## General Statement

Bringing a car to campus is a privilege, not a right. Like many colleges, Franklin and Marshall prohibits freshmen from bringing vehicles to campus or surrounding neighborhoods. Operation of a personal car is not a requirement of any College program and students bring and operate cars at their own risk. The College attempts to assist vehicle owners by furnishing appropriate parking regulations and parking spaces, but assumes no responsibility for theft or vandalism to vehicles parked on College property.

## Motor Vehicle Registration

Any student who plans to operate a motor vehicle, including a motorcycle, scooter, or moped, in the Lancaster area must register that vehicle with the Department of Public Safety. The renewal for returning upperclass students or new registration (rising sophomores and transfers) will be completed on-line through your *myDiplomat* portal. To find the registration form, log onto *MyDiplomat*, click on the *About Me* tab and then on the *Vehicle* tab. The form will provide the current vehicle information on file, and will allow you to confirm and/or update the information. This form will also be where you will be allowed to register for a parking permit decal for one existing (or new) vehicle. If you need to add a new vehicle you are bringing to F&M, this system will allow you to do that, as well. Students are only allowed to have one vehicle registered for use on campus. Once submitted and approved by the Department of Public Safety the permit decal will be sent to your on-campus mailbox located in Steinman College Center. The permit decal will be delivered to your campus mailbox in 3 to 5 days after submission to allow for approval and handling. All vehicle registrations must be completed on-line, there is no walk-up service for vehicle registration at Public Safety.

Student vehicle registration expires May 31 of each year; students must renew their vehicle registration and receive a new decal for each new school year.

Decals are not transferable from one vehicle to another. It is not permissible for one person to obtain a decal for another person. Decals must be attached to the lower left corner of the rear windshield in clear view.

Failure to register a vehicle or properly display the registration decal will result in a ticket. Any attempt to counterfeit or misuse a decal will be referred to the Disciplinary Board.

**Parking regulations are in effect 24 hours a day, seven days a week, throughout the calendar year, including holidays and academic breaks.**

## Parking and Driving Penalties

Persons violating parking and driving regulations are subject to fines up to $50.00 per occurrence depending upon the violation.

Students, Faculty, Professional Staff and Visitors are expected to operate vehicles within the provisions of the Commonwealth of Pennsylvania Vehicle Code. All vehicles parked on campus property must bear current registration plates and inspection stickers as required by the state in which the vehicle is registered. Vehicles not in compliance will be considered "abandoned" and subject to towing. The College reserves the right to TOW any vehicle that is blocking fire lanes, cables, exits, or other emergency accesses at any time by order of the Director of Public Safety.

## Towing

For registered vehicles: After five (5) parking violations, (non-registered vehicles: three (3) parking violations), settled or unsettled, in any academic year, an email will be sent to the student stating future violations could result in his/her vehicle being towed from campus at his/her expense. A copy of this email will be placed in the student's file and sent to the student's parents. Vehicle towing will begin with each subsequent violation.

These conditions are in addition to the student being liable for payment of all parking fines.

**DISABLED VEHICLES** – If your vehicle is disabled for any reason, or parked illegally due to emergency circumstances, you must notify Public Safety immediately (any time day or night). All such situations are subject to verification. Disabled vehicles must be removed from campus within 48 hours or they may be subject to towing. Illegally parked disabled vehicles will be subject to ticketing.

**LOADING AND UNLOADING** – Any persons desiring to park a vehicle close to a building, outside authorized parking areas, for the purpose of loading or unloading items, must contact Public Safety for permission and instructions.

## Parking Fine Appeals

Appeals must be submitted on the proper appeal form available at the Department of Public Safety within five (5) working days of the offense. An appeal received after the five (5) working day limit will NOT be considered. Appeals are reviewed and ruled upon by the Appeals Committee composed of a Professional Staff member and 2 students. The Board's decision on any appeal is final.

*Until all fines are paid, diplomas and transcripts will be withheld from graduating seniors. Returning students will not be permitted to register.*

**Students, Faculty, Professional Staff and Visitors are requested to observe both Lancaster City and F&M parking regulations when parking off-campus**

## Bicycle Registration/Usage/ F&M Bike Program

All students and FPS who bring bicycles to campus are required to register them with the Department of Public Safety AND the Lancaster Bureau of Police. A decal is issued which aids in recovery if the bicycle is lost or stolen.

The College operates a Bike Program that provides bicycles to employees and students that have a valid F&M I.D. The Bike Program policies are available on the Facilities & Operations website. Rules and regulations for general use, securing a bike and Pennsylvania State laws apply to both College-owned or privately-owned bicycles.

For fire and personal safety reasons, bicycles may not be ridden within buildings, parked in hallways, stairwells or anywhere else where it may impede emergency exit from a building. Using a good locking mechanism, bicycles should be securely locked to bicycle racks provided on campus. Bicycles may not be chained or attached to anything not designated for the purpose of securing bicycles such as handrails, trees, posts, poles or signs. It is recommended that students make regular and frequent checks of their bicycles to assure maximum security.

Rules and regulations governing motor vehicle traffic movement also apply to bicycle riding.

FRANKLIN & MARSHALL

# PARKING & MOTOR VEHICLE REGULATIONS

## Department of Public Safety

**Tel: 717-291-3939**
**On Campus x3939**
www.fandm.edu/publicsafety.xml

**Effective August 13, 2009**

## General parking guidelines

All parking must be done within lined spaces. Areas without lines, including grassy areas, are not legal parking areas. No curbside parking is permitted on campus.

**NEVER BLOCK FIRE LANES, CABLES, LOADING DOCKS, OR EXITS – Subject to ticketing and/or towing.**

**The campus speed limit** is 15 miles per hour.

**Visitors** must obtain a visitor pass at the Department of Public Safety in order to park on college property.

**Reserved Special Permit Parking** – an area west of Bonchek College House has been designated (by signs) as "Reserved Special Permit Parking." These spaces are for persons who regularly return from work late at night to campus. Applications for "special permit parking" can be obtained through the Department of Public Safety. These spaces are not for regular student parking.

**For continued safety** of vehicles parked in student parking areas, it is strongly advised to lock your vehicles, remove visible items, and that owners make frequent checks of their vehicles.

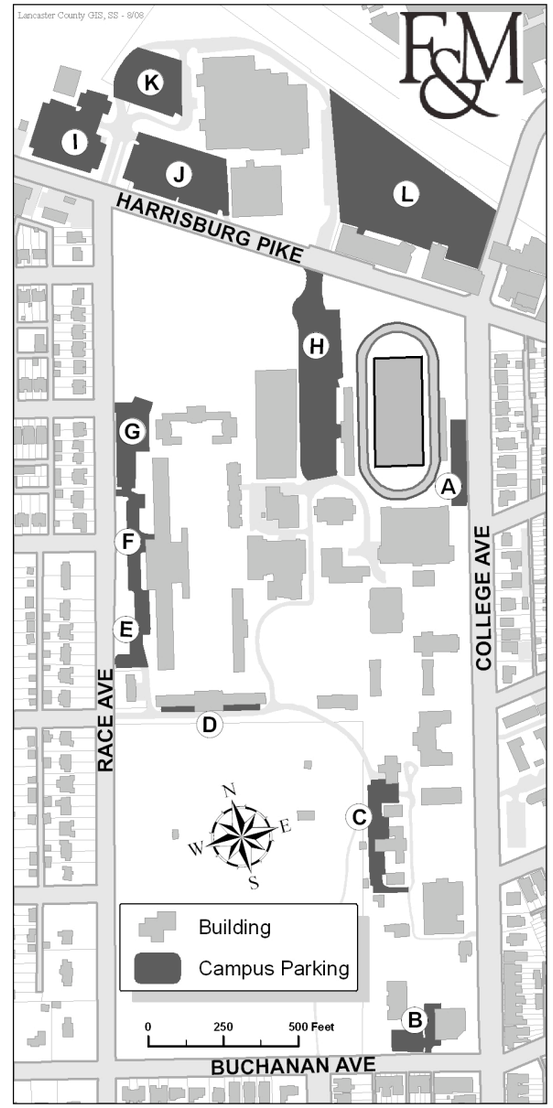
**Authorization to Park when Traveling** Persons parking for more than seven (7) consecutive days while traveling or otherwise must file a signed liability waiver with the Department of Public Safety. Signing this waiver absolves the college of liability for anything that happens to the vehicle.

*The regulations included throughout this brochure have been designed to promote safety and to control vehicular traffic and parking on campus. The administration of these regulations – affecting all personnel of the college – is the responsibility of the Director of Public Safety.*

## Parking areas on campus

| | | |
|---|---|---|
| A | Admission Lot | Reserved parking for Admission guests only. No overnight student parking. |
| B | Herman Art/ North Museum Lot | Reserved spaces for Visitors, Faculty & Professional Staff (FPS) Parking, Mon.-Fri., 7:30am to 4:30pm. |
| C | Old Main/Distler Lot | Reserved for FPS/Visitor Parking, Monday through Friday, 7:30am to 4:30pm. |
| D | Marshall/Buchanan Lot | Reserved for Visitors & Public Safety only as designated |
| E | South Ben Lot | Student Parking with exception of 24-hour reserved spaces for Dining Staff & Special Permit Parking as designated |
| F | North Ben Lot | Student Parking |
| G | Weis Lot | Student Parking |
| H | Williamson Lot | Reserved spaces for Visitors, FPS Parking, Monday through Friday from 7:00am to 5:00 pm. Closed to ALL PARKING nightly from 2 am to 6 am. |
| I | Turf & Tennis Lot | Student Parking |
| J | College Square Lot | Employees of College Square/Visitors/Patrons only. No Student Parking |
| K | ASFC West Lot | Open parking. Overnight parking for students - F&M parking sticker is required |
| L | College Row Lot | Student residents must park in designated student areas (yellow spaces) and have a College Row parking decal. Resident's overnight visitors must park in specifically signed yellow spaces. All other spaces (white spaces) are for patrons only. NO OVERNIGHT PARKING ALLOWED IN WHITE SPACES. Vehicles will be towed at owner's expense. |

## On campus parking lot locations




## Off-campus parking

| | |
|---|---|
| College Hill | Student residents must apply for College Hill parking decal from the management company. Parking is available in the lot at the corner of Lancaster Avenue Frederick Street on a first come/first serve basis. Observe street parking as posted. See lease for additional details. |
| SHDC Properties | Student residents must apply for SHDC Property parking decal. Properties with off-street parking spaces are available on a first come/first serve basis. Street parking as posted |
| Street Parking | No student parking is permitted on the West side (residential) of Race Avenue, West Frederick, West New, West Clay or West Ross Streets between Race Avenue and State Street. Observe other parking as designated. |
| Street Cleaning | Pay attention to street cleaning signs on city streets or you will be ticketed. |