

2019-2020

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.**

Parking stickers are annual stickers and the registration fee is \$75.00 per year for students. Stickers are valid from September 1, 2019 through August 31, 2020. 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 or online at the permit store 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

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 may be printed out at the time of registration and should be utilized until the permit is received by Campus Safety. All permits are mailed to the Campus Safety Office from IPARQ. The annual registration fee of \$75.00 will be charged to the student account within 30 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 user name 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

IFYOU HAVE FORGOTTEN YOUR PASSWORD CLICK ON THE LINK AT THE WEB SITE OR CALL IPARQ

Freshman Permits (Orange): Freshmen are required to park in the Orange Lot located at the panther Athletic Complex.

Student Permits (Blue): 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 may be printed out from the <https://hanover.thepermitstore.com/> site or issued by Campus Safety

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)

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 health services is needed.

Hanover College Driving and Parking Regulations

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.

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.

Freshmen must park their vehicles in the orange lots, which are located at Alumni Stadium. This rule is strictly enforced.

*Freshman Commuters may apply for the commuter parking sticker and park in any student parking (Blue Lot)

*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 will 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

Unregistered Vehicle	\$75.00
Expired Parking Sticker	\$75.00
Parking in a Handicap Space	\$50.00
Booting Fee	\$50.00
Not in Freshman Lot	\$25.00 (1st Offense)
Not parked in Legal Space	\$25.00 (1st Offense)
Permit not affixed to window	\$25.00 (1st Offense)
Parked against Traffic Flow	\$25.00 (1st Offense)
Speeding on Campus	\$25.00 (1st Offense)
Reckless Driving	\$25.00 (1st Offense)
Parking or driving on sidewalk	\$25.00 (1st Offense)
Parked in Visitor, faculty, staff	\$25.00 (1st Offense)
Other Violations	\$25.00 (1st Offense)

\$25 FINES ARE FIRST OFFENSE ONLY ALL SUBSEQUENT VIOLATIONS ARE \$40

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 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"

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 students 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.

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.