be placed on driver's side dashboard. Temporary permits carry the same parking restrictions as standard permits. Temporary permits may be issued for up to two-weeks.

**Handicap Permits**—Handicap permits will be issued upon approval of either Student Development or Campus Safety. These permits are valid only on Greenville College property and only for the person receiving the permit. Absence of handicap parking does not justify parking on grass, sidewalks, or other restricted parking areas. A student permit is required in addition to the handicap permit for student owned vehicles. Visitors with a valid State handicapped permit/plate may also utilize handicapped parking spaces.

## REGISTRATION FEES

Students.....\$90.00/year

Additional vehicle\* .....\$5.00/year

\* Students who may use different vehicles to travel to and from campus may register additional vehicles, although are restricted to having only one vehicle on-campus at a time.

Temporary.....No Charge

Replacement permits.....No Charge

Must present evidence original permit was destroyed

Motorcycle/scooter.....\$90.00/year

Bicycle.....No Charge

**Students who are children of faculty or staff must register for a student permit.** Staff/Faculty permits are not valid for student parking.

If you purchase a permit and find you will not have a vehicle on campus, you may call Campus Safety at ext. 7118 to arrange a refund.

**Bicycles**—It is highly suggested that all students bringing a bicycle to campus register it with Campus Safety, free of charge. Registration will provide for the bicycles identifying information to be placed on file in case of theft and a registration sticker will be provided for the bicycle. All bicycles must be properly parked in bicycle racks. Those locked on railings and trees, parked in hallways, areas that block walking traffic or may become an obstacle for emergency evacuation or facilities will be removed.

**Motorcycles**—Motorcycles and motor scooters are required to be licensed by the State of Illinois and must be registered. Motorcycles must be parked following the same guidelines as other vehicles. The permit for motorcycles must be displayed on the left front fork or mirror.

## VISITOR PARKING

Short term visitors (during normal business hours) may park in designated visitor spaces in lots A, D, K and G. Visitors of students who plan on parking overnight should obtain a visitor permit from Campus Safety and park in the student parking lot assigned on their pass (students should obtain permits for their visitors if the visitor will not be arriving during business hours). Visitors who receive a parking ticket for “No Permit” should promptly notify Campus Safety to have tickets voided. Tickets for other violations (handicap, fire lane, etc.) should be returned with a check for the applicable amount made payable to Greenville College for the payment of the fine.

The Admissions Office will issue visitor permits to individuals previewing Greenville College.

## **PARKING RESTRICTIONS**

***Restricted/Reserved Parking Areas***—All restricted or reserved parking spaces such as time zones, visitor, maintenance and CRE spaces are enforced 24 hours/day, Seven days/week unless otherwise posted. Parking in lot A is restricted for Bookstore/Jo’s Java customers, Admissions visitors, and time limit parking, per the posted signs. Overnight parking is prohibited in lots A and R.

Parking in lots D, H, I and K is reserved for staff and faculty only and may be used for event visitors after normal business hours.

***Streets Adjacent to Campus***—Students living on-campus are required to park in Greenville College parking lots. Resident students who park off-campus are subject to tickets.

***Fire Lanes***—Parking in posted fire lanes for any reason, for any length of time is prohibited and can result in ticketing and immediate towing (at the owner’s expense).

***Handicapped Spaces***—Parking in a handicapped space for any amount of time, for any reason without a valid handicapped permit is a violation of campus policy and State law, and is subject to ticketing and immediate towing at the owners expense.

## **PARKING VIOLATIONS & ENFORCEMENT**

Vehicles parking on campus property must be properly licensed, insured, and operable. Unregistered vehicles belonging to employees or students will be ticketed. If it is discovered an unregistered car with outstanding tickets belongs to a student, all tickets will be reassigned to that student and charged to their account. **The person to whom the vehicle is registered is responsible** for payment of all violations. Borrowed vehicles are to be parked according to the parking permit on the vehicle. **Parking permits do**

**not guarantee parking availability. Absence of parking spaces does not justify violating parking regulations. Greenville College assumes no liability for loss or damage to vehicles or their contents while parked on**

**college property.**

A \$100 fee will be accessed to a student's account if Campus Safety is required to obtain state vehicle registration information to identify the responsible vehicle owner or operator of any vehicle on college property.

***Appeals Procedure***—Parking tickets may be appealed to Campus Safety. The Director of Campus Safety will oversee the review of all ticket appeals. Notification of appeal outcome will be sent via email. After ten days, appeals will no longer be heard and they will be charged to your college account. Please be aware that unpaid parking tickets on your bill may prohibit class registration, transcript generation and housing sign-ups, and may also result in your vehicle being booted and/or towed.

A parking citation may be appealed by filing a completed appeal form at the Campus Safety Office (may also be obtained through PantherNet). The **first** ticket for “Non-registered vehicle” during the school year may be excused with proof of a valid permit. Appeals must be filed utilizing the appropriate form. **No verbal appeals will be heard.**

Tickets issued by the City of Greenville must be paid/appealed through the Greenville Municipal Building.

***Enforcement Policies***—Vehicles parked in violation of campus policy will be ticketed and may be subject to towing at owner's expense. This includes parking in fire lanes, on grass, on sidewalks, in front of dumpsters, at any loading zone, building entrance, and in reserved spaces. All drives are considered fire lanes unless marked for parking.

***Ticket Fines***—Ticket fines begin at \$20. Fire lane violations are \$75 and Handicapped violations are \$75. Tickets may be paid at the Business Office (located on the first floor of Marston Hall) during normal business hours. Tickets must be paid or appealed within ten (10) days. Tickets not paid within 10 days will be considered delinquent. Anyone with five (5) delinquent parking tickets will have their vehicle booted and/or towed at the owner's expense. Vehicles booted will not have the boot removed until all

outstanding tickets are paid in full. An additional \$40 removal fee will also be assessed to have the vehicle boot removed.

Warnings are considered valid tickets. After the 5th and 10th ticket, you will be notified of a ticket fine increase as follows:

- Tickets 1–5.....\$20\*
- Tickets 6–10..... \$30\*
- Tickets 11–15.....\$40\*
- Ticket 16.....Revoked Privileges

\*Fire Lane and Handicap violations remain \$75

**Habitual Offender**—Anyone receiving five (5) parking tickets per year is considered a habitual offender and risks having parking privileges revoked. The Campus Safety and/or Student Success offices will attempt to meet and counsel students designated as habitual offenders. Those students who receive 10 or more tickets will automatically be referred to the Student Development Office for Judicial proceedings. Students having 5 or more unpaid tickets on their account risk having their vehicle booted or towed pending payment of outstanding tickets.

**Vehicle Boot**—Vehicles that have accumulated five (5) or more delinquent (unpaid and past-due) parking citations are subject to having a boot placed on the vehicle, or having the vehicle towed from campus at the owner’s expense. The boot will remain on the vehicle until all unpaid parking fines are paid in full. Additionally a fee of \$40 will be assessed to have the boot removed from the vehicle. Vehicles that have been booted are subject to towing at the owners expense if the owner continues to be negligent in paying outstanding fines.

The boot is a mechanical vehicle immobilization device attached to the wheel assembly of a vehicle and prevents the vehicle from being operated. A notice will be placed on the driver’s side window to advise when a boot has been applied.

Tampering, removing and/or damaging Greenville College Campus Safety equipment, including the boot may result in the vehicle being towed, judicial proceedings, criminal prosecution and/or replacement of such equipment at the owner's expense.

**Towing**—Vehicles may be immediately towed (without notification to the owner) from campus at the owners expense for the following reasons:

- Parking in Fire Lanes
- Parking in Handicapped spaces
- Blocking access
- Accumulation of five (5) or more delinquent parking citations
- Parking on campus after owners parking privileges have been revoked

**Disabled Vehicle**—A vehicle that breaks down and can't be moved is not excused from parking regulations. Please notify Campus Safety of the disabled vehicle and when the vehicle is expected to be moved. When damaged or unlicensed vehicles are identified, a 15-day notice of towing will be placed on the vehicle and the vehicle will be removed at the owner's expense if not brought into compliance.

**Skateboards, Scooters and Bicycles**—Skateboards, scooters (non-motorized) and bicycle use is permitted as transportation on sidewalks and walkways, as long as users yield to pedestrians and are safe and courteous. Individuals are prohibited from engaging in tricks (sliding, grinding, jumps, etc.) anywhere on college property (i.e. stairs, steps, railings, benches, entrances to buildings, etc.). Additionally, the use of skateboards, scooters or bicycles within any campus building or residence is prohibited. Motorized scooters, bikes or mopeds are not permitted to be operated on sidewalks or walkways.

## **GENERAL INFORMATION & SERVICES**

**Crosswalks/Pedestrian Crossing**—Illinois law dictates the following concerning pedestrian traffic.

625 ILCS 5/11-1002 Pedestrians' right-of-way at crosswalks.

(a) When traffic control signals are not in place or not in operation the driver of a vehicle shall yield the right-of-way, slowing down or stopping if need be to so yield, to a pedestrian crossing the roadway within a crosswalk when the pedestrian is upon the half of the roadway upon which the vehicle is traveling, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger.

(b) No pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a moving vehicle which is so close as to constitute an immediate hazard.

625 ILCS 5/11-1003 Crossing at other than crosswalks.

(a) Every pedestrian crossing a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles upon the roadway.

**Vehicle Break-Ins**—To help prevent break-ins and other property damage, persons behaving suspiciously on college property should be reported to Campus Safety (dial 7777 from a campus telephone or 618-664-7777 from an off-campus or cell phone) or the Greenville Police Department (618-664-2131) immediately.

## **PROPERTY RIGHTS**

Students must assume responsibility for their own personal property. The college does not insure the personal property of students against theft or damage. The College expects each person to respect every other person's property rights and urges each member of the College Community to report thefts promptly and to supply information which will assist in the apprehending of any person who takes someone else's property or that of the College. **WE URGE STUDENTS WHO DO NOT HAVE COVERAGE THROUGH THEIR PARENT'S HOMEOWNERS**

**INSURANCE TO BUY PERSONAL PROPERTY INSURANCE.**