

## GENERAL STATEMENT

Bringing a car to campus is a privilege, not a right. Like many colleges, Franklin and Marshall prohibit 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 Auxiliary Services, the permit decal may be picked up Monday through Friday between the hours of 9:00am-4:00pm. Please give at least 3 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 July 31st 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.

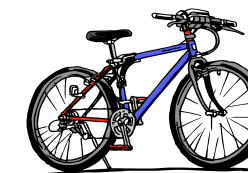
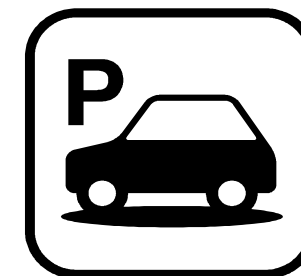
For fire and personal safety reasons, bicycles may not be ridden within buildings, parked in hallways, stairwells or anywhere else where it may impede emergency exit from a building. Using a good locking mechanism, bicycles should be securely locked to bicycle racks provided on campus. Bicycles may not 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.

is provided. The F&M Auxiliary Services Office will assist with any concerns about Hertz customer service, but please contact Hertz with car sharing questions.

FRANKLIN & MARSHALL

## PARKING & MOTOR VEHICLE REGULATIONS



## Department of Public Safety

Tel: 717-291-3939  
On Campus x3939

[www.fandm.edu/publicsafety.xml](http://www.fandm.edu/publicsafety.xml)

Effective August 16, 2010

## CAR SHARING PROGRAM

F&M has contracted with Hertz Connect to provide our students (18 yrs +) two Ford Fusions that are available to rent by the hour. Membership with Hertz is required and is completed on-line at: [www.connectbyhertz.com](http://www.connectbyhertz.com). The low hourly rates includes insurance and gas, see the website for complete details. All reservations, car issues and questions are to be directed to Hertz. The cars are equipped with satellite communications to Hertz customer service department and roadside service is provided. The F&M Auxiliary Services Office will assist with any concerns about Hertz customer service, but please contact Hertz with car sharing questions.

The cars are parked between Weis and North Ben Franklin residence halls in the Race Ave. lot. There are two assigned parking spaces for the cars, the cars are to be picked up and returned to the same location. The two parking spaces are reserved for the Car Sharing cars 24/7, **towing of any vehicle other than the Hertz cars will be strictly enforced.** The cars must be returned to the same location so if there is a non-Hertz car in the space when attempting to return the car contact Public Safety at 717.291.3939 and they will assist.

## 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.

**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.

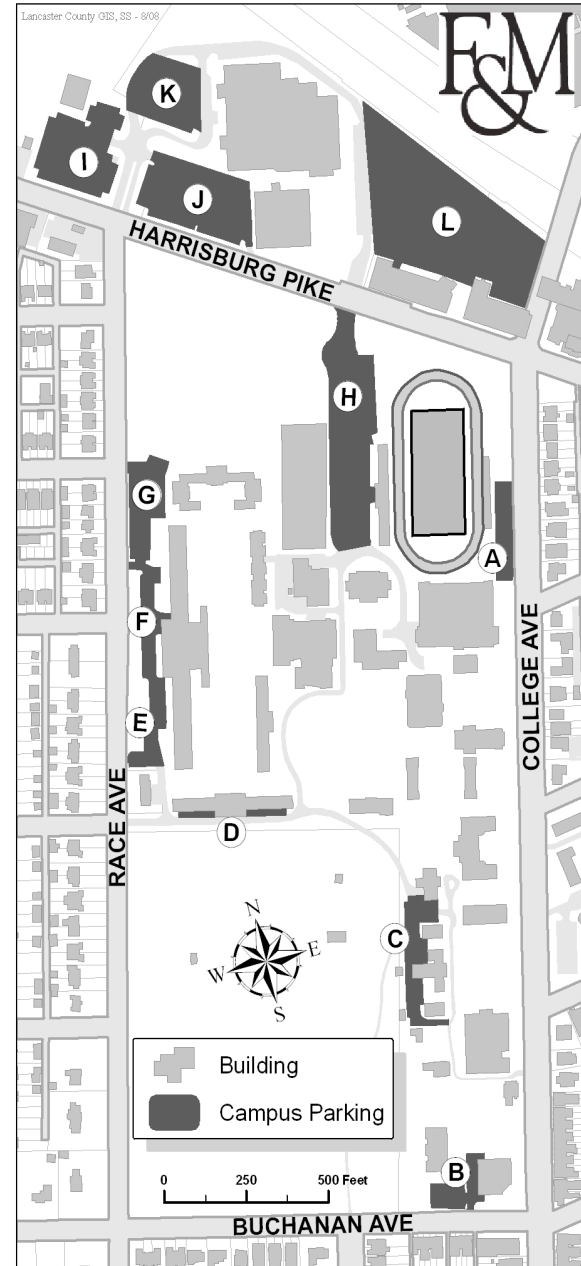
**Authorization to Park when Traveling** Persons parking for more than seven (7) consecutive days while traveling or otherwise must file a signed liability waiver with the Department of Public Safety. Signing this waiver absolves the college of liability for anything that happens to the vehicle.



## 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, Mon-Fri, 7:30am to 4:30pm.
D	Marshall/Buchanan Lot	Reserved for Visitors & Public Safety only as designated.
E	South Ben Lot	Student Parking
F	North Ben Lot	Reserved - Food Service Parking Only 24 hrs/day, 7 days/week.
G	Weis Lot	<b>White Spaces-</b> Student Parking. <b>Green Spaces-</b> Reserved Car Sharing, 24 hrs/day, 7 days/wk. Towing strictly enforced.
H	Williamson Lot	Reserved spaces for Visitors, FPS Parking, Mon- Fri 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 have a CR decal and park in designated student areas. See CR Mgt for specific regulations. Resident's overnight visitors must park in specifically signed yellow spaces. All other spaces (white spaces) are for retail patrons only. NO OVERNIGHT PARKING ALLOWED IN WHITE SPACES. <i>Towing for any violation is strictly enforced at the owner's expense.</i>

## 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.

*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.*