

PARKING ON CAMPUS

PURPOSE: To provide employees with parking areas that allow for reasonable access to work areas.

POLICY: All employees will have the use of designated parking areas on the main campus for any vehicle registered with Campus Safety, and displaying a Faculty & Staff parking decal.

DATE APPROVED: July 7, 1999

REVISED: July 1, 2010; September 1, 2007

PRACTICES & PROCEDURES:

- I. All employees shall be required to register with Campus Safety any motor vehicle they plan to use on campus.
 - A. Motor vehicle parking permits can be obtained by through the web site: <https://campusweb.franklinpierce.edu/ICS/Campus%20Life/>. A computer is located at Campus Safety to order your vehicle permit. A permit has to be obtained for each vehicle that may be driven and/or parked on campus.
 - B. A Faculty/Staff permit will be mailed to you for each vehicle registered. Employees will submit the completed form(s) to Campus Safety in order to obtain a Faculty & Staff decal for each vehicle registered.
 1. Decals will be effective for an indefinite period of time. The University reserves the right to issue replacement decals at any time.
 2. Decals shall be placed on the driver's side lower portion of the.
 - C. Employees will be responsible for notifying the Director of Campus Safety of any change in the vehicle(s) currently registered.
 1. Employees will be responsible for ensuring the removal of any Franklin Pierce University Faculty & Staff parking decals from their vehicles when they are sold, traded or otherwise transferred.
 - D. Unregistered vehicles or those for which the registration has been revoked may be towed at any time and from any place, at the employee's personal expense.
- II. Vehicles with Faculty & Staff decals shall park within yellow colored parking lines only. If it is necessary to drive the vehicle to other building locations on the main campus, parking must, again, be only within yellow colored parking lines wherever else the vehicle may be parked on campus.
- III. Moving and parking violations may result in written citations, fines, towing at the employee's personal expense, and/or the vehicle being banned from campus for the remainder of the academic year.
 - A. Employees who are repeat offenders of record may be issued separation-from-employment warnings that could lead to their discharge from the University.
 - B. Employees who refuse to pay a fine, or refuse to move their vehicle, after having been requested to do so by a University Safety Officer, may be immediately discharged without notice.

- V. All unauthorized road vehicles (such as dirt bikes, snowmobiles, and all-terrain vehicles) will be prohibited from use on campus, and especially prohibited from use on the University's x-country ski trails.
- VI. Vehicles registered for on-campus use will be for the purpose of daily commuting. Vehicles indefinitely parked or abandoned may be towed and impounded at the employee's personal expense.