

## TRINITY MOTOR VEHICLE REGULATIONS

### Please read thoroughly.

Regulations have been formulated to ensure safe vehicle operation and adequate parking availability to all students and staff. By operating a vehicle on University property you fall subject to all State and TIU motor vehicle regulations.

## I. REGISTRATION, PERMITS, and FEES:

### A. Registration

**New students** with vehicles on campus are to obtain TIU Vehicle Permits during New Student Orientation (NSO).

**All students may register or pick-up their permits at the Security table in Waybright during the first week of school.** After that time, permits can be applied for and picked up at the Facility Services building weekdays between the hours of 8:30 am and 4:30 pm

*Information required for vehicle registration is: name, TIU ID number, vehicle make, model, year, color, and license plate data, including state of issuance.*

**Failure to obtain a permit for your vehicle** will result in fines of \$25 or greater; if your vehicle information has to be obtained from the Bannockburn Police Department, you will be fined an additional \$100.

### B. Permits

*At all times, motor vehicles parked on TIU property must properly display a valid TIU vehicle permit.*

Permit types: A (Apartment), C (Commuter), D (Dorm), G (Graduate), M (Madsen), T (Faculty & Staff), N (REACH) and V (Visitor) determines authorized parking locations.

Permits are required for students, staff, and faculty, and visitors who park a vehicle on campus. The permit is to be affixed to the outside of the vehicle's rear window, on the driver's side in the lower corner.

Temporary permits may be obtained free of charge from the Security Gatehouse for short-term (less than 1 month) on-campus parking for visitors, those with registered vehicles temporarily using another vehicle, or those renting or borrowing a vehicle.

Temporary permits are to be displayed on the driver's side dashboard or hung from the rearview mirror.

### C. Fees (charged to a student's account)

Apartment Residents: \$50 per semester per vehicle, with a limit of two vehicles. The second vehicle must be parked in the "all permit" parking area located south of Owens Hall.

Commuters: \$50 per semester for one vehicle, and \$5 per semester for additional vehicles, provided that only one vehicle will be on campus at a time.

Dorm Residents: \$50 per semester for one vehicle. Freshmen may be required to park their vehicles in the "all permit" parking area located south of Owens Hall depending on number of permits issue per year.

REACH: \$25 per semester for one vehicle, and \$5 per semester for additional vehicles, provided that only one vehicle will be on campus at a time.

Faculty and Staff, and Visitors: no fee for the first issued permit.

NOTE: Faculty/Staff "T" permits are for full-time and non-student part-time workers only. Vehicles operated by TIU students or family members of Faculty and Staff members must obtain permits relative to their housing situations.

Replacement permit sticker - provided free of charge if the original permit (whole or in pieces) is turned in; otherwise a \$25 permit replacement fee may be charged.

## II. PARKING

**A. Parking is restricted by the permit letter (see map).**

**B. Prohibited Parking (at all times):** Gravel service road (north of ATO Chapel and continuing south toward the North Apartment building); curbs painted yellow; fire lanes; paved areas with yellow diagonal lines or yellow lines forming an enclosed shape; non-paved areas (grass, dirt, mud, flooded areas etc.), crosswalks, and sidewalks.

**C. Time-Limited Parking:** Posted Signs – according to indicated time limit.

**D. Visitor/Guest Parking** is reserved for vehicles belonging to visitors/guest of TIU and is unauthorized for vehicles registered to current students, faculty or staff members.

**E. Apartment Parking spaces** are for vehicles with A permits that are registered to the lessee(s) of a particular apartment, not guests.

**F. Vehicle Storage** permits are provided from the Security Gatehouse and required for vehicles to be left behind on-campus for periods longer than four consecutive weekdays. After completion of a Vehicle Storage Agreement, which requires leaving the vehicle's keys with a person in the local area who can operate the vehicle, the vehicle is to be parked in the All Permits Lot south of Owens Hall.

**G. Winter Parking** - From December 1<sup>st</sup> to April 1<sup>st</sup>, between 2 a.m. and 6 a.m., parking is not permitted along University Drive, Commuter or Faculty/Staff lots.

**H. Other:**

- Along University Drive, parking is in the direction of the flow of traffic only.
- Vehicles are entitled to only one parking space at a time.
- **Commuter vehicles** may not be parked on campus between 2 am and 6 am without written authorization from Security.
- **Mechanical work** on vehicles may only be performed in the All Permits Lot; fluids may not be drained onto the ground.
- Registered vehicles must have liability insurance.
- Students may park in Faculty and Staff (T) lots after 5 pm until 2 am on weekdays, all day on weekends, and Holidays, this excludes the Madsen lot where only T & M permits allowed. Holidays are defined as school recognized holidays (this does not include summer, fall, winter, or spring breaks).

**III. DRIVING**

The campus-wide **speed limit is 15 mph.**

**Stop completely at all stop signs** on campus.

**Vehicles are not allowed to pass a stopped school bus from any direction (including driving through an intersection) when its warning lights have been activated and and/or when its stop sign is extended.** Violations are subject to fines from Security Services and also state penalties issued by Bannockburn Police.

**IV. CITATIONS, VIOLATIONS, and ENFORCEMENT**

**A. Citations**

- Violation(s) of the TIU Motor Vehicle Regulations are enforced and may result in a citation; citations may be issued directly, left on the vehicle's windshield, or delivered via campus mail.
- The person to whom a vehicle is registered is liable for the issued citation(s).
- Citations (including WARNING citations) are recorded indefinitely on a database used by TIU Security.
- **Student fines are charged to a student's account. Faculty/Staff fines are to be paid at Facility Services**

**B. Violations**

- |                                |                                      |
|--------------------------------|--------------------------------------|
| • Standing:                    | • Moving:                            |
| \$25 Improper Parking          | \$25 Prohibited Driving              |
| \$25 Prohibited Parking        | \$25 Stop Sign Violation             |
| \$25 Unauthorized Parking      | \$75 Reckless Driving                |
| \$25 No Valid Permit Displayed | \$100 School Bus Stop Sign Violation |

- Other:
  - \$75 Failure to Comply with Security
  - \$100 Falsifying a Permit (sticker or temporary permit)
  - \$100 Security required to obtain vehicle registration information from Bannockburn Police Department

**Note:** Handicapped Parking spaces are enforced by the Bannockburn Police Department. The current fine

is \$250.

### **C. Progressive Parking Enforcement**

Multiple violations are recorded by academic year and include only those violations where a fine is imposed.

Fines will be applied at the following rates per academic year:

- 1 – 3 citations.....fines are as published
- 4 – 6 citations.....fines are doubled
- 7 – 10 citations.....fines are tripled
- 11th citation.....loss of on-campus parking privileges

The appropriate Dean of Student's or Dean's designee will be notified after a student accumulates over seven citations.

Parking privileges may be immediately revoked for reckless driving or operating a vehicle under the influence of alcohol or a controlled substance.

### **V. APPEALS**

Citations may be appealed. Any appeals must be submitted within ten working days from date the citation was issued.

Appeals must be submitted via the Campus Safety & Security then the Services link at myTiu [http://www.formstack.com/forms/tiu\\_forms-security\\_appeals](http://www.formstack.com/forms/tiu_forms-security_appeals) . No verbal appeals are accepted. The Appeals Committee will review appeals, and notification of their decision will be sent via University e-mail.

Campus Safety & Security Services  
phone: 847-317-6400; fax: 847-317-8148;  
e-mail: parking@tiu.edu

Please note that all official Campus Safety & Security Services communications will be sent via your University e-mail account.