



WILSON COLLEGE

Campus Parking Policies & Regulations

**2016-2017
Academic Year**

Wilson College, as a residential community, is a walking campus. Residence halls, administrative and academic buildings are within a 10-minute walk of each other and the outlying equine and athletic areas are a quick bike ride. Recognizing the role of vehicle use as part of Wilson's dedication to supporting environmental sustainability, we encourage all members of our community to assess their need for a vehicle on campus and to participate in alternative transportation methods. Transportation alternatives include:

- using bicycles (your own or our shared Yikes Bikes! available at Lenfest)
- using the Campus Shuttle Services:
 - Weekly Shopping Shuttle, which runs Friday nights during the academic year to Target/Giant Shopping Center, Wal-Mart, and Chambersburg Mall
 - Monthly Hagerstown Shopping Shuttle, which runs one Saturday each month during the academic year to Prime Outlets
 - Washington D.C. Metro Shuttle, which runs the first weekend of each month during the academic year to Shady Grove Metro Station (drop-off Friday, pick-up Sunday)
 - Airport Shuttle, which runs at the beginning and end of fall & spring term as well as college breaks to BWI & Dulles airports and Harrisburg airport and bus/train station
- ride-sharing and carpooling

Please note that ample parking is provided on campus for Wilson community members. Wilson students, employees, and guests should always strive to utilize campus parking spaces when on Wilson property. Please refrain from using street parking in the adjacent neighborhoods when engaged in campus business out of respect for our surrounding community. If you do park on borough streets, understand you are responsible for knowing and following borough parking policies.

All members of and visitors to the Wilson College campus are subject to all parking policies at all times. Parking regulations are available online at <http://my.wilson.edu/parking>, in the Blue Book, and in print at the Security Desk in Lenfest Commons. We ask you to support our management of available parking spaces by registering vehicles, properly displaying parking permits, and parking within marked spaces in areas designated for the permit issued. Not being able to park close to a desired location does not excuse parking illegally. Please familiarize yourself with our parking regulations. If you have questions or concerns, or have received a parking citation without understanding the reason, please address your question promptly with Campus Safety before you receive a number of citations (and the resultant fines and costs) and/or your status reaches the point of revocation of privileges.

Campus Safety is responsible for administering and enforcing parking regulations. Campus Safety officers are on duty 24 hours a day, 7 days a week, 365 days a year. You can reach the on-duty officer by calling 717-372-2255, at their desk in Lenfest Lobby (when not on rounds), or by email at safety@wilson.edu.

Wilson College assumes no responsibility for a vehicle or its contents while parked on or operated on the grounds of the college. The regulations are applicable to all students, faculty, staff, contract programs and visitors of the college.

VEHICLE REGISTRATION

Any member of the Wilson College community, including students, employees, and others who contract for physical space use (CVSM, Nursing, etc.), who park a vehicle on campus must register their vehicle with Campus Safety immediately upon arrival on campus and obtain a parking permit.

To register a vehicle, you must bring your current driver's license, insurance, and registration to the Campus safety desk and complete a permit registration form. The owner of the car shall assume all responsibility for personal or property damage and agree to provide at least \$25,000 liability insurance.

Anyone registering a vehicle and accepting the appropriate permit is deemed to have knowledge of the Wilson College parking regulations and is responsible for compliance. Unauthorized vehicles are subject to ticketing or towing by the Campus at the owner's expense for violations. All vehicle operators are responsible for following all posted and published (in print and online) parking policies, including lot designations, space designations, directional markings/signage, and speed limits.

Parking Permit Fees 2016-2017

Residential Student	\$165 per academic year
Commuting Student (CFW, ADP, TIP, MEd)	\$75 per academic year
Wilson College Employees, CVSM, & guests	No Charge

Fees subject to change. The fee is not prorated as the semester progresses; it remains the same no matter when a student arrives with a vehicle. Parking permits issued to students must be renewed each academic year. Faculty/Staff are only issued once, generally at the start of employment, although an annual registration confirmation may be requested.

Student workers are not authorized for a staff parking permit. Permits issued to employees are to be used by the employee only – not by their spouses or family members attending classes. A student may not utilize the permit of any faculty or staff member, including his/her immediate family, but rather must register the vehicle designated primarily for student use for a student permit.

Parking permit stickers must be properly displayed at all times while on campus. Permits must be displayed in one of the approved areas:

- affixed to the driver's side rear bumper
- affixed to driver's side rear window
- affixed to the rear license plate (pass holders are available in the College bookstore)
- Motorcycles should affix permit in a conspicuous location on the left side of the vehicle
- Temporary permits and guest passes must be placed in the front dashboard facing out

The person to whom a parking permit is issued is responsible for parking violation notices issued to the vehicle for which the permit was registered, unless the permit was previously reported lost or stolen. If the vehicle does not display a valid permit and the operator is not known, the ticket will be the responsibility of the vehicle owner.

Theft, Loss, or Removal

All parking permits are the property of Wilson College. Campus community members who depart from the community (i.e. no longer employed or registered in classes or contract programs) must remove their parking permit and return it to Campus Safety.

Upon sale, trade, or other disposition of any vehicle displaying a current parking permit, the owner or custodian of the vehicle shall be responsible for removing the permit and returning it to Campus Safety in exchange for a new permit.

Theft or loss of a permit should be reported immediately to Campus Safety. A lost or damaged permit will be replaced at a \$10 fee. The fee will be refunded if the original permit or portion indicating the permit number is recovered and returned to Campus Safety. A stolen permit may be replaced without charge if there was an incident report filed with Campus Safety.

Guest/Visitor Passes

All campus community members are responsible for ensuring their guests are properly registered. Guest passes are available through Campus Safety. Vehicle, identification, and length of visit information will be required, as well as the name of the hosting individual or office. Passes must be displayed in front windshield at all times.

Offices with a high volume of visitors will issue and keep track of their own visitor passes. Admissions visitors will be given pink visitor passes and can park in any unrestricted parking area with their pass displayed. Conference guests will have orange passes and can park in Lot J or Lot M. CVSM visitors will have maroon passes and can park in Lot H or Lot M.

All other College sponsored guests will have blue passes issued by Campus Safety. All other visitors or guests will be issued white passes by Campus Safety. Guest passes may be requested in advance by completing the [online guest pass request form](#). Passes will be generated and available for pick up at the Security Desk. Individuals issued visitor passes are permitted to park in any unrestricted parking area as long as they have their visitor pass clearly displayed in their front dash. They should not however park in any spaces with designated or reserved signage or any areas that are not allocated for parking. Hosts are ultimately responsible for their guest's behavior at all times, including parking violations.

Temporary Permits

Persons who operate an alternate vehicle when a registered vehicle is temporarily not available, may pick up a temporary permit at the Security Desk. Temporary permits will contain the same information as a guest pass as well as specifying permit type (color of pass corresponds to permit type). A temporary permit allows for the same parking privileges as the registrant's regular permit and the user is expected to still follow the lot designations. Temporary permit must be displayed in front windshield at all times.

If there are circumstances warranting registration of more than one vehicle for an individual community member, those requests must be forwarded to the Parking Committee Chair and Campus Safety Director for review. Vehicle operators are only permitted to have one vehicle on campus at a time.

Students who have not registered a vehicle for the current term are generally not eligible for a temporary permit and are issued only when approved by the Director of Security and the Parking Committee Chair. Temporary permits are generally limited to no more than 5 days.

Parking Designations

Permits are issued to any requesting member of the Wilson College community to park on a first come, first serve basis for designated spaces. When spaces are filled for that permit, permit holder must move to other designated spaces for that permit on campus. Issuance of a permit does not guarantee availability of a space in lots designated for that permit, or entitle the holder of a permit to park illegally in other lots or reserved spaces. Hankey Center Lot (Lot J) is considered overflow for all permit types and may be used by any permit holder or guest.

Any reserved spaces in any lot are for the exclusive use of the persons or offices assigned to those spaces. Handicap designated spaces are for any person displaying a state-issued handicap permit, regardless of campus pass/permit type although we strongly encourage individuals to park in assigned lots if able.

Faculty/Staff lots and Commuter permits share designated lots without time restriction. These lots are designated for faculty/staff and commuter permits only Monday through Friday, 7am-7pm, during the academic year. Other permits may use these lots Monday through Friday 5pm-7am during the academic year and as needed on weekends and during summer sessions. Overflow parking for all permits and visitors is always available in the Hankey lot (J) and outlying lots (O, Q, P).

College lots are to be utilized by persons actively using their vehicles in the course of business, employment, or residency with the College. Vehicles may not be stored at any time in any Wilson College lot. Lots designated with an asterisk (*) below are lots that are shared between designated permit groups at all times.

Faculty/Staff - Green Permit

Includes designated areas as follows:

- Lot A (lower lot between Fitness Center, 3-way stop, and Conococheague)*
- Lot B (upper lot next to Fitness Center and 3-way stop)*
- Lot C (along Gallway behind Lortz, Science Center, and tennis courts)*
- Lot F (between South Hall and Alumnae House)*
- Lot G (along Conococheague behind Heating Plant, Dining Hall, & Lenfest Commons - ends at Laird)*
- Lot I (between Science Center & Philadelphia Ave., next to Art Barn)*
- Lot J (large lot between Hankey Center, Magill House, & Penn Hall Drive)*
- Lot N (between Sharpe House & Disert)*

Residential Student – Blue Permit

Includes designated areas as follows:

- Lot F (between South Hall and Alumnae House)*
- Lot J (large lot between Hankey Center, Magill House, & Penn Hall Drive)*
- Lot L (creek-side behind Laird, ONLY between Childcare gate and north corner of Laird)
- Lot M (behind Rosenkrans & Disert, including parallel parking along the drive behind the halls)*
- Lot N (between Sharpe House & Disert)*
- Lot O (by the Field House)*
- Lot Q (by Kitts Outdoor Arena)*
- Lot P (by the Soccer/Lacrosse & Softball fields)*

Single Parent Scholar Program - Red Permit

Includes designated areas as follows:

- Any residential (blue permit) lot
- Lots K & L (behind Prentis, either side of drive south of the Childcare gate)

Resident Assistants – Black Permit

Includes designated areas as follows:

- Any residential (blue permit) lot
- Specified parking spaces throughout campus as indicated by signage

Commuter Student - Yellow Permit

Includes designated areas as follows:

- Lot A (lower lot between Fitness Center, 3-way stop, and Conococheague)*
- Lot B (upper lot next to Fitness Center and 3-way stop)*
- Lot C (along Gallway behind Lortz, Science Center, and tennis courts)*
- Lot F (between South Hall and Alumnae House)*
- Lot G (along Conococheague behind Heating Plant, Dining Hall, & Lenfest Commons - ends at Laird)*
- Lot I (between Science Center & Philadelphia Ave., next to Art Barn)*
- Lot J (large lot between Hankey Center, Magill House, & MennoHaven)*
- Lot N (between Sharpe House & Disert)*

Cumberland Valley School of Music (CVSM) - Maroon Permit

Includes designated areas as follows:

- Lot H (center of lot between Sarah's, Lenfest, Thompson, & Laird - does not include the space along the Conococheague)

Individuals dropping off but waiting in the lot until the session is over should move their vehicle to Lot M (go south to large holding lot behind Disert/Rosenkrans, past the Childcare playground). Any overflow parking needed should go to Lot M.

Visitors/Guests - Visitor Permit

Any visitor with a designated visitor pass can park in any campus lot with the exception of reserved spaces. *Please note the reserved spaces on Lenfest Drive designated specifically for Admissions visitors, short-term usage for Academic Support Center, and Box Office/Conference guests are not open to any visitors outside of those signed reasons; please respect those restrictions.*

Hankey Lot – Pink Permit

This permit is also used for permit holders who continually violate parking policies and are placed on Hankey lot restriction. Community members placed on Hankey Lot restriction for excessive violations will be required to turn in their normal permit and will be issued a pink permit for the duration of their restriction. Being placed on a restriction does not refund or absolve the individual of parking permit fees or fines.

Individuals with a pink permit are restricted to the following designated areas at all times, without exception:

- Lot J (large lot between Hankey Center, Magill House, & Penn Hall Drive)*

Equestrian Center Parking

The Equestrian Center parking, while considered unrestricted, does abide by the following regulations to assist in the effective operation of facilities and meeting the needs of its users. These policies are monitored and regulated by the Stables Manager and Campus Safety. Any questions about Equestrian Center Parking Policies should be directed to the Stables Manager. Any disputes regarding enforcement or application of the policy would be reviewed by Parking Committee.

The following people are allowed to park in the lot outside Hawthorne Arena:

- Wilson College Instructors – this does NOT include student instructors
- Wilson College Coaches
- Full Time Staff Members
- CRP and EFT students
- Vendors such as Veterinarians, alarm system contractors etc.
- Maintenance, grounds, and housekeeping employees here to do work.
- Weekend staff (only while working a weekend shift)

The following will be allowed to park in the Hawthorne lot *as long as there is still room for the people above and the privilege is not abused:*

- Night Check person only during night check – not during riding or class times
- Students doing evening stalls only during their stall shift – not during riding or class times
- Students who half-lease their horses to Wilson

The area directly in front of the entrance to Hawthorne Arena is handicap parking only at all times. Only those explicitly listed above are permitted to park outside the Hawthorne Arena; no one else may park in this area at any time. This includes students for class, work study, part time employees, and boarders. All other users of the Equestrian Center should park in Lot Q (by Kitts Outdoor Arena) or by the Cook Arena. Do not park at the entrances to the barns, the arenas, or the gray shed for any length of time. This is a hazard if there were an emergency and it blocks the walkways. The veterinarians also need to have access to these parking areas to provide treatment. Please understand that during events or facilities rentals these regulations will have to be

adjusted. Those in need of temporary exception due to a legitimate medical issue should see the barn manager. All other medical accommodation requests should refer to the Academic Support Center as described in the Health Issues section below.

No Parking / 15 Minute Zones

No vehicle operator is permitted to park in areas not designated for parking; this includes unlined areas of paved lots and/or drives or on areas of grass/lawn or sidewalks. With the exception of those spaces designated by lining or signage, there is no parking along any part of Lenfest drive (from Harmony Cottage, past the old Main Gate, to the three way stop). Loading zones or access drives for any administrative or residential building are no parking at all times except to Physical Plant and Housekeeping staff actively working in the adjacent building. Spaces marked as 15-minute parking are only for pick-up and drop-off purposes; vehicles must run their flashers at all times while parked in these areas.

Violations

All vehicle operators are responsible for following all posted and published (in print and online) parking policies, including lot designations, space designations, directional markings/signage, and speed limits. The speed limit across campus is 15mph.

Violations of the regulations shall be communicated to the vehicle owner operator by issuance of a parking violation citation. Citations are issued by Campus Safety and select other trained staff (Campus Safety work study students, Grounds staff, Equestrian Center staff). Reports of violations should be directed to Campus Safety. Fines for any citation are due and payable upon issuance of the citation. Payment of a fine is to be made at the Business Office in Edgar Hall during normal business hours. Unpaid fines are subject to being doubled and will continue to increase as long as they remain unpaid. The total fine will be billed to the violator.

Possible violations and their fines include but are not limited to:

No permit/Failure to display permit	\$10
Handicapped parking violation	\$50
Restricted Parking/Incorrect Lot	\$10
Obstructing traffic or creating a space	\$50
Parking in a fire lane	\$50
Fraudulent, altered or unauthorized permit	\$15
Snow violation	\$15
All other parking violations	\$10
Driving vehicle at unsafe speeds	\$50
Failure to stop at stop sign	\$50
Failure to yield to pedestrian in crosswalk	\$10
Reckless driving	\$50
One-way street violation	\$10
All other traffic violations	\$10

Please note that fines may be doubled with each repeat offense. Wilson College reserves the right to tow, immobilize, issue citations, and revoke parking privileges for any violations of these regulations. The fact that a

person may park in violation of these parking regulations and not be issued a citation does not mean that the policy is no longer in effect.

Towing and Revocation

If a permit holder or vehicle receives multiple tickets, paid or unpaid, in one academic year, not including those successfully appealed, the following consequences will be implemented:

- At four tickets - Security will place a tire boot on the vehicle. The permit holder must pay any outstanding parking fines as well as a \$50 removal charge before the boot will be removed.
- At five tickets - the tire boot will be placed on the vehicle again with a \$100 removal fee and restriction of parking privileges to Hankey Center Lot for the duration of the academic year (or the following if it is the end of spring term). The permit holder will exchange their parking permit for a Hankey Center permit at the time of boot removal.
- At six tickets - the boot will once again be placed on the vehicle with a \$100 removal charge and loss of parking privileges for the remainder of the academic year (or the following if it is the end of spring term). The permit holder will be required to return their permit at the time of boot removal.
- At seven or more tickets - permit holder is subject to a \$250 fine, possible honor council referral (for students), and/or permanent loss of parking privileges.

Vehicle operators who continue to park on campus after losing parking privileges are subject to immediate towing without notice. Payments can only be made at Business Office (Edgar Hall 2nd floor) during normal business hours. Campus Safety cannot collect monies nor can they remove the boot until payment is made to Business Office.

Any motor vehicle abandoned on college property is subject to removal and impoundment at the expense of the owner or operator. Vehicles that are not currently licensed, not in obvious operating condition, or are out of service for 30 days or more will be considered abandoned and subject to ticketing and removal. Any unregistered vehicle is subject to ticketing and towing at any time. All expenses incurred will be the responsibility of the owner. Wilson College assumes no liability for any damage incurred during or after towing or immobilization.

Appeals

Appeals must be submitted through the online [appeal form](#) within 5 days of issuance of the citation. Appeals are presented anonymously to the Parking Committee at their next monthly meeting. Meetings generally occur the second Tuesday of each month. The appellant will be notified of the Committee's decision by email within 5 business days of the meeting. If the appeal is upheld, any fine moneys paid in connection with the citation will be refunded. Citations already billed (after 5 days of issuance) to student or faculty/staff accounts or directly billed to owner/operator will not be accepted for appeal.

As of fall 2016, Parking Committee is comprised permanent members (directors of Security, Physical Plant, Residence Life, & Human Resources) and rotating members (2 each: students, faculty, and staff representatives). Students are nominated by the VP for Student Development and serve 1 year terms. Staff are nominated by the VP for Finance & Administration; faculty are nominated by the VP for Academic Affairs. Staff and faculty representatives serve for two year terms. The committee chair position will be held for one year and rotated between the faculty and staff representatives in their second year on the committee; appointed collectively by the VPs for Finance & Administration, Academic Affairs, and Student Development. Parking-related questions and concerns can be directed to the Parking Committee by email at parking@wilson.edu.

Special Circumstances

Accidents and Inoperable Vehicles

Accidents that involve vehicles and that occur on Campus property (where there is an injury, no matter how slight, or the vehicle is inoperable) must be reported immediately to Campus Safety. This is a requirement of the

state. Campus Safety must be notified of any vehicle that becomes inoperable for any reason. Hazard lights, road flares or notes on the vehicle are not considered sufficient notice. The operator must stay with the vehicle until a Campus Officer arrives to determine if there is a hazard. If he/she determines the vehicle is a hazard, the operator must arrange to have it removed immediately.

Any vehicle that is determined to be a hazard by Campus Safety is subject to towing. The owner of the vehicle will be responsible for any charges associated with the removal of the vehicle and any ticket subsequently issued.

Please note that there are limitations to what kind of assistance Campus Safety can provide; however vehicle operators must still notify Campus Safety any time there is an accident or an inoperable vehicle.

Snow Emergency & Plowing

To keep the campus accessible for safety/emergency vehicles and essential personnel, Physical Plant and Parking Committee have established the following procedures. Physical Plant staff will clear drives and lots on campus in the same order repeatedly until the weather improves. We ask that anyone with a vehicle on campus during this time be watchful of the process and make sure they move their vehicle as needed. When clearing accumulating snow is necessary, we ask that all vehicle operators do the following:

1. Fire lanes and main arteries through campus (Lenfest Drive and South Loop, Gallway, Park Ave. drive all the way to the south entrance) will be cleared first. All vehicles in these areas should be moved to other lots anytime snow accumulation is forecasted or begins. Parking for essential personnel will be cleared next.
2. Any non-essential vehicles are expected to move to Hankey Center lot to allow as much unobstructed plowing as possible.
3. Main campus lots will be cleared in the following order: H, D, E, I, F, C, B, A, G, L, K, M, N, J. This rotation will continue for the duration of the snow accumulation as warranted.
 - a. Vehicle owners requiring relatively close access to their vehicles (i.e. not moving their vehicles to Hankey Center) should pay attention to the plowing progress and move their vehicles to already plowed areas as quickly as possible so as to not impede the snow clearing process.

Attempts to notify residential students (and all campus) will occur primarily by email. All vehicle operators are responsible for moving their vehicles as requested. Failure to do so may result in ticketing and fines as well as potentially being plowed in. Failure to move vehicles for plowing may be fined \$50 per day and towed on the third day. The College assumes no liability for damage caused to vehicles that were not moved as requested for the plowing process. Maintaining access to one's vehicle is the sole responsibility of the owner/operator. Vehicle operators are responsible for having appropriate snow removal equipment; Physical Plant/Wilson College does not provide those services or materials for individual vehicles.

Temporary Mobility or Health Issues

Any Wilson College community member who has a temporary mobility or health issue and needs a different parking arrangement may request such in writing by emailing reslife@wilson.edu. The request will be reviewed by the Parking Committee Chair and Director of Campus Safety. All requests are subject to denial, time limits, consultation with or referral to the Academic Support Center, or a request for medical documentation. If the individual needs a longer term solution than we can offer they may be referred to the state process.

Vehicle Charging

Wilson College has two charging stations for electric vehicles, located in Lot I. Wilson community members are welcome to use these charging stations as we hope to encourage more sustainable transportation choices. Any electric vehicle is welcome to park in these spaces for the purpose of charging their vehicle, regardless of permit designation. However, vehicles must be moved as soon as charge is complete. The College does not assume any responsibility for damage, expense or inconvenience caused by use of the charging stations

Permit holders with diesel vehicles who require a plug-in outlet for an engine block warmer or car heater may use the outlet located at the back of Lot M near the footbridge and Conococheague. Vehicle owners must supply

their own power/extension cord and must move their vehicles to other legal spaces when not actively charging. In the interest of personal safety, and to reduce the possibility of damage to your vehicle, it is recommended that a three-prong extension cord be used. The College does not assume any responsibility for damage, expense or inconvenience caused by use of the outlet.

Both of these charging options are on a first come basis and are not guaranteed. These policies may be modified or offerings discontinued at any time without notice.