

## **Motor Vehicle Regulations**

### **1.1 GENERAL**

ALL MOTOR VEHICLE REGULATIONS ARE IN EFFECT 24 HOURS DAY, 12 MONTHS A YEAR, UNLESS OTHERWISE STATED. ALL REGULATIONS AND POLICIES ARE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE UNIVERSITY.

The motor vehicle must be absolutely under control at all times. Courtesy to other drivers and considerate concern for pedestrians are basic prerequisites for the privilege to drive on campus. The privilege to drive on campus will be revoked whenever it appears that an operator is guilty of reckless or inconsiderate driving, or willfully disobeys regulations governing the use or parking of a motor vehicle.

All motor vehicles operated on any University property, either regularly or temporarily, must be registered with Parking Services and are subject to all the parking and other motor vehicle regulations issued by the University (see section.4.1 for visitor parking information and procedures).

Faculty and staff refers to academic, administrative and supporting staff personnel. Students refers to anyone enrolled in a course or courses at Lehigh, including full or part-time undergraduate, graduate, ROTC, LVAIC, and GCD students and graduate assistants, teaching assistants and research assistants.

All students, faculty and staff will be held responsible for the violations of any vehicle registered to any member of their family or other visitors.

There is a fee for parking on any University-owned property. Under Pennsylvania law the University may have unauthorized vehicles removed from its property and held until the towing and storage charges have been paid (75 Pa. C. S. 3353).

### **MOTORCYCLES**

Requirements of Pennsylvania law for motorcycles, including headgear and eye protective devices if required, will be enforced on campus.

### **DUTY TO REPORT ACCIDENTS**

The operator of a motor vehicle involved in any accident resulting in personal injuries in any degree, or damage to any property must immediately, by the quickest means of communication possible, notify the University Police. Failure in this regard will result in suspension of motor vehicle privileges.

## **2.1 REGISTRATION**

Upon presentation of a properly completed request form, a state registration card for the vehicle being registered, a valid University ID and payment of required fee, a parking permit will be issued by Parking Services. A maximum of one annual (or bi-annual) permit will be issued per person. Faculty and staff are encouraged to use campus mail to complete the registration process. Fees for salaried faculty and staff are collected by payroll deduction. Fees for other faculty and staff are payable in full in advance. All faculty/staff parking permits, except temporary permits, are issued on an annual (or bi-annual) basis and expire on June 30th.

Students may either appear in person at the Parking Services office or follow the instructions on the registration form mailed to their home address during the summer. All student parking fees are due prior to the issuance of a permit. Student parking permits are valid for the Fall and Spring semesters. Parking for either (or both) Summer Session(s) requires an additional permit and fee.

The Parking Services office is located on the ground floor of Johnson Hall. Registrations are not accepted by phone. No student may register the vehicle of another student. Temporary and visitor parking is available at meters or by using the ZAC garage at \$2.00 per entry. Tokens and SMARTcards for the meters and the garages are available at Parking Services.

Changes in license plates must be reported immediately to Parking Services.

## **2.2 PROHIBITED REGISTRATION**

First Year students, excluding nonresident commuting students, are not permitted to have, park, or operate any motor vehicle while in residence. A First Year student, for purposes of determining eligibility to obtain a parking permit, is a person who is attending college for the first time, or a person who has not yet achieved sophomore academic standing, or a person who lives in a residence facility designed to house First Year students.

## **2.3 PERMIT INFORMATION**

Parking permits are issued in several different colors and designs designating the individual's specific privileges. Information concerning authorized parking areas is distributed with each permit. Absence of signs (due to theft or vandalism) is not an excuse for improper parking. Student parking permits must be displayed as indicated on the permit.

Registered vehicles may only have one permit displayed at a time. Operators must remove outdated and expired permits and be sure the most recent permit is the one being displayed. If this is not done, a citation for Improper Display of a Permit may be issued.

All permits remain the property of Lehigh University, and are non-transferable to other persons. Financial responsibility for each permit remains with the person to whom issued until returned to Parking Services.

## **3.1 RESTRICTED PARKING**

Students may not park motor vehicles on the lower campus from 6:00 AM to 4:00 PM weekdays except at GREEN meters (maximum time 30 minutes), GOLD meters (lower level of Campus Square garage) or in the ZAC parking garage by paying the entry fee. Lower campus is defined as the northern part of the campus bounded by University Avenue, Taylor Street, Brodhead Avenue and Morton Street.

Visitors, handicapped and medical permit spaces are reserved at all times for properly identified vehicles. If there are no white lines, parking is not permitted.

### **3.2 PROHIBITED PARKING**

Parking is prohibited as follows: on either side of the road anywhere on the campus, on any road except where specific parking areas are marked, on any sidewalk, in such a manner that the wheels of the vehicle rest on the grass, in fire zones, or against traffic.

### **4.1 VISITORS**

Visitors are always welcome on our campus!

Visitors may obtain a visitor hangtag at \$3 per day at Parking Services in Johnson Hall, 36 University Drive. The office is open Monday- Friday 8:15 am to 4 pm. If you are unable to obtain a permit, you are welcome to park at any of the brown (long term) meters located throughout the Lehigh campus or at the gold meters located in the lower level of the Campus Square garage. Quarters, dimes, nickels, Lehigh tokens and SMARTcards are accepted at all meters regardless of the meter color. Visitor parking is also available at the Zoellner Arts Center parking garage. Permits are not required in this garage; however, there is an entry fee of \$2.00.

Students, faculty and staff are responsible for the violations of their visitors. Persons in charge of special events (i.e. seminars, meetings and conferences) requiring special consideration should contact Parking Services as far ahead as possible to make arrangements. A one-week notice is the minimum needed to allow time for appropriate planning.

Parking arrangements may also be made prior to your arrival by calling Parking Services at (610)758-3893.

### **5.1 SNOW EMERGENCY REGULATIONS**

Snow emergency regulations are automatically in effect when the official accumulation of snow for the Allentown- Bethlehem area reaches one inch. They will remain in effect until 7:30 AM on the third day following the end of the snow storm unless canceled earlier. Contact the Lehigh Police to determine if a snow emergency is in effect.

The snow emergency regulations that follow apply to all members of the Lehigh community, guests, visitors, etc.

1. Prohibited parking regulations will be strictly enforced. Violations during periods of snow emergencies carry a minimum fine of \$50.00.
2. Parking is prohibited on the lower campus for any reason between the hours of midnight and 7:30 AM unless otherwise posted.

3. If classes are canceled and the University is officially closed, parking is prohibited on the lower campus until 7:30 AM on the day following the closing.
4. Parking is prohibited on the lower campus from Friday at 5:00 PM through Monday at 7:30 A.M.
5. In addition to the above, it may be necessary to temporarily close lots at other times. When lots are closed, they must be vacated according to the posted snow emergency signs.

It is the responsibility of the individual to ascertain whether or not the snow emergency regulations are in effect.

## **VIOLATORS WILL BE TOWED AT THEIR OWN EXPENSE.**

### **IMPORTANT REMINDERS**

#### **6.1 TEMPORARY VEHICLE REGISTRATION**

Temporary parking permits, for vehicles in temporary use, must be obtained in advance of a vehicle appearing on any Lehigh property. The vehicle should be kept off campus until such a permit is obtained.

#### **6.2 DISABLED VEHICLES**

Disabled vehicles must be completely removed from the roadway and a sign placed in plain view that the vehicle is disabled. Parking Services must be notified immediately by calling 8-CARS (8-2277, 24 hours a day) and steps must be taken to remove the vehicle as soon as possible.

#### **6.3 VEHICLES MOVED WITHOUT AUTHORIZATION**

When a vehicle has been moved (either driven or pushed) by someone other than the operator, the registered operator will nevertheless be responsible. Since this has been known to happen, the owner should set the brake, lock the vehicle and retain the keys.

#### **6.4 BORROWED VEHICLE**

When a vehicle has been loaned to another person and is subsequently given a ticket, the person to whom the vehicle is registered is responsible.

#### **6.5 LOSS OF TICKET**

It is impossible to determine whether or not a ticket was on the car when the owner returned. A presumption will therefore, govern: a ticket placed on a vehicle is there when the owner returns.

#### **6.6 TEMPORARY ILLEGAL PARKING**

The fact that illegal parking was brief does not constitute an excuse, or a special or unusual circumstance.

#### **6.7 CONTINUED ILLEGAL PARKING**

The fact that the operator has in the past parked illegally without receiving a ticket does not constitute an excuse, or a special or unusual circumstance.

## **6.8 INCORRECT ADVICE**

The fact that a person has been incorrectly advised does not constitute an excuse. In this regard, the authority is the Lehigh University Handbook and any superseding Motor Vehicle Regulations.

## **6.9 IGNORANCE OF THE LAW**

Ignorance of any regulations concerning the operation or parking of a vehicle on any University property is not valid justification to request that a fine or penalty be waived. All members of the University community are expected to be familiar with these regulations and subsequent revisions.

## **6.10 RECURRING VIOLATORS**

Upon receipt of the third ticket in one academic year, upper class students, whose vehicle is registered with the Parking Services office, can expect to receive a warning letter and may be issued further sanctions including loss of parking privileges. Additionally, all violations subsequent to the third are \$75.00 for each time observed and ticketed, or the fine stated in section 7.1, whichever is higher.

## **PENALTIES**

### **7.1 FINES**

#### ***FAILURE TO REGISTER the motor vehicle with Parking Services:***

\$60.00 for each time observed and ticketed.

#### ***FAILURE TO DISPLAY THE PARKING PERMIT in plain view where specified and/or DISPLAYING MULTIPLE PERMITS:***

\$25.00 for each time observed and ticketed.

#### ***ILLEGAL AND CARELESS PARKING:***

\$25.00 for each time observed and ticketed.

#### ***ILLEGAL PARKING IN MEDICAL PERMIT OR HANDICAPPED SPACE:***

\$100.00 for each time observed and ticketed.

#### ***VIOLATION OF SNOW EMERGENCY REGULATIONS:***

\$50.00 for each time observed and ticketed.

#### ***VIOLATION OF FIRST YEAR STUDENT REGULATIONS:***

\$75.00 for each time observed and ticketed.

#### ***UNAUTHORIZED DISPLAY OF OR IMPROPERLY OBTAINING A PARKING PERMIT:***

\$150.00 for each time observed and ticketed for all persons involved. Disciplinary action may also be pursued.

***UNAUTHORIZED ENTRY INTO A GARAGE:***

\$100.00 for each time observed and ticketed for all persons involved. Disciplinary action may also be pursued.

***PARKING IN A FIRE LANE:***

\$75 for each time observed and ticketed.

**VIOLATIONS ARE CUMULATIVE DURING THE ACADEMIC YEAR**

**ALL VIOLATIONS SUBSEQUENT TO THE THIRD:**

\$75.00 for each time observed and ticketed, or the fine stated in this section, whichever is higher.

**7.2 ADDITIONAL SANCTIONS**

**FIRST YEAR STUDENT** violators are subject to additional penalties including, but not limited to, suspension of privileges for subsequent years.

**UPPERCLASS** violators are subject to additional penalties including, but not limited to, suspension of privileges, upon receipt of the fourth violation in one academic year.

**ALL MOVING VIOLATIONS** will be issued state citations by the Lehigh Police and will be turned over to the Pennsylvania judicial authorities.

The University reserves the right to issue state citations for certain parking offenses in place of University tickets. Student fines may be paid at the Parking Services office. If a fine is not paid promptly, the student's credit and privilege of further registration at the University will be withheld until the fine or fines are paid. Faculty and staff fines may be paid at the Parking Services office until submitted for payroll deduction.

**APPEALS**

**8.1 PROCEDURE FOR APPEALS**

Appeals must be submitted within seven working days from the day the ticket was issued. Obtain a parking appeal form from Parking Services office, and follow the instructions thereon. The appellant will receive written notice indicating the action taken on the appeal by the Parking Appeals Committee, whose decision is final.

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