

Motor Vehicle Regulations



General Expectations

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

- Register any vehicle(s) they bring to campus and attach the permit to the front windshield lower passenger side.
- Have the vehicle covered by public liability and property damage insurance, and have a current license plate and tags.

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

Registration for All Students and Employees

Motor vehicle registration at Goshen College is **FREE and MANDATORY**. Registration is completed online at <https://www.goshen.edu/safety/parking/>. Click on the quick link "Register your vehicle." You will receive a confirmation email confirming your registration. Permits will be sent via campus mail.

Display the sticker on the front windshield lower passenger side. On motorbikes and scooters, place them on the rear fender in a clearly visible position.

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. 7292. 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.

Regulations

- **No Parking in the Following Areas:** in service drives or spaces, in any area marked by a yellow curb, in areas posted by signs, on sidewalks or lawns, in front of dumpsters.
- All **employee** parking lots have restricted parking from 7:30 a.m. to 5 p.m. Monday through Friday, and there are some spaces reserved for 24 hours.
- 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.
- Upon application at Student Services (AD 14), 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.
- 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.

Violations Include the Following

- Driving recklessly or exceeding campus speed limit of 15 miles per hour.
- Driving, riding or parking on sidewalks or lawns.
- Parking in a restricted area.
- Parking in a handicap parking space without proper designation on or in the vehicle.
- Failure to register vehicle.
- Failure to permanently mount a sticker after registering it.
- Failure to notify the physical plant within seven days of a license plate change.
- Registering a vehicle in another person's name.
- 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.

Traffic Control

The Department of Campus Safety and all parking operations are under the direction of Student Life and supervises the following:

- Registers motor vehicles operated by students and employees of Goshen College.
- Issues and revokes parking permits.
- Issues traffic tickets.
- Assesses and charges fines.
- Assists in recommending policy and signage changes.

Systems for Handling Violations

- All parking and traffic tickets issued on campus are done so electronically.
- A \$20 fine will be levied for all violations of campus traffic and parking regulations—including a failure to register a vehicle.
- Each academic year a grace period will be extended for student parking lots from New Student Day weekend through Labor Day weekend. Fire lanes, handicap parking, visitor lots, and faculty staff parking spaces will still be monitored and ticketed during this time.
- Multiple traffic violations for the same, or similar violations, may result in the deployment of a vehicle immobilizing boot on the violating vehicle until a conference can be conducted between the offender and the Director of Campus Safety.
- In situations where a vehicle is left in a position of violation for a period of 72 hours, the Director of Campus Safety reserves that right to tow the vehicle off campus at the owner's expense. Attempts to contact owner will be made and documented if the vehicle is registered. If the vehicle is unregistered, then the vehicle will be reported to Goshen Police Department as an abandoned vehicle

Questions and Concerns

The Director of Campus Safety office is open from 8 a.m. to 5 p.m. Monday through Friday and is in the Administration Building in the Student Life offices (office AD14G). If you have questions regarding your ticket, please contact the Director of Campus Safety 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 Safety at ext. 7599.

Appeals Process

Appeals must be made in writing (via email at chadc@goshen.edu) or in person to the Director of Campus Safety (AD14) within 7-days from the date and time the ticket was issued.

Grounds for appeal include the following:

- There is substantial evidence that you did not commit the violation.
- You may have committed the violation but circumstances were not under your control.
- Before receiving the citation, you made demonstrable attempts to notify Campus Safety of the situation.
- The citation was issued mistakenly due to a partially covered registration sticker on your front passenger side windshield.

Appeals will not be granted for the following:

- Not knowing the parking rules.
- Needing to park for a short period.
- Inability to find a parking spot.
- Incorrect Permit.
- Failure to obtain a temporary permit.
- Failure to notice parking signs.
- Failure to display a parking permit.

Parking FAQ

My car has broken down and I can't move it. What should I do?

Call Campus Safety at 7599 and they will attempt to help you with your vehicle. If you do not contact Campus Safety you will be liable for any and all tickets that you may receive.

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.

I only drive my parent's/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.

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.

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 \$20 fine for current students and employees.

If my spouse brings a car on campus, does it need to be registered?

Yes. All vehicles must be registered.

Parking Diagram

This diagram lists by number the parking areas presently available. A brief description of restrictions follows. Numbers correspond to areas on the diagram. Areas defined as “unrestricted” allow all **registered** students, employees and visitors equal opportunity in parking spaces. Members of the college still need to register and may be ticketed for no current registration

1. Street parking for Kenwood and Howell houses

2. Do not block garage

3. Student parking

4. Employee parking (lot on corner of 9th Street and College Ave.)

5. Dining hall services area, reserved AVI parking only/delivery

6. Employee parking

7. Student and employee parking

8. Student and employee parking

9. Goshen College motor pool parking

10. Employee parking

11. Student parking

12. Westlawn Circle, 30-minute loading and unloading area, no parking on sidewalks, lawns or restricted areas

13. 10-minute unloading and loading area

14. Employee parking

15. Loading and unloading, no parking around circle or along curbs (fire lane)

16. Loading and unloading, no parking

17. Unrestricted parking

18. Student parking

19. Unrestricted parking and student parking

20. Visitor parking

21. Commuter student parking

22. Loading and unloading only, no parking

23. Employee parking

24. Unrestricted parking

25. Unrestricted parking, except for yellow curbs

