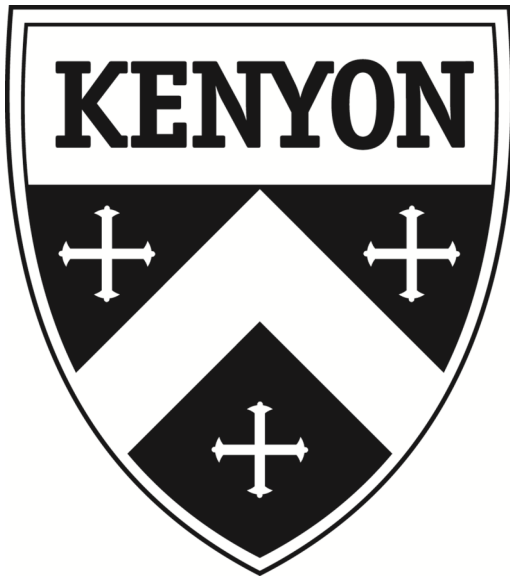


# Kenyon College

## Office of Campus Safety



## Motor Vehicle Rules & Regulations

*Revised January 2012*

# INTRODUCTION

Welcome to Kenyon College, the Office of Campus Safety sees as its primary goal, to provide the safest and most secure environment possible for all students, faculty, staff and visitors. Formulating and enforcing the traffic rules and regulations is just one of the tools we use to accomplish this goal.

**The purpose of this publication is to familiarize you with the College's motor vehicle rules, regulations and penalties for violation of them. If you ever have any questions or concerns regarding having your vehicle on campus or to the rules pertaining to it, you are encouraged to contact the Office of Campus Safety.**

It is our desire that everyone feel comfortable in contacting the Office of Campus Safety, not only when problems arise, but to ask questions and to become more familiar with the purposes and procedures of this office. We sincerely hope that your time at Kenyon College whether a visitor or as a student will be productive and enjoyable.

Robert D. Hooper  
Director of the Office of Campus Safety  
740/427-5109

# **Kenyon College Office of Campus Safety**

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# SECTION I

## General Information

Kenyon College's campus layout is intended to foster the concept of a **walking campus**. Under most conditions, even the more remote areas of the campus can be reached on foot within ten minutes. It must be kept in mind that having a motor vehicle at Kenyon, is a PRIVILEGE, not a right. The information in the manual is intended to make your stay at Kenyon as pleasant as possible.

# SECTION II

## Parking Lots

Parking spaces at Kenyon College are at a premium. In order for there to be adequate parking for those associated with the college, everyone must adhere to the rules and regulations and use the lots assigned as well as use them properly. Vehicles parked along village streets are subject to the laws and ordinances of the Village of Gambier and the State of Ohio. Parking lots on campus are divided into North, South 1, South 2 and Faculty/Staff Parking, see map in the center section of this publication. It is vital that these areas be properly utilized. **Students may only park their vehicles in the student lots for which their parking permit allows.**

## Vehicle Security

All vehicles brought to Kenyon College: cars, sport utility vehicles, trucks, vans, motorcycles and etc., are susceptible to theft and or vandalism. It is for this reason we require adherence to the vehicle rules and regulations.

Parking lots are lighted and patrolled by the Safety Officers but the following are suggestions to keep persons and property as safe as is reasonably possible.

- Make sure your vehicle is secured
  - Doors Locked
  - Windows Rolled up
  - Alarm Activated (if applicable)
- Do not leave valuables in your vehicle. This includes electronics, jewelry, money or any item of value to you.
- Have your vehicle registered with Campus Safety
- If going to your vehicle late in the evening, do not walk alone, walk with a friend or call the Safety Office at PBX: 5000 for an escort.

## **SECTION III**

### **Vehicle Registration**

All vehicles owned by and or operated by Kenyon College students, faculty and staff must be registered with the college. Failure to do so will not absolve the owner and/or operator from fines incurred from illegal parking etc; a fine of \$250 will be issued for failure to register a vehicle.

Motor Vehicles at Kenyon College must be registered within 24hours of arrival at the college. The requirements for registration are as follows:

- Applicant must sign that he/she has read the college vehicle rules and regulations regarding the operation and possession of a motor vehicle at Kenyon and accepts the conditions therein.
- Applicant must have and maintain a current registration displayed on the vehicle from the home state of the vehicle titleholder. *(continued on next page)*

- Applicant must have, present and maintain a current operator's license.
- Applicant/titleholder must provide proof of financial responsibility as required by law in the State of Ohio. In Ohio, the required minimum limits for Bodily Injury Liability Coverage is \$12,500 per person injured in any one accident and \$25,000 for all persons injured in any one accident. The required minimum limits for Property Damage Liability Coverage is \$7,500 for injury to or destruction of property of others in any one accident.
- **Pay for the cost of registration. \$200 covers an entire academic year.** A single semester is available for \$100, however if it is for the fall semester, the \$200 charge will be incurred and a credit of \$100 will be rendered once there is proof of the vehicle no longer being on campus. The parking registration fees are applied to the individuals Student Account.
- False or misleading information entered on the registration form may result in disciplinary action through the judicial process of the college, and/or the revocation of the permit without refund.
- Parking Permits will be issued after vehicle registration is completed. Either Online (available at the end of the spring semester of the previous academic year OR paper registration in the Office of Campus Safety (available at any time).

**\*\*\*\*\* The parking permit must be displayed on the right rear bumper or lower right hand corner of the rear windshield of the vehicle. \*\*\*\*\***

## **Temporary Permits**

Temporary permits are issued for no longer than ten (10) days, and are non-renewable. Circumstances justifying temporary permits would include a substitute vehicle brought to campus while repairs are made on primary vehicle. If a temporary permit is requested more than once by the same student in the same semester, a \$20 fee will apply.

## **Medical Permits**

Medical permits are issued to student when illness or injury precludes them from parking in assigned areas. This permit is issued only upon the recommendation of the Health and Counseling Center or attending physician. Any unauthorized alterations to the permit will render it void and result in disciplinary action through the judicial processes of the college and applicable fines will apply. **Medical permits issued to students are not applicable in any of the College's Fire Lanes.**

## **Visitor Permits**

Temporary parking permits are available for visitors on campus. These are offered at no cost to the visitor at the Office of Campus Safety. The individual requesting the permit *must* be accompanied by their host. **NOTE:** Visitors are bound by the same rules and regulations as students, faculty, staff and others on the Kenyon College Campus. The host is liable for any and all violations and resulting fines incurred by the visitor.

## **SECTION IV**

### **General Rules**

Because Kenyon College has a limited number available parking spaces, all parking rules and regulations are strictly enforced. Moving violations, such as excessive speed, disobeying traffic control devices etc., on campus are also enforced by the Campus Safety Officers. The Office of the Knox County Sheriff patrols the village of Gambier and enforces state and local ordinances in the village and surrounding area.

### **Motorcycles and Mopeds**

Due to the lack of appropriate storage facilities on campus, students are strongly urged not to bring these types of vehicles to campus. These vehicles will be registered with and permitted by the college should the student opt to bring them to Kenyon. Under no circumstances, may a motorized vehicle be stored in a residential facility.

### **Prohibited Vehicles**

Vehicles which are not "Street Legal" are not permitted at Kenyon College. While our campus is defined as private property, we do not permit this type of vehicle to be operated on campus.

### **Parking Assignments**

The student charge for parking registration is a one time/per academic year fee of \$200. This fee is charged regardless of location of assignment. It is applied to the individual's Student Account.

We have included a map to outline the areas approved for students, areas for faculty and staff and areas set aside for visitor parking. If, *at any time*, you are unsure—contact the Office of Campus Safety at PBX: 5000. Below is an explanation of the parking assignments and the approved lots for those assigned.

<b><u>North</u></b>	<b><u>South 1</u></b>	<b><u>South 2</u></b>	<b><u>House</u></b>
New Apts Watson* Gund* Lewis* *Visitor/Staff and Faculty lots as well.	Located behind Pierce. *This is also parking for AVI/Faculty and Staff and those spots are marked.	Beyond the K.A.C See map on following page for correct lot location.	Limited to two spaces per. Acland, Morgan Wilson, Hillel Snowden

The number of assigned decals given to any of the listed above lots includes an adequate number of spots for all assignees. Keep in mind that a student living in New Apartments is not guaranteed a spot in the New Apartments lot, but Watson, Gund and Lewis are available to park as well. Please contact Campus Safety if you see a vehicle parked in the incorrect lot. The students with a House decal are only to park at the house that they reside.

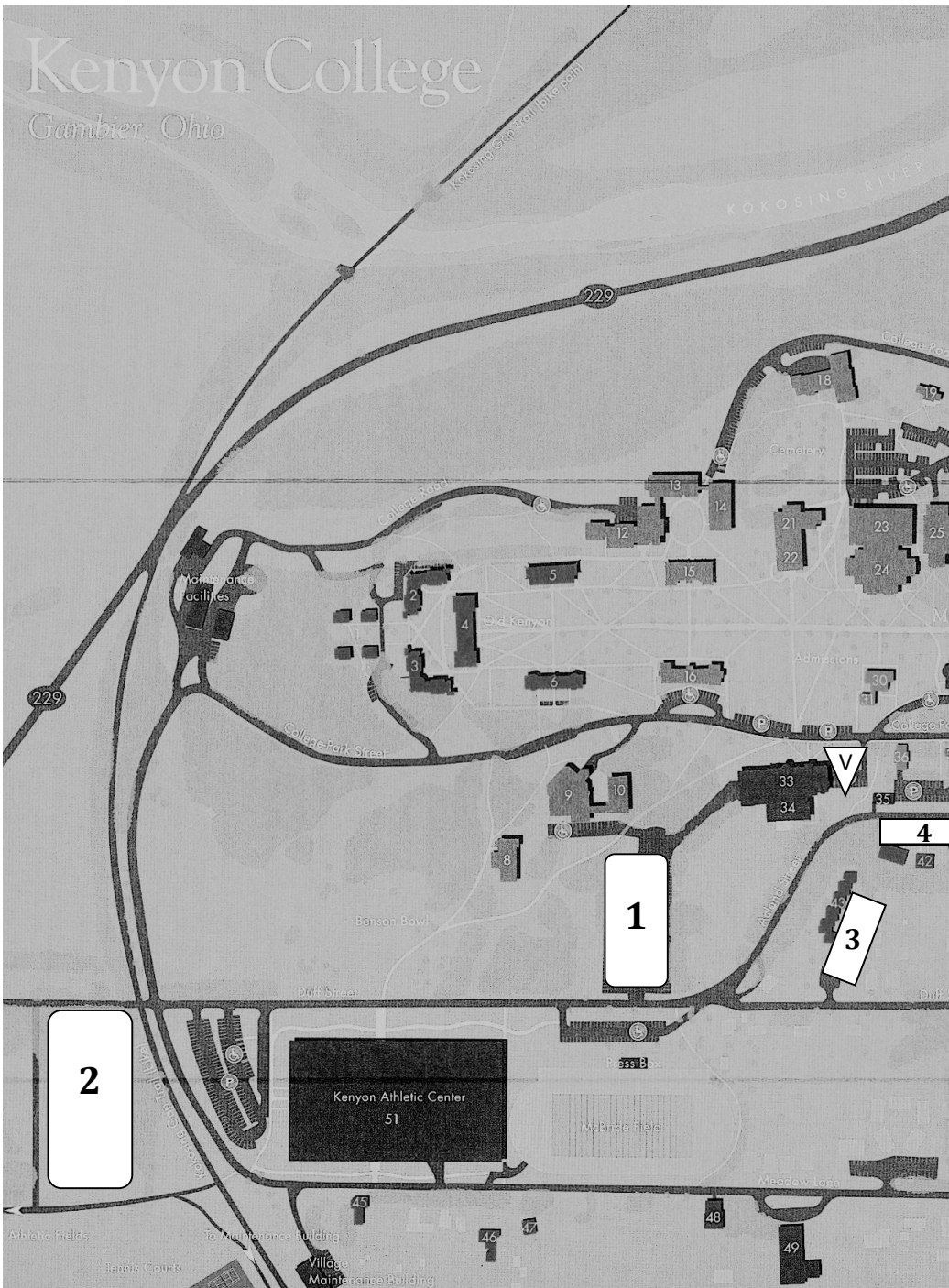
### **Faculty/Staff Lots**

Students with registered decals are permitted to park in any faculty/staff lot between the hours of **5:00pm and 2:00am seven days a week ONLY. This includes during breaks.**

All other times during the day are restricted for faculty/staff only. This is including but not limited to: Peirce, Ascension, Library, Science, Farr, Health Center lots. All lots not designated on map are considered restricted parking and violators will be ticketed. Any stopped vehicle without a driver physically in the driver’s seat is considered parked.

# Kenyon College

Gambier, Ohio



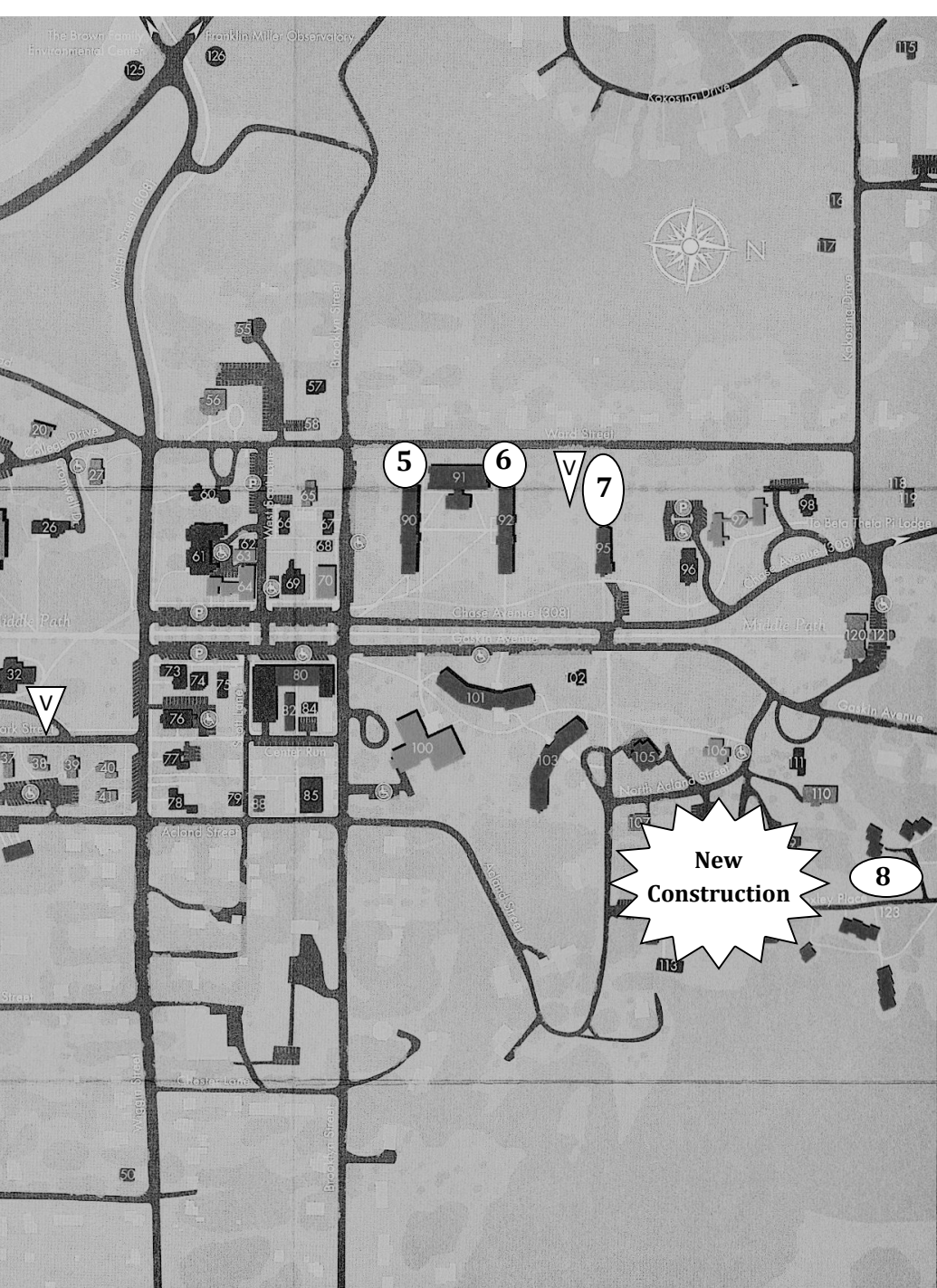
1 = South 1 Lot

3 = Morgan Apts Lot

2 = South 2 Lot

4 = Acland Apts Lot

**\*ALL OTHER LOTS ARE CONSIDERED FACULTY/STAFF ONLY**



5 = Lewis Lot

7 = Watson Lot

V = Visitor Parking

6 = Norton Lot

8 = New Apts Lot

**\*ALL OTHER LOTS ARE CONSIDERED FACULTY/STAFF ONLY**

## **SECTION IV (cont')**

### **Traffic Crashes**

The Department of Campus Safety at Kenyon college will render assistance in the event of a motor vehicle crash. All crashes, regardless of the severity must be reported to the Office of Campus Safety. In most cases a law enforcement report will be required for insurance and other purposes. The Office of Campus Safety will contact the Office of the Knox County Sheriff when the need arises.

### **Loading and Unloading**

When the need arises to load or unload a vehicle, time is permitted for this activity. When moving in at the start of the academic year or moving out at the close of the year, ample time is allocated for this process (usually 15-20 minutes). At other times of the year, if parking for loading or unloading in a restricted area is required the Office of Campus Safety must be notified **PRIOR TO THE VEHICLE BEING PARKED IN A RESTRICTED ZONE**. At this time permission may be granted for a period not to exceed 15 minutes. Vehicles parked in these areas under any other circumstances may be ticketed. Under **no** circumstances may vehicles be *left unattended* in a fire lane. A disabled vehicle in a fire lane will be towed at owners expense immediately.

## **SECTION V**

### **College Traffic Rules of Operation**

Any violation of the following Traffic Rules can result in fines, college judicial action or both. In addition to college fines and

sanctions, violations of the State law or local ordinances may be prosecuted separately. Fines for violations are based on the number of tickets a student has accrued and increases as the number of tickets received increases. **(Refer to the Violations and Fines/Billing section of this publication)**

## **PARKING VIOLATIONS**

- \* **FIRE LANES:** Parking in any fire lane is prohibited by college rule and state law. Fire lanes are any area in the vicinity of a building that is not designated as a parking lot and violations of such prohibited areas carries a fine of \$50 for the first nine (9) violations and then \$100 for the tenth (10) and vehicle suspension. Parking within fifteen (15) feet of a fire hydrant and blocking access to any fire lane and/or access area are also violations of this section.
- \* **HANDICAPPED PARKING:** Parking in any handicapped area without proper documentation is prohibited. Violations of such prohibited areas carries a fine of \$50 for the first nine (9) violations and then \$100 for the tenth (10) ticket and vehicle suspension.
- \* **RESTRICTED PARKING:** Parking in any area other than your assigned lot constitutes parking in a restricted area. This also includes parking in the faculty/staff parking areas or AVI parking areas.
- \* **FAILURE TO PARK PROPERLY:** Lots are marked with lines in order to accommodate the maximum number of vehicles. Parking over marked lines constitutes a violation of the section.
- \* **LAWN AREAS:** Violations of this type will not only result in appropriate fines but possible fees for any and all damage to the lawn area could be assessed.
- \* **IMPROPER STORAGE OR PARKING OF MOTORCYCLES OR MOPEDS:** It is against Fire Safety rules and regulations to store any motorized vehicle in a residence hall.

All motorized vehicles are to be registered and parked in designated areas.

## **MOVING VIOLATIONS**

- \* **EXCESSIVE SPEED:** Violations of this type on campus may result in charges of endangering behavior and in the Village of Gambier may be enforced by local law enforcement.
- \* **SPEED EXCESSIVE FOR CONDITIONS:** When inclement weather or other conditions require reduced speed for safe operation, violations may be issued at the discretion of the Office of Campus Safety
- \* **FAILURE TO DRIVE ON ROADWAYS:** All motor vehicles are to be operated only on designated roadways.
- \* **RECKLESS OPERATION:** No person shall operate a vehicle on any street or roadway without due regard for the safety of persons or property.
- \* **PASSENGERS OVER THE LEGAL CAPACITY:** No vehicle shall be operated with more passengers (including driver) than available restraints in that vehicle. Motorcycles, mopeds, etc. shall carry no more than two passengers (including driver)
- \* **RIDING OUTSIDE OF A MOTOR VEHICLE:** All persons in a moving motor vehicle shall remain properly seated at all times. No person shall ride outside of the passenger compartment of the motor vehicle, e.g. in the hatch area, trunk or bed of a pickup truck unless seated on the cargo deck of the truck, or properly restrained in a commercially installed seat with restraints.

- \* **EVADING ANY SPEED BUMP OR BARRICADE:** Barricades are installed for purposes of safety and are to be recognized as such. Evading, driving around, driving over or moving any barricade, gate or traffic control device unless specifically directed by a Safety Officer or Law Enforcement Officer is strictly forbidden.
- \* **REGULATORY SIGNS:** All regulatory signs must be obeyed. All vehicles must come to a COMPLETE STOP at all stop signs.
- \* **DRIVING UNDER THE INFLUENCE:** No person shall operate any vehicle while under the influence of alcohol or drugs of abuse. State laws will also be enforced where applicable.
- \* **OPEN CONTAINER IN OR ON A VEHICLE:** No open alcohol containers are permitted in or on any motor vehicle whether or not that vehicle is being operated.
- \* **FAILURE TO MAINTAIN CONTROL:** No vehicle shall be operated without reasonable control.
- \* **DRIVING WITHOUT PROPER AND CURRENT STATE AND/OR COLLEGE REGISTRATION AND CURRENT AND VALID OPERATOR'S LICENSE:** All vehicles must display current and valid registration(s). All operators of motor vehicles shall have valid and current operator's licenses, and shall present said license upon request of a Campus Safety Officer or Law Enforcement Officer.
- \* **IMPROPER BACKING:** All vehicles shall be backed with due regard for the safety of persons and property.
- \* **ATTEMPTING TO/OR ELUDING LAW ENFORCEMENT OR SAFETY PERSONNEL:** No person while in or on a vehicle, or on foot shall attempt to elude any Campus Safety Officer

or Law Enforcement Officer.

- \* LITTERING FROM A VEHICLE: No items may be thrown, dropped, tossed or otherwise discarded from any vehicle. Violation of this regulation may also incur applicable state and local fines.

## REGISTRATION VIOLATIONS

- \* UNREGISTERED VEHICLE: All student, faculty, staff and administrative personal vehicles are required to be registered within 24 hours of arriving in Gambier. If you preregistered online you need to acquire your parking decal within 24 hours of arriving in Gambier. ***The fine for failure to register a vehicle is \$250.00***
- \* FAILURE TO MAINTAIN PROPER STATE REGISTRATION AND FINANCIAL RESPONSIBILITY: All vehicles must PROPERLY display a current state vehicle registration, and the owner must maintain proper insurance coverage.
- \* FAILURE TO DISPLAY KENYON PARKING DECAL: All registered vehicles must properly display a Kenyon College parking decal. The parking permit must be displayed on the right rear bumper or lower right hand corner of the rear windshield of the vehicle.

## SECTION VI

### Appeals

- \* Appeal forms may be obtained at the Office of Campus Safety at 101 Scott Lane. The office is open 24 hours a day.

- \* *All appeals for traffic and/or parking violations must be in writing and delivered to the Office of Campus Safety within 5 days of the issue date of the violation and must be accompanied by the hard copy portion of the ticket.*
- \* All traffic violation appeals will be adjudicated by the College Traffic Citation Appeals Board. The Board is made up of two students and one faculty/staff member. All decisions are FINAL. **ALL TRAFFIC CITATION APPEALS ARE HANDLED STRICTLY BY THIS BOARD—THERE IS NO OTHER RECOURSE.**
- \* Responses to all appeals are sent via email.

## **SECTION VII**

### **VIOLATIONS and FINES**

The violation fine for the first nine (9) tickets for fire lanes and/or parking in a handicapped space is \$50 per violation. At ten (10) tickets and beyond the fee will be \$100 per violation and the motor vehicle parking permit will be suspended.

Any other violations, besides fire lane, handicapped or unregistered: will be fined based upon the number of violations the individual has accrued:

**\$15—1st and 2nd ticket**

**\$25—3rd and 4th ticket**

**\$50—5th through 9th tickets**

**\$100—Tenth and above**

**Once the tenth (10) violation is issued, the motor vehicle may be subject to having a parking boot placed upon it by Safety Officers. Once the tenth (10) violation is issued, the motor vehicle parking permit will be suspended, and may be subject to towing and impounding at the owners expense.**

The fine for an unregistered vehicle violation is \$250 regardless of the number of violations accrued. In the case of repeat unregistered violations, the Department of Campus Safety reserves the right to place a parking boot upon the motor vehicle until proper registration is completed.

## **SUSPENDED VEHICLES**

Upon the issuance of the tenth (10) violation the motor vehicle will be suspended and must be removed from campus for the remainder of the academic year. **Permission to register a vehicle for the following academic school year may be denied if a vehicle had been suspended during the previous year.**

## **BILLING**

Although all fines will be applied automatically to the student account and will show up on the monthly billing invoices, a fine can be paid directly at the Accounting Office in the Eaton Center; Monday through Friday, 8:30am to 4:30pm (closed on the noon hour)