Motor Vehicle Policy and Faculty/Staff Parking
Campus parking is provided for all faculty and staff. Employees are expected to abide by the parking regulations as well as local and state motor vehicle laws. The following rules and procedures are in order to provide for the orderly and safe operation of vehicles on campus. The college assumes no responsibility or liability for the care or protection of any vehicle or its contents while operated or parked on college property.

REGISTRATION OF MOTOR VEHICLES

Employee vehicles (including motorcycles) must be registered with the Office of Campus Safety located at 9 North College Avenue. Information needed for vehicle registration includes: make, model, color, year of vehicle, license plate number and local address.

A. Registration Requirements
1. The vehicle must comply with all state inspection and registration requirements of the owner’s state of residence.
2. All vehicles must be covered by liability insurance consistent with the minimum requirements of the State of Virginia.
3. The employee must have a valid operator’s license from their state of residence.

B. Mopeds / Scooters
Mopeds, as defined by the Code of Virginia (section 46.2-100), must be registered with Campus Safety and display the appropriate campus parking decal (Resident, Commuter, Faculty/Staff). No parking fee is required. All campus parking and vehicle operation policies apply to mopeds. Mopeds may be parked at campus bicycle racks in addition to parking spaces in lots for which the decal applies. Mopeds may only be driven on brick paver walks in order to travel directly from a street or campus drive to the nearest bicycle rack. In the event that a student has a car or truck registered in addition to a moped, only one may be parked on campus at any given time. A motorized scooter that does not meet the state code definition of a moped and displays state tags is a motorcycle and must be registered, display a decal, and pay the annual student parking fee.

C. Decals
Employees are allowed to register two vehicles and to have two active parking decals. Parking decals must be placed in a visible position on the left hand side of the vehicle’s rear bumper, left hand side of the rear outside window or securely attached to the left hand inside rear glass of the vehicle. Use of campus parking lots for long term storage of disabled or surplus vehicles is not permitted.

An employee registering a vehicle is responsible for the decal until the date the Office of Campus Safety is notified of the loss or destruction of the decal. The Roanoke College parking decal must be removed from your vehicle upon leaving college employment, trade of vehicles, or any change in vehicle status.

PARKING DECALS MUST BE PLACED IN A VISIBLE POSITION ON THE LEFT-HAND SIDE OF THE VEHICLE’S REAR BUMPER, LEFT-HAND SIDE OF THE REAR OUTSIDE WINDOW, OR SECURELY ATTACHED TO THE LEFT-HAND INSIDE REAR GLASS OF THE VEHICLE.

D. Visitors and Temporary Permits
Visitors to the campus community must obtain a visitor permit through the Office of Campus Safety. Temporary permits are issued for valid reasons such as borrowed or rented cars. Visitor and temporary permits are issued for specific periods of time at no charge and are under the same rules and regulations as permanent registrations. Hosts are responsible to see that guests are familiar with and abide by campus parking regulations.

E. Parking Zones
College parking lots are color coded and numbered to identify the designation for a particular lot. Parking decals are color coded accordingly:
- Blue Lots - are for Commuter students. Elizabeth Campus students receive commuter decals.
- Yellow Lots - are for Residential students.
- Maroon Lots - are for Faculty and Staff.
- Green Lots - are reserved 24 hours / 7 days a week for Visitors.

*Students may park in Maroon Lots (with the exception of P-13 at Chalmers Hall) from 5 p.m. until 2 a.m. on Monday – Thursday and from 5 p.m. on Fridays until 2 a.m. on Monday.*

*Residential Students may park in Blue Lots from 5 p.m. until 2 a.m. on Monday – Thursday and from 5 p.m. on Fridays until 2 a.m. on Monday.*
Violations

Operators of a motor vehicle on the property of Roanoke College are expected to obey all signs and rules regulating traffic flow and parking as well as directives or instructions given by Campus Safety staff. The college enforces campus motor vehicle policies by issuance of citations for violations. As Special Conservators of the Peace, appointed by the Salem Circuit Court, Campus Safety Officers have certain police powers and arrest authority on the campus. Officers can enforce state and local traffic law violations that occur on campus.

A. Parking and Operational Violations and Fines

1. These violations carry a $25 fine and are non-appealable.
   a) Parking in a lot or parking space for which the decal issued does not apply
   b) Parking in such a manner as to take up more than one space
   c) Motorcycles or other gasoline powered vehicles may not be stored inside any building
   d) Parking after designated hours in timed student spaces
   e) Blocking a dumpster
   f) Parking in a designated Fire Lane
   g) Removal of vehicle immobilizer device

2. These violations carry a $25 fine.
   a) Parking where prohibited by sign or yellow marking on the pavement
   b) Blocking another vehicle
   c) No decal displayed or improper displayed decal

3. These violations carry a $50 fine.
   a) Driving too fast for conditions: The campus speed limit is 5 m.p.h.
   b) Driving the wrong way on a one way road
   c) Operating a vehicle in areas other than parking lots and roadways
   d) Reckless Driving (see #5)

4. These violations carry a $100 fine and are non-appealable.
   a) Failure to register vehicle and pay annual parking fee
   b) Fifth and each subsequent parking violation during the school year
   c) Parking in a handicapped space without displaying a handicapped permit
   d) Driving on grassed areas of the campus
   e) Driving on the running track or athletic fields

5. Due to the level of seriousness these traffic violations are violations of the Student Conduct Code and students may be referred to the college disciplinary system for adjudication:
   a) Reckless driving or operating a vehicle in an unsafe manner
   b) Driving Under the Influence of Alcohol or Drugs (DUI)
   c) Other serious moving violations such as hit-and-run

(Drunk driving and reckless driving on private property (the campus) are violations of Virginia State traffic laws and student violators are subject to arrest by Campus Safety or Salem Police Officers.)

Elizabeth Campus lots are open to students with yellow or blue decals.

Elizabeth Campus Parking Areas

<table>
<thead>
<tr>
<th>Parking Area</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P16</td>
<td>Northwest (Alpha Sigma Alpha)</td>
</tr>
<tr>
<td>P17</td>
<td>Southwest (Sigma Chi)</td>
</tr>
<tr>
<td>P18</td>
<td>South (Hundley Hall)</td>
</tr>
<tr>
<td>P19</td>
<td>East (No parking in YMCA portion)</td>
</tr>
<tr>
<td>P26</td>
<td>Tennis Courts</td>
</tr>
</tbody>
</table>

(Transcribed from the diagram: Elizabeth Campus parking areas.)
B. Payment of Fines
The placing of the issue copy of the citation on an automobile is considered proof that the operator received the citation and serves as the only notice for payment of fines. Students are responsible for all violations accrued by their registered vehicles regardless of who drove or parked the vehicle. Fines are paid at the Business Office (located on the first floor of College Hall) between the hours of 8 a.m. and 4:00 p.m. on weekdays or by using the citation envelope via U.S. or campus mail. After fines are posted to a student’s account, payment may also be made online through the My Roanoke student portal.

E. Appeals
Certain violations are appealable (see section A of violations). Appeal forms are available online at webapps.roanoke.edu/parking and must be submitted within 14 days of receiving the citation. Appeals must be based on facts and include the citation number as well as the receipt showing that the fine has been paid. You will be informed of the action on your appeal by email. If the appeal is accepted, your record of citations will be changed accordingly and the fine amount will be refunded.

F. Right to Tow Vehicles
The college reserves the right to tow vehicles from Roanoke College property at any time, with or without prior notice, and at the owner’s expense. Violations where towing could result are:
1. Blocking service or emergency lanes
2. Vehicles not registered with the College
3. Vehicles in a revoked status
4. Blocking dumpsters
5. Parking in a handicapped parking space
6. All abandoned or disabled vehicles that remain on the premises in excess of five days unless otherwise permitted by the Office of Campus Safety (see section B of this policy)
7. Virginia State law allows for the seizure and sale of abandoned vehicles.

G. Vehicle Immobilizer
Section 46.2-1231 of the Code of Virginia permits immobilization of trespassing vehicles on private property. When this device is applied to a vehicle, it will carry a $50.00 fine to be collected before the equipment may be removed. Attempts at unauthorized removal of the equipment which result in damage to the “Denver Boot” will result in the levying of a repair or replacement fee up to $350.00 and disciplinary action. Unidentified vehicles are considered as trespassing vehicles as defined by the above Code of Virginia and are subject to being booted.