

Evangel University Department of Public Safety Motor Vehicle and Bicycle Regulations

These regulations have been established to govern traffic and parking on the Evangel University campus, ensuring the safe and efficient operation of vehicles for all members of the campus community.

I. Vehicle Registration

A. Who Must Register?

- **Students:** All students (resident, commuter, graduate, undergraduate, full-time, and part-time) are required to verify their vehicle registration information annually. Any new vehicle brought to campus must be registered with the Department of Public Safety and receive a decal before operation.
- **Employees:** Faculty and non-student staff (both full-time and part-time) must register all vehicles operated on campus.
- **Overnight Guests:** Hosts of overnight guests are responsible for registering their guests' vehicles with the Public Safety Office.
- **Other Frequent Visitors:** Individuals frequently on campus for auditing classes, assisting with campus activities, or similar purposes may be issued a temporary hangtag.

B. Required Information for Registration

- Vehicle make, model, year, color, and license plate number
- Proof of current automobile insurance is required for vehicle operation and registration on campus

C. Registration Timeline

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

D. Registration Locations

Vehicles may be registered online until financial registration closes or in person 24/7 at the Public Safety Office, located in Riggs Hall, Suite 208.

E. Registration Fees

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. Display of Registration Decals and Hangtags

- **Decals:**

- All vehicle decals must be affixed to the **inside lower left corner (driver's side) of the front windshield**.
- Motorcycles must display decals on the lower left front fork.
- Non-licensed vehicles (scooters/mopeds 49cc or less) must be registered.

- **Hangtags:**

- Issued on a temporary basis and must be displayed from the rearview mirror with the design facing outward and unobstructed.

Registration decals must be fully affixed within 24 hours of issuance. Tape or alternate adhesives are not acceptable. A vehicle is not considered properly registered until the decal is correctly displayed.

II. Parking Regulations

- **Student Parking:**

- Students may park registered vehicles in Lots A, C, E, and F.
- Park Drive, Glenstone Parkway, and Pine Lane may also be used where not otherwise designated.

- **Faculty/Staff Parking:**

- Reserved weekdays from 7:00 AM to 4:30 PM.

- **Visitor Parking:**

- Reserved exclusively for visitors and guests at all times and is never open to students, faculty, or staff.
-

III. Violations and Penalties

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

Operating a vehicle after driving privileges have been suspended may result in a \$500 fine, vehicle impoundment, and referral to the Conduct Committee.

A. Registration and Decal/Hangtag Violations

- Failure to register or display a decal: \$25 (1st), \$50 (2nd), \$75 (3rd), \$100 (subsequent)
- Displaying a decal on a vehicle other than the one registered: \$25, \$50, \$75, \$100
- Displaying more than one current decal (improper registration): \$25 after warning
- Displaying a stolen, lost, or falsely obtained decal: \$100 fine and referral to the Conduct Committee
- Failure to replace damaged or unreadable decals within 3 days: escalating fines

B. Driving Violations and Penalties

- Careless or reckless driving: \$50 (1st), \$100 (2nd), \$250 (3rd)
- Driving or parking in restricted areas: \$25, \$50, \$75, \$100
- Failure to observe stop signs or traffic signs: \$25, \$50, \$75, \$100
- Failure to yield right-of-way: \$25, \$50, \$75, \$100
- **Speed Limits:**
 - Parking lots: 10 mph
 - Campus streets: 20 mph (unless otherwise posted)
 - Violations: \$25 base fine plus \$25 for each additional 5 mph over the limit
- Driving on grass or sidewalks: \$25, \$50, \$75, \$100
- Driving the wrong direction on one-way lanes: \$25, \$50, \$75, \$100

C. Parking Violations and Penalties

- Handicap parking violations: \$50 (1st), \$75 (2nd), \$100 (3rd and subsequent)
- Parking in fire lanes, driving lanes, sidewalks, grass, or reserved areas: \$25, \$50, \$75, \$100
- Parking in incorrect permit areas, visitor spaces, no-parking zones, or loading zones: \$25, \$50, \$75, \$100

- Improper parking (not fully in space, blocking traffic, overtime parking): \$25, \$50, \$75, \$100
-

D. Additional Violations

- Inoperable or unused vehicles may not be stored on campus and may be towed at owner's expense
 - Vehicle repair or servicing (including fluid changes) is prohibited: \$100 fine
 - Vehicles left at the end of the semester without approval will be considered abandoned and may be towed at owner's expense
-

E. Vehicle Towing and Impoundment

- Upon a third similar violation (and each subsequent violation), a vehicle may be towed or impounded at the owner's expense
 - Impound fee: \$50 plus \$10 per day storage
 - Tampering with or removing an impound device: \$250 fine and Conduct Committee referral
-

F. Payment of Fines

- Fines must be paid at the Bursar's Office (Riggs Hall #204), Monday–Friday, 8:30 AM–3:30 PM
 - Fines must be paid or appealed within 7 calendar days
 - Unpaid fines will be transferred to the individual's account with a \$10 processing fee
-

IV. Bicycle Regulations

- All bicycles owned, operated, or stored on university property must be registered
- Bicycles must display a registration decal on the frame below the seat
- Bicycles may only be parked in designated racks
- Bicycles are not allowed inside buildings
- Riders may only use sidewalks to travel directly to or from racks and the nearest street

- Violations may result in fines and/or impoundment
 - Abandoned bicycles may be disposed of unless prior arrangements are made
-

V. Appeals

A. Submission Process

1. Appeals must be submitted using:
 - The Public Safety Office appeal link, or
 - The Campus Shield App
2. Appeals must include:
 - A clear explanation of the appeal
 - Any supporting documentation

B. Timeline Requirements

- Appeals must be submitted within **7 calendar days** of the citation issuance or email
- Failure to meet the deadline forfeits the right to appeal

C. Review Process

- Appeals are reviewed by the Director of Public Safety
- Additional information may be requested if needed

D. Decision and Notification

- Decisions will be issued within **5 business days**
- Notifications are sent via Evangel University email

E. Final Determination

- All decisions are final
 - Denied appeals require payment in accordance with policy
-

VI. Safety Suggestions

Evangel University assumes no responsibility for damage to or loss of vehicles or their contents.

- Lock vehicles at all times

- Avoid leaving valuables inside vehicles
 - Keep valuables out of sight if they must remain in the vehicle
 - Report accidents, theft, or vandalism immediately
-

VII. Authority and Compliance

These regulations remain in effect at all times, including breaks, holidays, and vacations.

The Department of Public Safety, under the direction of the Director of Public Safety, is authorized to enforce these regulations. Failure to comply with lawful instructions or engaging in inappropriate, threatening, or disrespectful behavior toward Public Safety personnel may result in disciplinary action and referral to the Conduct Committee.

Requests for exceptions or special parking arrangements must be submitted in writing to the Director of Public Safety.