7. POLICY ON MOTOR VEHICLE, REGISTRATION AND PARKING REGULATIONS
Oversight responsibility: Office of the Dean of Students
Persons affected: Students, faculty, staff and visitors
Date Revised: January-2014
Policy:

Vehicle Registration: Vehicle registration is mandatory for all Students (including Commuters), Faculty and Staff who use or drive a vehicle while attending or employed by R-MC. Vehicle Registration and Vehicle Waiver Forms may be filled out and submitted on line at http://www.rmc.edu/Offices/campus-safety.aspx, or in person at the Office of Campus Safety. The Vehicle Registration Form is also included as a section in the Student Information Form which is made available to all students through MyMacon Web before the fall semester of each year. The Vehicle Registration Fee is directly billed to the student's account by the Business Office. (Students not using/driving a vehicle will need to complete the waiver section of the vehicle registration form in order to be reimbursed their registration fee, or complete and submit an on-line Vehicle Waiver Form) *Completed Vehicle Registration Forms can be mailed to the Office of Campus Safety, 203 Caroline St. Ashland, VA 23005.* (Forms should be postmarked no later than July 30th) Student vehicle decals will be distributed during Athletic Check-In, Freshmen Orientation and Returning Student Check- In. Late registrations must be completed in person at the Office of Campus Safety within the first two weeks of the semester.

A vehicle is considered registered when a valid parking decal is displayed on the rear window in the bottom left corner. ***It is the responsibility of all Students, Faculty, and Staff who are operating a motor vehicle on-campus to be familiar with and obey the parking and traffic regulations of R-MC, the town of Ashland, and the State of Virginia.*** Vehicle violations will be charged to the owner of record, and/or the person the assigned decal has been registered under. Vehicle decals cannot be transferred, sold or otherwise given to any other individual for use. Students, including commuters, are required to park in **student designated lots only**. Flagrant violations of the R-MC Parking Rules and Regulations Policy may result in the student being referred and subjected for judicial review. The college reserves the right to revoke parking privileges to any habitual offenders.

Freshmen Parking Regulations

These rules are in effect 24 hours a day, seven days a week.
In order to maintain compliance with the Randolph – Macon College Parking Plan approved by the Town of Ashland, all freshmen vehicles will be required by college regulation to park on the northern most end of campus**.**

See the campus map at http://www.rmc.edu/Offices/campus-safety/freshmen-parking.aspx, the dotted **green** line cutting across the campus along East and West Patrick Street delineates the north end of the campus, the Green Zone lots, and on – street parking designated for freshmen parking. The names of those lots are: **Garland, Jones, Bennett, Starr, Irby, North Brock Lot 500 North Center Lot, and the Old Tennis Courts located on West Patrick Street.** As is the case for all parking lots on campus, any spaces reserved for faculty / staff, visitors, handicapped and service vehicle purposes must not be used. Also shown is all legal, on – street parking that is available north of East Patrick Street within the boundaries of the campus. There are ample parking spaces in these locations to accommodate our freshmen vehicles.

Areas on the map shown in Red are designated off limits to freshmen parking include: **Physical Plant Lot, Ashland Train Station Lot, Henry Clay Road, College Avenue, Calhoun Street, North Taylor Street, Caroline Street and any parking spaces on Henry Street that are located south of the East Patrick Street intersection. This includes on – street parking on the west side of Center Street south of West Patrick Street. Andrews Hall Parking Lot is off limits to ALL student parking 24/7.**

Parking regulations are enforced diligently by the Office of Campus Safety and special care should be given to adherence of the rules. A vehicle parking citation is issued with a $40.00 accompanying fine for each individual infraction.

Freshmen are required to register their vehicles with the Office of Campus Safety and will be issued a unique decal in order to identify the vehicle. This decal must be placed on the bottom left rear window corner immediately upon issuance.

Instructions are available at the Campus Safety Office in order to assist students and parents in determining valid freshmen parking areas.

Temporary Parking Permit Policy for Students and Visitors: Temporary parking permits are available to students twice a semester for limited use of borrowed, rented, or other temporary vehicles. Temporary parking permits are valid no more than 5 days and may not be used in lieu of vehicle registration. Temporary parking permits are available to students and guests of the college by visiting the Office of Campus Safety. All guests to Randolph-Macon College are subject to the college's motor vehicle, bicycle and parking regulations. Vehicles located in college owned parking lots without proper permits will be subject to tow.

Special Needs Permit: Students with special parking needs, whether temporary or permanent should contact Dr. Jack Trammell in the Higgins Academic Center to apply for a special permit to display in their vehicle. **This special permit is in addition to the vehicle decal required of all R-MC students. There is no charge for this special permit.**

Parking Rules and Regulations:

A) Unauthorized parking in the following areas results in a fine of $100 and <u>cannot</u> be appealed:

- Fire Lane
- Handicapped designated space

B) All violations below are $40 per each offense:

- Parking a freshman vehicle in a non-approved designated area **(see above Freshman Parking Regulations)**
- Parking in an entrance, exit, or traffic lane.
- Parking in a driveway, loading dock area, on a side-walk, or blocking a trash dumpster.
- Illegally parked in such a way as to constitute a hazard to vehicular / pedestrian traffic or to the movement or operation of emergency equipment.
- Parking in an unauthorized space: for example, in a space reserved for Faculty, Staff, Visitors, and lot closures by notice from the Office of Campus Safety for athletic and/or special events.
- South Brock Parking Lot is off limits to students 24/7.

- Designated Old Chapel Visitors spaces are off limits to faculty/staff/students 24/7.
- Parking in a manner in which an adjoining space is rendered unusable.
- Parking on the grass.
- Failure to register vehicle. **(not appealable)**
- Failure to display vehicle registration decal. **(not appealable)**
- Failure to conform to posted signs.
- Failure to park in designated area.
- Fraudulent registration.
- Operating a vehicle in a reckless manner.

Parking Appeals: If you feel that you were issued a citation unjustly or your circumstances warrant further consideration, you may dispute your citation by appealing in writing within (5) business days to the Office of Campus Safety.

- Appeal forms are available at the Office of Campus Safety or can be found online at: http://www.rmc.edu/Offices/campus-safety.aspx

The following parking citations cannot be appealed:

- *Fire Lanes*
- *Handicapped Spaces*
- *Non-registered vehicle*
- *Failure to display registration decal*

Towing: The College reserves the right to tow any vehicle that is parked in an unauthorized space, which includes:

- *Parking in a fire lane*
- *Parking in a handicapped space*
- *Parking in a reserved space*
- *Blocking in another vehicle*
- *Impeding the flow of traffic*
- *Blocking a refuse container (dumpster)*
- *Failure to obey directives from the Office of Campus Safety regarding special lot and street closures.*

College Liability: The College is not responsible for the care or protection of any vehicle or its contents while operated or parked on College property

Payment of Vehicle Fines: All vehicle fines must be paid directly to the Business Office located at 310 N. Center Street within ten business days of the citation's issuance, otherwise, the fine will be charged to the student's account.