

Motor Vehicle Guidelines

Lancaster Bible College extends driving and campus parking privileges to all students and employees who register their vehicle with Campus Safety / Public Safety Department and abide by all regulations set forth in the Motor Vehicle Guidelines. Safety for everyone on campus is a top priority at Lancaster Bible College and it is a responsibility that everyone must share. Therefore, we reserve the right to suspend or revoke these privileges when motorists fail to adhere to the guidelines for vehicle operation. Every vehicle owner and driver is responsible for reading and understanding the Motor Vehicle Guidelines in its entirety. Vehicle owners and drivers who fail to abide by these guidelines may face fines, loss of campus parking privileges, and may face additional disciplinary measures to ensure compliance.

1. Vehicle Registration and Parking Decals

- All students, faculty, and staff are required to register their vehicle(s) with Campus Safety and display their parking decal if they will be driving onto the campus.
- Lancaster Bible College does not charge a fee for vehicle registration or parking decals.
- Vehicles should be registered using the online registration form located at <https://www.formstack.com/forms/?1167901-jnSoBIUuqY> or www.lbc.edu and follow the student portal link.
- The deadline for registration or renewal and display of decals is 14 calendar days after the first full day of classes in the fall semester.
- Decal placement instructions will be provided with the decals.
- Any motorist who permanently changes vehicles should remove the registration decal and notify Campus Safety so the database can be updated to help prevent un-registered vehicles from being on campus without our attention.
- Vehicle owners that do not properly display a Lancaster Bible College parking decal in accordance with the registration guidelines will be cited.

2. Driving Guidelines

- The speed limit on campus is 15 MPH and is, at times, monitored and enforced for safety purposes.
- All drivers must have a valid driver's license.
- All vehicles must have a valid state registration and insurance card.
- Driver's license, college ID, state registrations, and proof of insurance are to be temporarily turned over for review and validation at the request of any Campus Safety Officer.
- **In promotion of the Lancaster Bible College's policies regarding drinking and substance abuse, along with the Laws of the State of Pennsylvania, any perceived cases of driving under the influence of alcohol or drugs will be immediately turned over to the local authorities.**
- All Pennsylvania State Laws and Regulations regarding motor vehicle operation are in effect on campus.
- Lancaster Bible College seeks to maintain an attractive and safe environment for both pedestrians and vehicle traffic. Consequently, no unauthorized vehicles are permitted to park or drive on the grass, sidewalks or any other non-driving area as this can cause unnecessary damages.
- Please operate your vehicle in a safe manner at all times keeping in mind other vehicles and pedestrian traffic.
- The gravel drive on the north side of campus is designated for authorized College use only. All other motor vehicle and pedestrian traffic is prohibited.

3. Parking Guidelines

- The campus parking color-codes outline where students and employees may park their vehicles. All parking lot lines are painted to coordinate with the following color-code.
 - **Green:** Resident Parking – located close to dormitory areas.
 - **Blue:** Employee Parking – located near most business operational facilities.
 - **Yellow:** Commuter Parking – located near classroom facilities.
- Handicap parking spaces are clearly marked – let's all be conscious and courteous to drivers that truly need the benefit of such spaces by not parking in them if you're not handicapped.
- Residents and Commuters are not permitted to park in Faculty and Staff parking lots at any time.
- Permission to keep multiple vehicles on campus must be procured through Campus Safety. A monthly fee may be applied.
- Lancaster Bible College accepts no responsibility for damage, destruction, or theft of motor vehicles. Cases of theft, vandalism, or reckless driving should be reported to Campus Safety immediately at 717-560-8247.
- Please respect all restricted parking zones, fire lanes, and barricades. They are put into place for your safety. Violations of this nature may result in the citing &/or towing of unattended vehicles at the vehicle owner's expense.
- Vehicle repairs and maintenance are to be done only in the parking lot by the tennis courts to avoid surface damage around campus. Only light repairs and routine maintenance that can be completed promptly are permissible. Disabled or disassembled vehicles may not be left in this area overnight without the permission from the Director of Plant Operations.

4. Citations, Fines, and Other Compliance Measures

- Campus Safety is responsible for ticketing, immobilizing ("wheel-locking"), or initiating the towing of vehicles.
- Parking violations incur a \$10.00 minimum fine. Moving violations incur a \$15.00 minimum fine. Registration violations incur a \$25.00 minimum fine. All fines are subject to increase and/or the suspension of campus driving privileges, based on the number of violations and the severity of the infraction.
- All fines must be cared for at the Campus Safety Administrative offices within 10 business days of the infraction or the fine will be considered outstanding and then doubled. Campus Safety patrol officers cannot accept payment for fines or appeals. The Campus Safety Administrative Office is located on the lower floor of Miller Hall and open from 8:00 A.M. to 5:00 P.M. Monday through Friday.
- Citations may be appealed when an error has been made, when the owner feels that the ticket was issued unfairly, or when extenuating circumstances beyond the control of the owner contributed to the infraction. Ignorance of the Motor Vehicle Guidelines, neglect to register/renew a vehicle on time, or irresponsibility are not sufficient grounds upon which to make an appeal.
- Completion of a registration form and acceptance of the parking decal represents the owner's understanding and acceptance of the Motor Vehicle Guidelines.
- Appeals must be made in writing within 5 business days of the infraction and should be delivered to the Campus Safety Administrative offices along with the original citation. Upon hearing an appeal the traffic appeals committee may grant or deny an appeal. In cases where an appeal has been denied, a second appeal may be filed within 2 business days with the Director of Campus Safety; all rulings at this level will be considered final.
- Students who continually violate the motor vehicle guidelines or who have outstanding fines at the Business Office may have their vehicle immobilized with a "wheel lock" as a

- last resort before their vehicle is towed and/or driving privileges are suspended. In such an instance Lancaster Bible College and/or Campus Safety Department will not be held liable for towing costs, storage fees, or damages incurred during the process.
- Violations that result in vehicle towing and/or suspension of driving privileges will not be up for re-instatement until the following semester.

5. Other Services

- Campus Safety is available 24/7/365 and may be reached by dialing extension 8247 from on campus or (717) 560-8247 from off campus
- Campus Safety will gladly, upon request, escort students and personnel to and from their vehicles after dark.
- Campus Safety will gladly, upon request, attempt to jumpstart a vehicle on campus. The owner must sign a waiver before this service will be completed.
- Campus Safety will gladly, upon request, attempt to unlock a vehicle on campus. The owner must sign a waiver before this service will be completed.

6. Other Information

The proceeding document has been updated as of March 2012. We have tried to supply the most accurate information available. Should we have overlooked or omitted any information we will do our best to amend this document in a timely manor. All of the information contained here in is subject to review and change at ant point in time. Should a change be made, a notice will be sent out informing everyone of the change. In the event that a major amendment is made to this document a new version of the Motor Vehicle Guidelines will be issued.