

Motor Vehicle and Bicycle Regulations

These Regulations have been formulated to govern traffic and parking on the Evangel University campus in order to make operating vehicles as safe and convenient as possible for all concerned.

I. Registration

A. Who must register?

- Students (resident and commuting, graduate and undergraduate, full-time and part-time) must register annually all motor vehicles operated by the student on campus at any time.
- Employees (faculty and non-student staff, both full-time and part-time) must register all vehicles operated by the employee on campus.
- Hosts of overnight guests are responsible for registering their guests' vehicles with the Public Safety Office.
- Anyone who does not fall into an above category but is frequently on campus for purposes such as sitting in or auditing a class or assisting with campus departments or activities may be issued a temporary hangtag.

B. What information do I need in order to register?

Registration requires the make, model, year, color, and license plate number on your vehicle. In order to operate and/or register a motor vehicle on campus, you must maintain current automobile insurance.

C. How soon must a vehicle be registered?

All vehicles must be registered within 72 hours after first arrival on campus.

D. Where do I register my vehicle?

Vehicles may be registered online until financial registration closes or in person (24 hours a day, 7 days a week) at the Public Safety Office in Riggs Hall, Suite 208.

E. What is the cost of registration?

Vehicle registration is provided to faculty, staff, and students. A fee of \$25 per semester will be charged to any student who does not pay the General Student Fee

F. Where is the registration decal or hangtag to be displayed?

- Students, faculty, and staff will be issued a decal that must be placed on the inside lower left corner (driver's side) of the rear window.
 - Registration decals must be fully affixed to the vehicle described on the registration form with 24 hours of issuance. *Using tape or adhesives other than that provided on the decal is not acceptable. The vehicle is not officially registered until the decal is fully and properly affixed.*
 - Exceptions to this regulation regarding placement include convertibles, station wagons with a retractable rear window, vehicles with a dark tinted rear window, vehicles with louvers over the rear window, vehicles with a rear window defogger that does not provide space for a decal to be placed beneath it, and trucks. In such cases, the decal must be placed on the inside lower left corner (driver's side) of the front windshield.
 - On a motorcycle, the decal must be placed on the lower left front fork.
 - Non-licensed vehicles, such as scooters and mopeds (49cc or less), are required to be registered with the Public Safety Office in Riggs Hall.
 - Hangtags will generally be issued on a temporary basis and shall be displayed from the rearview mirror with the design facing the windshield, unobstructed.
-

II. Parking

- Students may park properly registered vehicles in parking spaces as follows:
 - Lots A, C, and E, and the south half of Lot B.
 - Park Drive, Glenstone Parkway and Pine Lane in areas not otherwise designated.
 - Faculty/Staff parking spaces are reserved weekdays from 7:00 a.m. to 4:30 p.m.
 - Visitor parking is reserved **at all times** for visitors and guests of the University. Visitor parking is **never** open to faculty, staff or students.
-

III. Violations & Penalties

The individual who registers a vehicle is accountable for all parking and driving citations issued to that vehicle.

Operating a vehicle on campus after driving privileges have been suspended will result in a \$500 fine and impoundment of the vehicle, and the offender will be referred to the Conduct Committee.

A. What other regulations are related to vehicle registration and the decal/hang tag?

- Failure to register and/or display a current Evangel University vehicle registration decal/hangtag will result in a \$25 fine for the first violation, \$50 for the second violation, \$75 for the third violation, and \$100 for each additional violation.
- Displaying a registration decal/hangtag on a vehicle other than that described on the registration form will result in a \$25 fine for the first violation, \$50 for the second violation, \$75 for the third violation, and \$100 for each additional violation.
- Displaying more than one current registration decal will be considered improper registration; failure to comply with this regulation within 3 days after being warned will result in a \$25 fine.
- Displaying a stolen, lost or falsely obtained decal or hangtag will result in a \$100 fine, and the offender may be referred to the Conduct Committee.
- An original registration decal/hangtag that is damaged or unreadable must be replaced. Failure to replace a damaged or unreadable decal/hangtag **within 3 days** after being warned will result in a \$25 fine for the first violation, \$50 for the second violation, \$75 for the third violation, and \$100 for each additional violation.

B. Driving violations and penalties

- Driving in a careless or reckless manner on university property (including but not limited to: passing a moving motor vehicle, entering into or backing out of an angled parking space from the wrong direction, turning or backing across traffic) will result in a \$50 fine for the first violation, \$100 for the second violation, and \$250 for the third violation. Any violation in this section may be referred to the Conduct Committee.
- Driving or parking in a restricted area will result in a \$25 fine for the first violation, \$50 for the second violation, \$75 for the third violation, and \$100 for each additional violation.
- Failure to observe a stop sign or traffic sign will result in a \$25 fine for the first violation, \$50 for the second violation, \$75 for the third violation, and \$100 for each additional violation.
- Failure to yield right-of-way will result in a \$25 fine for the first violation, \$50 for the second violation, \$75 for the third violation, and \$100 for each additional violation.
- The speed limit in the parking lots is 10 mph. The speed limit on campus streets is 20 mph unless otherwise posted. Exceeding the speed limit will result in a \$25 fine and \$25 for each additional 5 mph over the speed limit.
- Driving on the grass or sidewalks will result in a \$25 fine for the first violation, \$50 for the second violation, \$75 for the third violation, and \$100 for each additional violation.
- Going the wrong way on a one-way driving lane will result in a \$25 fine for the first violation, \$50 for the second violation, \$75 for the third violation, and \$100 for each additional violation.

C. Parking violations and penalties

- Parking in or occupying a space reserved for handicapped parking or in a diagonally marked area adjacent to a handicapped parking space will result in a \$50 fine for the first violation, \$75 for the second violation, \$100 for the third and subsequent violations. Any violations under this section may be referred to the Conduct Committee.
- Parking in or occupying a space in a reserved area, driving lane, fire lane, on the grass or on sidewalks will result in a \$25 fine for the first violation, \$50 fine for the second violation, \$75 fine for the third violation, \$100 for any subsequent violations.
- Parking in or occupying a space where the operator's permit does not apply, in a visitor area, in a no parking area, or in a loading zone will result in a \$25 fine for the first violation, \$50 fine for the second violation, \$75 fine for the third violation, \$100 for any subsequent violations.
- Parking other than head-in, blocking flow of traffic, not fully within a parking space or remaining overtime in a space designated for 10-minute parking will result in a \$25 fine for the first violation, \$50 fine for the second violation, \$75 fine for the third violation, and \$100 for any subsequent violation.

D. Other violations and penalties

- Littering on or about the campus will result in a \$50 fine.
- Inoperable or unused vehicles may not be parked or stored on campus. Vehicles may be towed at the owner's expense.
- Vehicle repair or servicing, including the draining of oil or other fluids, is not permitted and will result in a \$100 fine.
- Any vehicle left on university property at the end of the semester will be considered abandoned and may be towed at the registered owner's expense unless arrangements have been made with the Director of Public Safety prior to leaving campus.
- Students are required to always keep their Student ID Card with them and provide it when requested by university officials. Failure to provide a Student ID Card upon request may result in a \$25 fine.
- Failure to comply with a reasonable and lawful request of a Public Safety Officer will result in a \$50 fine.

E. Bicycle Regulations

- Bicycles owned, operated or stored on university property by students or employees must be registered.
- Bicycles must display an EU bicycle registration decal on the frame below the seat.
- Bicycles may only be parked in designated bike racks, which are located behind the residence halls and between Trask Hall and Zimmerman Hall, the east door of Cantrell Student Union, the east door of the Mabee Fitness Center, the west door of the Kendrick Library, and the west door of AGTS.
- Bicycles are not allowed in buildings.

- Bicycle riders should use care when operating on sidewalks and should only ride on sidewalks to go directly to or from a bike rack and the nearest street.
- Failure to comply with these regulations will result in a fine and/or impoundment of the offender's bicycle.
- Any bicycle left on university property at the end of the semester will be considered abandoned and will be disposed of unless arrangements have been made with the Director of Public Safety prior to leaving campus.

F. Payment of fines

- Fines must be paid at the Bursar's Office (Riggs Hall #204) Mon-Fri 8:30 AM - 3:30 PM.
- All fines must be paid or appealed **within seven (7) calendar days**, or they will be transferred to the individual's account, and a \$10 processing fee will be applied.

G. Vehicle towing/impounding

- When a third similar violation occurs, and for each subsequent similar violation, the vehicle may be towed and/or impounded by the University at the registered owner's expense until all fines, impoundment fees, and/or towing expenses have been paid. The "third violation" principle is cumulative, not limited to a semester or academic year.
- Towing fees may vary; however, if the University impounds a vehicle on campus, the fee will be \$50 plus \$10 per day for each additional day.
- Tampering with or removing an impoundment device will result in a \$250 fine and will be referred to the Conduct Committee.

IV. Appeals

- A. If a member of the University community wishes to make an appeal regarding a fine, a written request (forms available in the Public Safety office) for an exception to the fine, **with full explanation**, must be made to the Director of Public Safety **within seven (7) calendar days**, or the right to appeal is forfeited.
 - B. The Director of Public Safety will review the appeals for proper disposition.
 - C. Individuals will be notified of the outcome of their appeal through Evangel University email within 30 days of the appeal.
-

V. Safety Suggestions

Evangel University does not accept responsibility for damage to or loss of any vehicle or its contents.

- Always lock your vehicle securely.
- Do not leave valuables in your vehicle, secure them properly in your room.
- If you must leave valuables in your vehicle; put them somewhere not visible from outside the vehicle.
- Report any accident, theft or vandalism to the Public Safety Office immediately.

VI. Authority and Amenability

Because Evangel University is committed to providing for the safety and well-being of all members of the University community, the University has employed a Director of Public Safety and Public Safety Officers who are a part of the Student Development Division and are granted full authority to exercise appropriate actions necessary to fulfill their duties. It is the University's full expectation that all members of this community will cooperate and comply with Public Safety personnel entrusted with the responsibility for campus Public Safety. Failure to comply with the reasonable request of a Public Safety Officer in the performance of his/her duties, using argumentative, threatening, or profane language, or employing any other actions considered unbecoming to Evangel University standards toward a Public Safety Officer will not be tolerated and the offender will be referred to the Conduct Committee.

Note: These regulations are always in effect including breaks, vacations and holidays. Any request for driving or parking arrangements not covered by these Regulations must be presented in writing to the Director of Public Safety.