

# **VEHICLE RULES AND REGULATIONS**



**CONCORDIA UNIVERSITY  
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**A publication of the Concordia University Department of Public Safety**

## **VEHICLE RULES AND REGULATIONS**

The vehicle rules and regulations which follow are to be used as guidelines by students, visitors, faculty, and staff. The following rules and regulations are administered and enforced by the Department of Public Safety (DPS), and should be followed unless otherwise directed by a DPS officer. Should you have any questions regarding the information contained in these pages, contact the Director of Public Safety at Ext.7502 (for off campus phones (734) 995-7502) or through the department E-mail, [Security@cuaa.edu](mailto:Security@cuaa.edu).

### **REGISTRATION**

#### **Eligibility and Vehicle Registration**

All students, faculty, and staff personnel are eligible to maintain a motor vehicle on campus. To do so, the owner or user of the vehicle must fill out a Vehicle Registration Form with the DPS. This can be done during the regular university registration period or by meeting one of our officers at the DPS office in Silas dorm. Those driving more than one vehicle must register each vehicle if they are driven on campus; however only one registration fee must be paid. Resident students shall be limited to having one vehicle on campus due to the limited number of parking spaces. All cars and two wheeled vehicles must be registered as soon as possible after the vehicle is brought to campus. Vehicles not properly registered may be ticketed, and/or wheel locked, and/or towed at the owners expense.

#### **Student Registration Fees**

Passenger Vehicle	\$ 100.00
1 Semester Only	50.00
2 Wheeled Vehicle (Moped, Motorcycle)	50.00

#### **Display of Hang Tag**

When a vehicle is registered, all faculty/staff personnel and all traditional students will receive a hangtag. After receiving the hang tag, it must be immediately placed in the vehicle. The hang tags are to be displayed visible through the windshield, hung from the rear view mirror of the vehicle. In the event that you do not have such a mirror or if the hang tag does not fit around the mirror supports, the hang tag shall then be affixed in an unobstructed manner to the windshield, in the bottom corner, driver's side. Tape is recommended. **\*\*NOTE\*\*** Rubbing alcohol will remove tape residue from the windshield when needed.

#### **Visitor Vehicle Registration**

Should a student have the use of a borrowed car, or if a visitor leaves a car on campus for just ONE NIGHT, they must register it by calling DPS at (734) 995-7502. The make, model, color, and license plate number of the car should be given to DPS, as well as where/how to contact the visitor if the need should arise. If the car will be on campus for TWO NIGHTS to TWO WEEKS, the car will need to have a temporary tag on the car visible at any time the car is on campus. This registration is free and is available through any DPS officer. If a car will be on campus for longer than two weeks, it must be permanently registered (Normal Fees Apply). Hosts are to remind their guests that all rules and college policies apply. Overnight guests **MUST** park in the **GYM LOT, EAST SIDE LOT, or the WEST SIDE GRAVEL LOT**. Failure to comply may result in a fine and/or wheel locking and/or towing at the owner's expense.

### **PARKING**

#### **Designated Parking Areas**

*Faculty and Staff:* The primary lots for employees will be the first lot off the main drive in front of the Student Services Center (old Faculty and Staff Lot), the West Manor Lot (north of the Science Bldg.), and the East Manor Lot (off the East Entrance). However, employees may park in any legal, non restricted space on campus.

*West Side Residents:* Residents of the West side are required to park in the main west lot or in the west side gravel lot. In the event that the west side lots are full, overflow parking will be allowed in the gym lot.

*East Side Residents:* The entrance for the East side of campus is located to the east of Earhart Road and to the west of US 23. East side residents must use the main East lot.

*Commuter Students:* Commuters must park in the main lot in front of the Student Services Center (old Faculty and Staff Lot), the West Manor Lot (north of the Science Bldg.), and the East Manor Lot (off the East Entrance). Overflow parking will also be allowed in the Gym Lot and the West Side Gravel Lot.

*Visitor Parking:* Parking spaces for daily visitors are located north of the Science Building facing Geddes Road and in the Circle Drive near the flagpole. These spaces are reserved for Visitors Only. Residents, Commuters, ADP students, Graduate students, and

Faculty/Staff personnel are NOT considered visitors and will be ticketed if parked in these spaces. Visitor parking is enforced Monday thru Friday 8:00am - 5:00pm.

### Handicap Areas

Any vehicle parked in a handicap space must have a current state authorized handicap permit (either a visible hang tag or a license plate sticker). This will be strictly enforced by Concordia DPS and the Ann Arbor Police Department. Vehicles found in these spaces without proper identification may be wheel locked or impounded at the owner's expense without prior warning.

Handicapped spaces are located at the following areas:

- Main Entrance:* Circle drive by the Science Building (2 Spaces).
- West Manor Lot:* Between the Manor and the circle drive (2 spaces).
- East Side:* In main parking lot, in front of Silas (1 Space).
- West Side:* North of Miriam Dorm (1 Space) and West of Ruth Dorm (1 Space).

### Restricted Parking Areas

The following areas are designated NO PARKING and/or NO DRIVING areas:

1. All campus Fire Lanes (Including the circle drive).
2. Any parking space labeled as restricted (East Side-between Titus and Luke. West Side-North of Miriam, West of Ruth.).
3. Handicap Spaces (without proper permit).
4. Loading docks and loading driveways-Cafeteria and Kreft Center.
5. West access drives to gym. These areas are loading and unloading zones only.
6. Any grass area or sidewalk without proper authorization.
7. East side guest house without proper authorization.
8. Any area not specifically marked for vehicle parking, without authorization.
9. The President's reserved space at Circle Drive by the flag pole (Enforced 24 hours a day / 7 days a week).
10. Any area where driving is restricted by removable poles, chains, or safety equipment (cones, barricades, etc.).
  - a. East Side Drive (Chain access to dorms).
  - b. West Side Drives (Removable pole access to dorms. Removal of these poles is prohibited unless authorization is given from a DPS officer.).
  - c. Access drives to the athletic fields (All).
11. No parking at any time in the small, enclosed area on the East side of the Manor. The two marked spaces in that area are reserved for administrators working or meeting in the Manor.

### ACCELERATED DEGREE PROGRAM/GRADUATE STUDIES (Hereafter listed as ACE)

All ACE students will be required to register their vehicles at class registration. Hang tags will not be required, but every vehicle brought on campus must be registered. Parking will be available in the main lot in front of the Student Services Center (old Faculty and Staff Lot) and the East and West Manor Lots. Overflow parking will also be allowed in the Gym Lot.

### TRAFFIC REGULATIONS

All motor vehicle laws of the State of Michigan and college policies are in effect on college property. In the case of parking tickets, it shall be assumed that the registered owner was the driver of the vehicle at the time of the violation and will be held responsible for any fines. Campus hosts will also be held accountable for violations committed by their guests. It is the responsibility of campus hosts to make their visitors aware of all campus rules and regulations.

<b>Violations</b>	<u>Fine</u>
Park in prohibited area*	\$ 25.00
Park in fire lane*	30.00
Driving/parking on walkways or grass	30.00
Failure to register vehicle*	125.00
Improper/no permit display	15.00
Parking in a Handicap Zone*	75.00
Impede or Obstruct traffic*	25.00
Violation of basic speed law	30.00
Reckless operation of a motor vehicle*	50.00
ALL OTHER VIOLATIONS	25.00 / 50.00

*\* In the case of these infractions, vehicles may be towed or wheel locked at owner's expense. See the policies regarding wheel locking and vehicle impounds.*

## **Additional Fines**

Moving/Tampering with DPS Bicycles - \$50.00 (*plus cost of any damages incurred*)

Tampering with/Throwing objects at a DPS vehicle or officer - \$50.00 (*plus cost of any damages incurred*)

Unauthorized Removal of West Side Poles, DPS barricades and/or safety equipment - \$25.00 (*in addition to any related fines*)

## **On Campus Speed Limit**

As posted, the speed limit on campus is 15mph and is strictly enforced by DPS officers. Through radar surveillance, DPS officers regularly monitor the speed of vehicles on campus. Tickets are given to vehicles not adhering to this speed limit.

## **Fire Lanes**

Fire lanes on campus are designated by a painted yellow curb and/or appropriate signage. The Department of Public Safety has a “no tolerance” policy regarding these restricted areas. Vehicles found parked in fire lanes without prior authorization from a DPS officer will be ticketed and/or wheel locked and/or towed at the owner’s expense. Students, Faculty, or Staff members may not park in these restricted areas for any reason, including “drop off/ pickup”, unless previously authorized by a DPS officer.

## **Payment of Fines**

Payment should be made within 2 weeks either in person through the Concordia accounting department or mailed to: Concordia Vehicle Violations, 4090 Geddes Road, Ann Arbor, Michigan 48105. Your copy of the ticket must accompany the payment. Students also have the option to have their ticket placed on their Student Account. Students with unpaid tickets will be unable to receive grades or transcripts until all fines are paid.

## **Wheel Locks**

Vehicles that are found to be in violation of certain regulations and rules or that have numerous unpaid fines or that aren’t registered may be wheel locked by DPS officers. A \$50.00 fine will be imposed upon a wheel locked vehicle. Please note that trying to move a wheel locked vehicle may cause varying amounts of damage to that vehicle. The DPS Patrol officer on duty will need to be contacted - (734) 358-1340 - for removal of the lock. The \$50.00 fine must be paid or placed on a student account (if applicable) before the officer removes the lock. In addition, any outstanding tickets on that vehicle may also need to be paid before the wheel lock is removed.

## **Vehicle Impounds**

Vehicles that are not registered, vehicles that have numerous unpaid fines, and vehicles improperly parked in a manner that impedes or obstructs traffic may be impounded by DPS. All impounded vehicles will be towed and stored by Brewer’s Towing Company located at 1763 Plymouth Road in Ann Arbor (734) 665-8888. Brewer’s charges a rather large fee to release impounded vehicles. In addition, impounded vehicles may not be released if there are unpaid vehicle violations owed to Concordia University. Vehicle owners will need a signed receipt from the accounting office or from a DPS officer stating that it is okay to release the vehicle.

## **Loss of Parking Privileges**

Parking privileges may be lost as a result of an excessive number of fines, failure to register vehicle, or operating any vehicle in a careless or negligent manner. The Department of Public Safety and Concordia University reserves the right to revoke parking privileges due to any of the reasons stated above or for other justifiable causes.

## **Violation Appeals**

Vehicle violations may be appealed within fourteen (14) days after receipt of the ticket. After the 14 day period, they will be charged as recorded without the option for appeal. There are two ways to appeal a vehicle violation. They are:

1. A letter of appeal/explanation must be written and mailed to DPS within 14 days of the violation. This letter should include the ticket number, name, address and telephone number of the violator, and an explanation of the violation.
2. An Online Appeal can be done by sending an E-mail to [security@cuaa.edu](mailto:security@cuaa.edu). The E-mail should include the ticket number, name and telephone number of the violator, and an explanation of the violation.

When a ticket is appealed, the following process is used by the Department of Public Safety to determine the result of the appeal:

1. The letter or online submission will be reviewed by the DPS Administrative Officer. The Administrative Officer will then provide a response within 10 business days.
2. If unsatisfied with the outcome of the appeal, the violator may re-appeal to the Director of Public Safety by calling (734) 995-7502 or sending another E-mail to security. The director will review the original letter of appeal and the command officer’s recommendation and will reply to the appeal. The director may contact the violator to discuss the matter and will set up an appointment if desired. The violator will be notified of the decision within 10 business days of their second appeal either in person, by telephone, or in writing. Please note that the Director of Public Safety is not bound by the decision of the initial appeal. After the Director of Public Safety has made a decision regarding the second appeal, the ticket may not be appealed to

any other member of the University Faculty or Staff.

### **OTHER DEPARTMENT TICKETS**

Concordia DPS does not have exclusive jurisdiction in parking matters on campus. Be advised that parking violations may also be written by other area Police and Fire agencies and/or their representatives. These tickets will have a different schedule of fines and would need to be appealed to the issuing agency if desired.

### **DEPARTMENT POLICY CHANGES**

In the event the Department of Public Safety makes changes to Vehicle Rules and Regulations during the school year, Students, Faculty, and Staff will all be notified through CUAA E-mail. These policy changes will only come from the Department of Public Safety E-mail address (Security@cuaa.edu) and will take effect immediately unless otherwise stated in the E-mail.

**\*\*These regulations here stated will supersede all those previously stated or printed in any mailer, handbook, or other like document\*\***

**Concordia University is not responsible for the theft of/from any vehicle or for any damage caused as the result of vehicle impounds or wheel locks.**

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