Parking and Traffic Regulations

All vehicles operated on the campus by students, faculty, and staff are subject to the complete Parking and Traffic Regulations available in the Office of Public Safety. **ALL DRIVERS ARE EXPECTED TO BE FAMILIAR WITH THESE REGULATIONS.**

Registration of Vehicles
For a student to register a motorized vehicle at Spring Hill College, the following information is required:

- Vehicle Identification Information/License number and State of issue
- Resident Students-$100.00 registration fee
- Non-Resident Students-$100.00 registration fee
- Graduate and Continuing Studies - $50.00 registration fee

Decals
The Department of Public Safety registers student vehicles. Students will be issued a decal designating the parking zone in which the resident student is allowed to park. The decal is to be affixed **permanently** in a visible position to the lower left corner on the **inside** of the **FRONT WINDSHIELD** of the vehicle. **Decals must be removed from vehicles when sold, traded, or when a student graduates or withdraws permanently from the College. If a windshield is replaced for any reason, the current decal must be returned to Public Safety for a new decal.** This status must be verified in the Office of Public Safety before a replacement decal shall be affixed to any registered vehicle. If a student changes residential zones during the year, a new decal designating the new zone must be obtained in the Office of Public Safety. The old decal must be removed from the vehicle and proof of old decal must be presented to the Office of Public Safety before a new decal is issued. Under these circumstances, the registration fee may be waived for replacement decals. In the event that a decal is lost, the replacement fee will be the same as the fee for the original decal. Additional instruction on the placement of registration decals is issued upon purchase of the decals.

Residential students will be issued a Residential Parking Permit and are allowed to park in the appropriately marked areas of their Residence Hall Parking Lot.
Commuter students will be issued a Commuter parking permit and are allowed to park in the appropriately marked portions of the Quinlan Hall, Administration Building, Communication Arts Building, Stewartfield, General D, and Byrne Hall parking lots**. PARKING IN OTHER AREAS WILL RESULT IN A PARKING CITATION.**

Parking and Traffic Citations:
First Violation: Monetary fine as cited on ticket.
Second Violation: Monetary fine as cited on ticket
Third Violation: Monetary fine as cited on ticket
Fourth Violation: The vehicle in violation will be ticketed and a "wheel boot/lock" placed on the vehicle. To have the "boot" removed, the person to whom the vehicle is registered must pay a $100.00 removal fee. This is in addition to the ticket fine.
E**ach subsequent violation** will result in the vehicle in violation being ticketed and a "wheel boot/lock" can be placed on the vehicle. To have the "boot" removed, the person to whom the vehicle is registered must pay a $100.00 removal fine. This is in addition to the ticket fine. If a vehicle has to be "booted" a second time, in addition to being charged the boot removal fee and the ticket fine, the person to whom the vehicle is registered will also surrender their decal and lose their campus parking privileges.
The College reserves the right to suspend or revoke a student's vehicle registration at any time. The College may also suspend a student's campus driving and parking privileges. The Director of Public Safety, or the Dean of Students, may apply additional sanctions or modify the above sanctions.

Appeals of Citations
Students wishing to appeal a citation may do so in writing to the Director of Public Safety within seven class days after the issuance of the citation.

Temporary Permits
Visitors who remain on campus more than one day should contact the Office of Public Safety for special temporary parking permits to allow them parking privileges. Students who are disabled for medical reasons should contact the Campus Nurse for special temporary handicapped parking permits. Temporary permits for other reasons are discussed in the comprehensive Parking and Traffic Regulations, available at the Office of Public Safety.

Bicycles
Spring Hill College does not require the registration of bicycles for parking on campus. However, anyone using a bicycle on campus is required to park it in an approved bicycle rack. These racks have been placed at various locations on campus for the bicyclists' convenience. Any bicycle found parked in a location other than an approved bicycle rack will have its lock cut and the bicycle confiscated and stored.