I. General expectations

A. Any student (residential, commuter or auditing a course) who wishes to keep or operate any motor vehicle while enrolled at Goshen College must:

1. Register any vehicle(s) they bring to campus and attach the permit to the rear windshield lower passenger side by the first day of class once each academic year (fall or spring).
2. Have the vehicle covered by public liability and property damage insurance, and have a current license plate and tags.

B. The administration reserves the right to withdraw parking privileges from any student, staff or faculty person.

II. Registration

All Students and Employees:

Motor vehicle registration at Goshen College is FREE. Registration should be done prior to the first day of class. Registration is completed online at www.goshen.edu/physplant/home and click on the quick link “Register your vehicle.” You will receive a confirmation email confirming your registration. Permits will be sent via campus mail.

This policy also applies to any vehicle brought onto campus after the beginning of the semester. Motor vehicles, other than the one registered, must register within seven days.

Display the sticker on the rear windshield lower passenger side. On motorbikes and scooters, place them on the rear fender in a clearly visible position. Motorcycles must be registered at the physical plant office. This may not be done online.

Students with a documented medical condition may apply for a permit at the Student Life office that allows parking in restricted areas. Employees must go to the human resources department for a restricted permit.

2013-14 Motor Vehicle Regulations

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Students with a documented medical condition may apply for a permit at the Student Life office that allows parking in restricted areas. Employees must go to the human resources department for a restricted permit.
Temporary registration permits are available for vehicles on campus for a short time. Visitors may obtain a courtesy permit upon request at the Student Life office, ext. 7543. Seminary students who are doing research at Goshen College will be issued a temporary permit for use during their research.

Students who bring a car to campus for a week or two, but not for most of the semester, need a temporary permit.

III. Regulations

A. General

1. No parking
   a. in service drives or spaces
   b. in any area marked by a yellow curb
   c. in areas posted by signs
   d. on sidewalks or lawns
   e. in front of dumpsters

2. All employee parking lots have restricted parking from 7:30 a.m. to 5 p.m. Monday through Friday. Persons with student and employee stickers may not park in visitor spaces reserved 24 hours for working employees.

3. All visitor lots have restricted parking from 7:30 a.m. to 5 p.m. Monday through Friday. Persons with student and employee stickers may not park in visitor spaces during these times.

4. Upon application at student life, a special permit may be given to physically challenged people with a valid doctor's slip to park in specified areas. Numerous handicap parking spaces are provided on campus and are patrolled regularly to ensure they are not abused. Employees must apply at the human resource office for a temporary handicap sticker.

5. College-owned cars must be parked in the physical plant motor pool spaces, or in open parking. They may not be parked in employee or visitor spaces. Violations of this policy will be charged to the driver or department who signed out the car.

B. Violations include the following:

1. Driving recklessly or exceeding campus speed limit of 15 miles per hour.
2. Driving, riding or parking on sidewalks or lawns.
3. Parking in a restricted area.
4. Parking in a handicap parking space without proper designation on or in the vehicle.
5. Failure to register vehicle.
6. Failure to permanently mount a sticker after registering it.
7. Failure to notify the physical plant within seven days of a license plate change.
8. Registering a vehicle in another person's name.
9. Abandonment or failure to keep vehicle in operable condition. (Flat tires, broken windows, battered body, non-current license plates, etc.) Per city ordinance, such vehicles will be tagged by the city of Goshen and towed at the owner's expense.

C. Traffic control

1. The traffic board, under the direction of the Student Life office:
   a. registers motor vehicles operated by students and employees of Goshen College
   b. issues and revokes parking permits
   c. issues traffic tickets
   d. assesses and charges fines
   e. assists in recommending policy and signage changes

2. Appeals must be made in writing to Student Life within one week from the time the ticket was processed and charged to the violator's account.

D. Systems for handling violations

1. Failure to register a vehicle will result in an automatic $35 fine. Ticketing will begin the first Monday after classes begin. No warnings are given for this offense. All subsequent tickets for non-registration of a vehicle each carry a $35 fine.
2. Violations are cumulative throughout the school year.
3. Violations are equal in weight except for failure to register a vehicle.
4. The first ticket will be considered a warning, except for non-registration of a vehicle.
5. A $20 fine is levied beginning with the violator's second ticket. All fines will be charged to the violator's account within five days of the ticket being written.

IV. Questions/Concerns

The Student Life office is open from 8 a.m. to 5 p.m. Monday through Friday. If you have questions regarding your ticket, please contact the office for clarification. Please allow time for ticket to be processed. If, at any time, your vehicle breaks down or you need assistance, please call either the physical plant at ext. 7351 or campus security at ext. 7599.

V. Appeals policy

All appeals must be directed to Student Life. Appeals will be limited to two conditions in which it can be clearly demonstrated that 1) the ticket writer was in error in giving the ticket, or 2) there was some unusual circumstance, which was beyond the persons' control. The second limitation does not include the misuse of one's vehicle by another person, or failing to call security if your car breaks down. The responsibility for the operation and parking of a vehicle rests with the owner, and the Student Life office will not hear appeals in those instances in which someone other than the owner operates or parks a vehicle inappropriately. No appeals will be allowed for violation, which is spelled out in the documents provided by the college. Bringing a vehicle to campus carries with it the responsibility to know all the specific circumstances under which that vehicle may be operated and parked. Persons who receive citations are expected to respond by contacting the Student Life office immediately. Appeals must be made in writing within one week of the time the ticket was processed and charged to the violator's account.

VI. Frequently asked questions about parking

1. My car has broken down and I can't move it. What should I do?
   First, call campus security at 7599 and they will attempt to help you with your vehicle. Then ask them to leave a message with physical plant in order to avoid a ticket for illegal parking. If you do not contact security when you can't move your vehicle, you are liable for any and all tickets that you may receive.

2. My friend/relative drove my car onto campus and they didn't know the parking rules. Is the ticket void?
   No, you are responsible for anyone that drives or parks your vehicle on the Goshen College campus. All fines will be sent to the person under whom the violating vehicle is registered.

3. I or my spouse only drive my parent/spouse's car on campus a couple of times a year. Do I need to register it?
   Yes, you have seven days in which to register a vehicle once it first comes on to campus. Registration is free. Please register all vehicles that you may ever drive onto the campus.

4. I only have a vehicle on campus for a short period of time. What should I do?
   If your vehicle will be on campus for two weeks or less (excluding May term), you should come to the Student Life office within seven days to pick up a temporary parking permit. If your vehicle will be on campus for more than two weeks you must register for a permanent registration sticker.

5. I live close to the campus and I probably won't ever drive my car on campus. Do I need to register my vehicle?
   A registration sticker is necessary for all students and employees who drive their vehicles onto campus. It is in your best interest to register your vehicle because any ticket for "No current registration" carries an automatic $35 fine for current students and employees.

6. If my spouse brings a car on campus, does it need to be registered?
   Yes. All vehicles must be registered.