

MORAVIAN COLLEGE AND MORAVIAN THEOLOGICAL SEMINARY CAMPUS PARKING RULES AND REGULATIONS

Introduction

The following regulations apply to the Moravian College campus and to all members of the College community. **For purposes of enforcement, the Moravian College campus is defined as all property owned by Moravian College and all roadways and lots within a half-mile of campus.** (*The half-mile boundaries are as follows: from campus north to Dewberry Avenue; from campus east to Linden Street; from campus west to Eighth Avenue and Schoenersville Road; south to Third Street. The defined area includes the streets between the Main Street Campus and the Hurd Campus and the parking lot under the Hill-to-Hill Bridge.*) The regulations have been established and are enforced to provide employees, students, and visitors with a safe campus environment and reasonable access to campus facilities. Moravian College reserves the right to revoke or deny parking privileges to individuals who fail to comply with these stated regulations.

Regulation of “off campus” parking by Moravian Police is not a “police” function in the traditional sense of the word. Rather, it is regulation enforced by the College’s police department to assure fulfillment of contractual obligations which Moravian staff and students have as members of the Moravian community. Moravian has a significant impact upon the neighbors who live and work around the College and, to mitigate that impact, has promised to control parking practices of those who participate in its community activities. It does that by advising campus constituents about where parking is allowed, and where it is not, and, if those parking restrictions are breached, the violations are enforced with the issuance of noncriminal college citations, with which members of the College community are obligated to comply. These are enforced as any other contractual obligation would be. That is, fines may be levied, and, if they remain unpaid, the College has the prerogative to withhold rights and privileges otherwise accorded to that member of the College community.

Effective November 1, 2010, the regulations contained herein supersedes and replaces all previous regulations to parking on Moravian College property. Any subsequent changes in rules and regulations will be announced through College announcements and the *Comenian*. Questions related to parking and motor vehicle operation on campus should be directed to the Department of Campus Safety and Police, 119 W. Greenwich St., 610 861-1421.

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I. Operator and College Responsibilities

- A. **All vehicles parked on Moravian College property or within a half-mile of College property must be registered if they are owned or operated by a member of the College community. Any unregistered vehicle which is operated by a member of the Moravian College community which is parked in these designated areas shall be in violation of College policy.**
- B. **It is the responsibility of all individuals who operate or maintain vehicles on the campus to be aware of these regulations and to abide by them.** Operating a vehicle on Moravian College property will be seen as agreement to abide by these regulations.
- C. The driver assumes full responsibility for the operation and parking of a motor vehicle on College property.
- D. The College attempts to enforce these regulations consistently and fairly. However, the fact that a particular infraction goes undetected does not excuse other infractions. Undetected infractions should be reported to the Department of Campus Safety and Police.
- E. **Inclement weather conditions do not alter any of the provisions of these regulations.**
- F. Moravian College is responsible for establishing and maintaining the signs and markings necessary to enforce these regulations.
- G. These regulations, as well as all applicable state and county laws, including but not limited to those dealing with stop signs and speed limits, will be enforced by the Department of Campus Safety and Police.

II. Registration Requirements

- A. Conditions
 1. A valid driver's license, vehicle registration card, vehicle insurance card, and a Moravian College ID card are required when registering the vehicle.
 2. The vehicle registered must be owned, leased, or operated by the applicant or a member of his or her immediate family.
 3. Applicants with any outstanding charges to the College will be denied registration.
 4. **Freshmen are not permitted to have vehicles on campus. See Freshman Vehicle Policy below (item VIII).**
- B. Proper Display of Parking Hangtags
 1. Hangtags may be transferred within the academic year. Any transfers must be registered with the Office of Campus Safety and Police.

2. Day students, Comenius Center students, faculty, and staff should hang the tag on their rearview mirror. It is the responsibility of the individual to make sure the hangtag is properly displayed and visible in the vehicle.
3. Registration is not complete or valid until the hangtag is placed on the vehicle.
4. Outdated Moravian College parking decals are no longer valid and should be removed if possible.
5. The registrant of any vehicle is responsible for the hangtag issued for that vehicle. If the vehicle is sold or in any way changes ownership, the hangtag must be removed or the original registrant will be held accountable for any tickets issued on the vehicle.
6. All hangtags remain the property of Moravian College and may be rescinded at any time.
7. All motorcycles, mopeds, and motor scooters must be registered with the College through the Department of Campus Safety and Police.
8. All temporary permits must be clearly displayed on the dashboard of the assigned vehicle.

C. Employee Registration

1. Employees are entitled to parking permits for the appropriate lots on campus.
2. Employee hangtags will be issued by the Department of Campus Safety and Police on a permanent basis subject to employment status.
3. Each hangtag will be updated annually, at the beginning of each academic year.
4. Employees have an obligation to remove the hangtag when the car is traded or sold or when the owner is no longer an employee of the College.
5. Hangtags are the property of Moravian College and must be turned in upon termination of employment.

D. Student Registration

1. All resident, commuting, Seminary, and Comenius Center students who are permitted to own or operate a motor vehicle on campus must register their vehicles with the Department of Campus Safety and Police. Registration is valid for a full academic year or for whatever portion of the year the student is officially enrolled. All questions regarding registration should be directed to the Department of Campus Safety and Police at 610 861-1421.
2. Any vehicle owned or operated by a member of the Moravian Community parked on campus or within a half-mile of campus without a hangtag will be ticketed and the owner fined.
3. Students are responsible for compliance with all College traffic regulations.
4. Any change of vehicle or vehicle registration must be reported to the Department of Campus Safety and Police.
5. Cost of registration a hangtag for Commuter and Seminary students is \$50.00 per year.
6. Resident students may enter a lottery to purchase a hangtag for:

• premium parking	\$300.00
• guaranteed parking, Main Street Campus	\$150.00
• guaranteed parking, Hurd Campus	\$150.00
• guaranteed parking, Steel Field/Lot "T"	\$20.00
• base parking, on-street	\$50.00

III. Parking Hangtags and Areas

A. General

1. Visitor spaces are intended for short-term parking not to exceed one hour and do not require a visitor's pass. Visitor passes entitling guests to park for longer periods in regular spaces are available from the Department of Campus Safety and Police, 119 W. Greenwich Street. Moravian College students, faculty, and staff members are not permitted to park in visitor spaces.
2. **All resident parking on campus in "non-base permit" areas is considered "guaranteed".**
3. Handicapped permits allowing use of handicapped parking spaces (on the Moravian College campus only) are available from the Department of Campus Safety and Police and are reserved for any qualifying individual with a vehicle currently registered with the College. These permits are *not* valid for handicapped parking off campus.

B. Areas

1. Areas designated for handicapped parking have been established at the HUB lot (Lot J), the rear of Comenius Hall, the rear of the Priscilla Payne Hurd Academic Complex (Lot K), in front of Alumni House (Lot R), and the Hurd Campus lot (Lot U).
2. Spaces have been reserved for visitors in the Locust Street lot (Lot M), the Johnston Hall lot (Lot F), the rear of Colonial Hall (Lot R) and the Hurd Campus lot. (Lot U)
3. Loading zones are designated in the rear of the Collier Hall of Science, the northwest corner of Comenius Hall, the rear of Colonial Hall, and the Hurd Campus lot.
4. Fire lanes are designated at the dorm circle, the townhouse driveway, the east and west sides of Johnston Hall, and the Hurd Campus lot. **Parking is prohibited in fire lanes at all times with the exception of moving-in days or unless specified by the Department of Campus Safety and Police.**
5. The following lots may be used, **at the times posted**, by students and employees who have registered their vehicles:
 - Student residents may use their corresponding hangtag for Lots B, C, G, I, L, Q, S, T, and Laurel Street.
 - Lot U is to be used by employees, commuters, and Hurd Campus residents in designated areas only.
 - Employees and commuters may use their corresponding hangtags for lots A, C, D, E, F, H, J, M, N, O, P, R, Q, and U.
 - Lot K is designated for faculty and staff parking only.
 - Lot V is designated for Facilities employees only.

IV. Hours of Regulation

A. General

1. Parking regulations are in effect throughout the year including recesses and vacations.

2. The use of all lots is restricted to holders of a valid permit.
3. **All “No Parking” zones and lot designations are in effect 24 hours a day, 7 days a week.**
4. Restricted parking areas are clearly marked by appropriate signs.
5. Students with Main Street Campus premium and guaranteed parking may not park in the Hurd Campus Lot (Lot U) or any Base Permit area, streets, and within one-half mile of the Hurd Campus, including the lot under the Hill to Hill bridge, at any time.
6. Students with Hurd Campus parking may park on Main Street Campus streets or Faculty/Staff/Commuter lots from 5 p.m. Friday to 5 p.m. Sunday only. **No student may park in Lot K at any time.**

B. Emergencies and Special Situations

During emergencies and special circumstances, it may become necessary for the Department of Campus Safety and Police to temporarily suspend or otherwise modify specific regulations found in this policy. In such cases, those actions will be communicated by signs or other markings, public announcement, or on-site supervision. Temporary regulations and restrictions will be enforced accordingly.

V. Operation of Motor Vehicles on Campus

A. Parking Rules

1. Parking of a motor vehicle on College property is restricted to visitors using designated spaces and to individuals who have properly registered their vehicles with the Department of Campus Safety and Police and who display a valid parking permit. All other vehicles will be considered illegally parked and will be subject to a fine and/or towing.
2. Vehicles may be operated or parked on College property only in areas designated by signs, street markings, or the College map.
3. The following practices are specifically prohibited:
 - a. Double parking.
 - b. Parking on left side of street facing traffic.
 - c. Parking over a white line or across the line indicating a parking space.
 - d. Parking on grass, landscaped areas, sidewalks, or other areas not designated as parking areas.
 - e. Parking in front of a driveway, doorway, steps, or in any manner that blocks traffic, parked vehicles, or roadways, or hinders the passage of pedestrians or vehicles.
 - f. Parking in fire lanes, loading zones, emergency areas, or areas marked as no-parking zones.
 - g. Parking in a handicapped area without having the proper HP hangtag.
 - h. Parking an unregistered vehicle, except by visitors, anywhere on the Moravian College campus or within one-half mile of campus.
4. **It is the responsibility of the motor vehicle operator to find a legal parking space.** Lack of space is not considered a valid excuse for the violation of any parking regulation.

5. Being late for classes or appointments does not constitute a valid excuse for violating a parking regulation.
6. **Students and employees are responsible for informing their guests of approved parking areas.** Students and employees can be held accountable for parking violations and fines of guests.
7. Disabled vehicles must be reported to the Department of Campus Safety and Police immediately. Such vehicles must be attended to within 24 hours of the breakdown unless a campus police officer grants a time extension.
8. No person shall operate a motor vehicle recklessly on or around the roadways or property of Moravian College.
9. Pedestrians have the right of way on the College campus.
10. All accidents involving a motor vehicle on campus must be reported to the Department of Campus Safety and Police at the time of the accident.
11. Motorcycles, mopeds, motor scooters, or bicycles may not be operated on or around the lawn areas of campus or on walkways. They may not be parked in a way which blocks an entrance to a building or sidewalks.

VI. Fines

A. General

1. Freshman/unauthorized vehicle	\$300.00
2. Handicapped area	\$175.00
3. Unauthorized Parking in Premium/Guaranteed	\$175.00
4. Obstruct Fire Hydrant	\$175.00
5. Hassler Access Road	\$75.00
6. Reserved for Visitors	\$75.00
7. Prohibited Parking	\$75.00
8. No Parking time posted	\$75.00
9. Unauthorized Base Permit/FSC/City Street	\$75.00
10. Yellow Restricted Zones	\$75.00

Fines not paid or appealed within 5 days may be doubled.

If a person has received three tickets for violating the same regulation in the same area, the fourth ticket will result in a doubling of the fine. Each subsequent ticket will then double again.

Further disciplinary action. In addition to the assessed fines, certain parking violations may be forwarded to the vice president for student affairs or to the vice president for finance and administration for further action.

B. Towing

Towing will be done by a licensed operator and all charges will be the responsibility of the owner of the vehicle towed. Any vehicle parked in a tow-away zone will be towed under the following guidelines:

1. The vehicle must be in violation of a Moravian College parking regulation.
2. A reasonable attempt to find the owner of the vehicle must be made.
3. Any vehicle parked in a premium parking or guaranteed parking area without a premium or guaranteed hangtag will be towed immediately.

C. Payment of Fines

1. All fines must be paid at the Cashier's Office in Colonial Hall within five days of being issued.
2. If the fine has not been paid or appealed within five days, the fine will double.
3. All unpaid fines will be treated like any other unpaid charges levied by the College.

D. Appeals

Appeals must be appealed on line in AMOS. Log into AMOS, Campus Life (tab) > Campus Safety > Parking Appeals within five days of the date of the ticket. All appeals will be heard by an appeals board whose decision is final. **There are no second appeals.** Notice will be sent to the person making the appeal. **If the ticket is upheld, the owner will have five days from the date the appeal denial is sent to pay the fine.**

VII. Moravian College Parking Lot Designations

FSC: Faculty/Staff/Commuter; FS: Faculty/Staff; PR: Premium Resident; R: Other Resident

Letter	Lot location	Spaces	Designation
A	Main St./Elizabeth Ave.	116	FSC
B	Monocacy St./Elizabeth Ave.	101	R
C	W. Greenwich St./Monocacy St. East	24	RFSC
D	W. Greenwich St./Monocacy St. West	14	FSC
E	Main St./Elizabeth Ave.	6	FSC
F	Johnston Hall	53	FSC
G	Iron St./Elizabeth Ave.	18	R
H	Breidegam Field House	21	FSC
I	Geissinger St./Laurel St.	27	PR
J	The HUB	22	FSC
K	Priscilla Payne Hurd Academic Complex	32	FS
L	Laurel St./Orchard St.	14	R
M,N,O	Locust St.	71	FSC
P	Archives	34	FSC
Q	Steel Field	45	FSCR*
R	Colonial Hall	22	FSC
S	Fork St.	22	R
T	Fork St. gravel	28	R*
U	Hurd Campus	61	FSC
	W. Laurel St.	44	PR
Z	Hurd Campus - HILL	73	R
	No parking 12 am to 7am in Highlighted lots		

R* Pink hang tags for Lot Q and T resident students

All vehicles must display a valid parking hangtag or temporary pass to park on any property owned by Moravian College or within one-half mile of campus.

Parking rules and regulations are enforced all year.

VIII. Moravian College Freshman Vehicle Policy

- A. **Freshmen are not permitted to have vehicles on campus. Freshmen may be granted an exception if they are registered for a class that requires them to have a car to get to their assignment, and no alternative transportation is available. Documented proof of registration for the class is required, and the faculty member must request a permit from the Department of Campus Safety and Police.**
- B. This policy is administered and enforced by the Department of Campus Safety and Police.
- C. The Parking Task Force, under the direction of the Department of Campus Safety and Police, makes decisions on exceptions when the College is in session.
- D. When the College is not in session, decisions on exceptions are made by an ad hoc committee consisting of the director of campus safety/chief of police, the vice president for student affairs, and the dean of students.

Violations of the policy will result in sanctions imposed by the Department of Campus Safety and Police including tickets, fines, and/or suspension of parking privileges during the present and/or future term(s).

Parking garage: the City of Bethlehem has a covered parking deck at North and Main Streets, between the Main Street Campus and the Hurd Campus. Through an arrangement with the Parking Authority and Moravian, students, including freshmen, may purchase a parking pass to use the facility. The Parking Authority can be reached at 610 865-7123. Payment can be made by cash, check, or money order. **The city parking pass does not allow the purchaser to park on campus property or on streets within a half-mile of campus.** The Moravian College bus will stop at the garage on its regular run between the Main Street Campus and the Hurd Campus. College ID must be shown to get on the bus.

IX. Vehicle Safety

- Have your car key in hand before you get to your vehicle.
- Lock your car at all times.
- Always look under your car before getting in.
- If you are followed while driving, go to a service station, or, better yet, to a police station.
- Keep your car in gear at traffic lights and intersections.

- Park in well-lit areas. Look around before leaving or returning to your vehicle. **Campus Safety may be requested to provide escort to/from vehicles if the operator feels unsafe.**
- If you break down on the highway, tie a white cloth to the road-side car door. Roll up your windows, lock all doors, and stay in the car until official help arrives. If someone else stops to help you, do not get out, and do not roll your window down more than a crack. Instead, ask the person to telephone for help.
- Keep packages and valuables out of sight in vehicles; secure in trunk (for example, CDs, tapes, stereo equipment, and GPS devices).
- Report the license number of a suspicious vehicle to the police.
- When parking your vehicle for extended periods of time, frequently visit your vehicle. This activity may prevent a vehicle break-in.
- Vehicle hubcaps are a target of thieves. Precautions should be taken to safeguard these items. It is recommended that hubcaps be removed or secured with a proper locking device.
- Report suspicious activity and crime to the police immediately.

*Provided by the Moravian College Department of Campus Safety and Police,
Crime Prevention.*

For further information, call the Department of Campus Safety and Police at 610 861-1421.