

## 2023-2024

### Summary of Hanover College Vehicle and Parking Regulations

The Hanover College Campus is a residential and pedestrian campus. The operation all of motor vehicles are governed by Indiana State Vehicle Laws and Hanover College Rules. This is to ensure the safety of all who use the campus facilities. **ALL vehicles on campus are required to be registered and have a valid parking sticker this includes all Fraternities.**

Parking stickers are annual stickers, and the registration fee is \$100.00 per year for students. Stickers are valid from September 1, 2023, through August 31, 2024. All vehicles are required to comply with Indiana State motor vehicle codes and laws. Faculty, staff and commuters may register multiple vehicles, but resident students are allowed one registered vehicle. Students who fraudulently register vehicles will lose all vehicle privileges. Visitors may obtain a temporary parking permit at the Campus Safety Office at no cost.

#### **Contact Numbers for Campus Safety**

Emergency Line from on-campus phone	7999
Emergency Line	812-866-7999
Campus Safety Cell Phone	812-801-1533
Office Number	812-866-7175
Director Campus Safety	812-866-6741
FAX	812-866-6743
EMAIL	hickerson@hanover.edu

#### **Parking Permits**

All Hanover College students and employees parking on campus must register their vehicles. **Parking permits must be affixed properly to the lower left corner of the driver's windshield.** The backing must be removed, and the permit cannot be taped or laminated. Vehicles must park in their designated areas.

Registration must be completed online at <https://hanover.thepermitstore.com/> a temporary permit should be printed out at the time of registration and should be utilized until the permit is received by the College. **All permits are mailed to Hanover College from IPARQ.** Students will pick up their parking sticker at the bookstore. It takes about 10 business days from the order date for the stickers to be available at the bookstore. The annual registration fee of \$100.00 will be charged to the student account within 30 business days. The charge to replace a lost permit is \$10.00. To purchase a permit, see below:

1. Go to <https://hanover.thepermitstore.com/>
2. **First time users** ignore username and password because you will need to create an account

3. **If you are an upperclassman and created an account from last year, you can log on**
4. Click on "Buy Permit"
5. Enter your student ID number, your first and last name
6. Click Submit
7. Click on the appropriate permit you wish to purchase

**IF YOU HAVE FORGOTTEN YOUR PASSWORD CLICK ON THE LINK AT THE WEB SITE OR CALL IPARQ**

*Freshman Permits (Green):* Freshmen **are required** to park in the Freshman Lot located at the panther Athletic Complex or the Freshman Overflow Lot located by the softball field.

*Student Permits (Purple):* Sophomore, Junior and Senior students are required to park in student parking.

*Commuter Permits (White):* Commuter Students may park in any student parking lot (Blue Lot).

*Faculty Staff Permits (Red):* Faculty and Staff may park in any Red Lot or designated space.

*Contractor Permits (Red):* Contractors may park in any red lot.

**Visitor Permits are available at no charge at the Campus Safety Office.**

***Temporary Permits* are available for Students/Faculty that need to temporarily drive an unregistered vehicle on campus at the Campus Safety office. (I.e., car breaks down need to drive a rental for 1 week)**

#### **How to Pick Up Your Sticker**

Once you have completed the ordering process online, you will be able to print out a temporary permit from the website. Please print it out and place it on your dashboard. Your permanent sticker will be available for pick up at the Hanover College Bookstore approximately 10 business days from the day you complete your order. **It is your responsibility to check at the bookstore and pick up your sticker and put it on your vehicle.**

#### **Special Circumstances\*\*\*\***

**Any Student that requires special parking arrangements must meet with the Director of Campus Safety. This should be done before you park your vehicle.**

**Temporary Handicap designations** are available from Campus Safety for students that have been injured or had surgery. A signed release from Accessibility Services is needed.

1. The Campus speed limit is 20 miles per hour.
2. Drivers must obey traffic flow and stop signs.
3. Parking must be in a legal parking space.
4. Parking is prohibited on the travel portion of the street or roadways.
5. On Ball Drive parking is only permitted in designated spaces.
6. All curbside parking shall be with the flow of traffic.
7. Parking is prohibited on sidewalks and lawns.
8. Do not park in loading zones, within ten feet of a fire hydrant or zones restricted by sign.
9. Parking in front of the Brown Campus Center is prohibited. This is a tow away zone.
10. Do not park in handicap spaces unless you have a valid handicap permit.
11. Pedestrians have the right of way at all times.
12. All vehicles on Campus must be registered and have a valid Hanover College parking permit.
13. No parking in front of dumpsters.

#### **\*Temporary Stopping and Unloading Vehicles\***

Temporary stopping is allowed in front of the residence halls to load or unload vehicles with the following restrictions:

- Vehicle may not be parked for more than **20 minutes**
- **Four-way flashers must be in operation so that CSO will know vehicle is being loaded/unloaded**
- Keys should be removed from the ignition
- If any special circumstances exist, Campus Safety needs to be notified in advance.
- **This does not include parking to eat in the Campus Center.**

#### **Freshman Vehicles and Parking**

Freshmen are not permitted to have vehicles on Campus during the first six weeks of school unless they live beyond a 150-mile radius from the College. Freshmen with a verifiable hardship must apply to the Director of Campus Safety for an exception. Freshman may have their vehicles on campus after October 6, 2023.

Freshmen are required to park their vehicles in the Freshman lots, which are located at Panther Athletic Complex. **This rule is strictly enforced.**

**\*Freshman Commuters should apply for the commuter parking sticker and park in any student parking .**

\*First year students that are academically a sophomore, junior or senior are eligible for an upper-class permit but must see the Director of Campus Safety to order it.

**Freshmen are required to move their vehicles from the freshmen lot during home football games to student parking areas designated by the Director of Campus Safety. Vehicles are required to be returned to the freshman lot by the Sunday night following the game.**

## **Parking Violations and Enforcement**

**All motor vehicle and parking regulations are enforced by Campus Safety 24 hours every day.** Vehicles that park on Hanover College property must be properly licensed, insured, and able to be driven. Students and employees are required to register their vehicle online through the IPARQ system at <https://hanover.thepermitstore.com/> and obtain a valid Hanover College parking sticker. Unregistered vehicles belonging to students or employees will be ticketed. Unregistered vehicles that receive five citations may be booted.

If a vehicle is found to be in violation of any Hanover College parking regulation or state vehicle code, the person in whose name the vehicle is registered will be held responsible for the violation. Students may receive a traffic citation and the fine will be charged directly to their student account. Habitual violators of the Hanover College Traffic Policies will be subject to additional sanctions. With the fifth violation, the vehicle may be booted and the violator will have to pay a \$50.00 booting fee in addition to all accumulated traffic fines to have the boot removed. Hanover College reserves the right to tow any vehicle that is a hazard to public safety, parked in a restricted area, or is considered abandoned. Habitual lack of compliance may result in judicial action.

### **Faculty /Staff Lots**

Faculty and Staff parking designated lot and spaces are for faculty and staff only, students are prohibited from parking in these lots and spaces 24/7. The following lots are 24/7 faculty staff lots:

- Science Center Lot
- Crowe Hall Lot
- Administration Building Lot
- Physical Plant Lot
- Library Lot

### **Admissions Visitors 24/7 Lot**

The admissions 24/7 visitor's lot is located next to the ACC Building and Blyth Hall. This lot is for admissions visitors only.

### **Fines and Offenses**

<b>Unregistered Vehicle</b>	<b>\$100.00</b>
<b>Expired Parking Sticker</b>	<b>\$100.00</b>
<b>Parking in a Handicap Space</b>	<b>\$50.00</b>

<b>Booting Fee</b>	<b>\$50.00</b>
<b>Not in Freshman Lot</b>	<b>\$50.00</b>
<b>Not parked in Legal Space</b>	<b>\$50.00</b>
<b>Permit not affixed to window</b>	<b>\$100.00</b>
<b>Parked against Traffic Flow</b>	<b>\$50.00</b>
<b>Speeding on Campus</b>	<b>\$50.00</b>
<b>Reckless Driving</b>	<b>\$50.00</b>
<b>Parking or driving on sidewalk</b>	<b>\$50.00</b>
<b>Parked in Visitor, faculty, staff</b>	<b>\$50.00</b>
<b>Other Violations</b>	<b>\$50.00</b>

#### **Booting Policy**

Flagrant violation of the parking regulations will result in the vehicle being immobilized by a traffic boot. Flagrant violations are defined as 5 or more traffic citation in a school year. A BOOT REMOVAL FEE OF \$50.00 MUST BE PAID AT THE COLLEGE BUSSINESS OFFICE WITHIN 72 HOURS FROM THE TIME THE BOOT IS APPLIED BEFORE THE BOOT WILL BE REMOVED.

Boot removal fees will not be charged to the student's account and must be paid before the boot will be removed. Violators will be held responsible for any outstanding citations or any damage to college property.

**Unregistered vehicles may be booted to identify the driver.**

#### **Appeals**

**All appeals must be made online at <https://hanover.thepermitstore.com/> within 10 days of the violation.**

Parking citations are issued for violations of established College motor vehicle policy. A proper appeal should be based on the premise that the citation was issued in error and that there was no violation of College policy. An appeal may also be based on the fact that there were exigent circumstances present that should excuse the violator from the violation of college policy.

Example of reasons that are **not** grounds for an acceptable appeal:

- "I was only there for a short time"
- "I did not know "
- "This is my first time"

- “I was dropping off my class assignment”
- “I was just picking up food”
- “I was late for class”

Appealed citations are placed on hold until the appellant is sent notification of the decision. No additional fees will be added, and payment is not required unless the citation is upheld. A notice that the citation is dismissed requires no further action on the part of the appellant.

Payment of an upheld citation will be put on the student’s account.

**All parking fines are uploaded to the student’s account within 30 days of the violation. Parking fines will appear as a line item on the student account after they are uploaded from the vendor and can be paid the same as other charges on the student’s account. The 10 day period only applies to appeals and there is no sanction for going past the 10 days on the payment of a fine.** Parking fines are treated the same as any other charge on a student’s account.

All appeals must be filed online as per the process. In all cases your appeal must be filed online at **hanover.thepermitstore.com** within 10 days from the date the citation was issued. The instructions for filing the appeal are on the back of the citation. Please include a thorough narrative and explain why you think the citation should be dismissed. Maintain a copy of your appeal for your records.

### **Disabled Vehicles**

A vehicle that breaks down and cannot be moved is not excused from parking regulations. Please notify Campus Safety immediately and advise when the vehicle will be moved. Vehicles that are considered abandoned will be towed from Campus at the owner’s expense.

### **General Information and Services**

**Jump Starting and Unlocking Vehicles:** Hanover Campus Safety will jump start and open locked car doors for Faculty, Staff, and Students that are on campus. A waiver releasing Hanover College from any liability from damage that may occur during this process must be signed before the service will be provided. Officers have varying levels of experience opening locked car doors and may not be successful in unlocking the vehicle.

**Vehicle Break-Ins:** To help prevent break-ins and other property damage, please do not leave valuable items where they can be seen in your vehicle. You should immediately report any suspicious activity or persons to Campus Safety at 7999 from a campus phone or call 812-866 7999.

**Escorts:** When a student feels threatened or is concerned about their safety a Campus Safety Officer will provide an escort from upon request. Campus Safety will respond to all safety concerns.

**Incident Reports:** Campus Safety Officers will take a report on any incident 24/7 and they also have contact with local law enforcement.

**Vehicle Crashes:** Vehicle crashes should be reported immediately to Campus Safety.

Flat Tires: Campus safety officers will not change flat tires but they can provide assistance by calling a local wrecker service or providing air for tires that are underinflated.

Transportation detail: Students that are injured or recovering from surgery and have difficulty walking may contact Campus safety for a ride on campus if needed.

Bicycles: All bicycles on campus are required to be registered with Campus Safety. There is no charge for this, and the stickers are available at the Campus Safety office.

Lost and Found: The lost and found is located at the Campus Safety office.