Motor Vehicle Policy and Parking

- Resident
- Commuter
- Faculty/Staff
- Visitor
Campus parking is a privilege and faculty, staff and students are expected to abide by the parking regulations as well as local and state motor vehicle laws. The following rules and procedures 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

All vehicles 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 registered state. The Roanoke College Maroon ID number and a local address are also required.

A. Registration Requirements

1. A student must be enrolled for the current academic session at Roanoke College. Faculty and Staff must be current employees.
2. The vehicle must comply with all state inspection and registration requirements of the owner’s state of residence.
3. All vehicles must be covered by liability insurance consistent with the minimum requirements of the Commonwealth of Virginia.
4. Operator must have a valid operator’s license from their state of residence.
5. The operator’s motor vehicle privileges must not be in a revoked status by the College.

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 parking fee, if belonging to a student.

C. Parking Fee and Decals

There is an annual, non-refundable registration fee of $75 for each student’s vehicle utilizing college parking facilities. The fee must be paid at the time the student’s vehicle is registered. A $5 fee will be assessed for a second student decal if the student is no longer using the first registered vehicle. A parking decal will be issued after payment of the parking fee. Students may only register one vehicle and can do so in person or online at roanoke.edu/safety. Faculty/Staff decals are free, and they are permitted two active decals.

Student decals are valid from August through July of each year. There is no parking fee for students attending Summer School sessions; however, vehicles must be registered and display a valid parking decal. Payment of the annual parking fee does not guarantee a parking space or a space in a particular lot. Parking lots are for the use of students during the terms in which they are enrolled. Vehicles must be moved within 5 days after the end of the term. Faculty/Staff decals are valid for the term of employment. Use of campus parking lots for long term storage of disabled or surplus vehicles is not permitted. If a current student wishes to leave their vehicle in a parking lot during breaks between college terms, notification must be made to, and permission granted, by the Office of Campus Safety.

A vehicle operator registering a vehicle is responsible for the decal until the date of expiration or the date Campus Safety is notified of the loss or destruction of the decal. The Roanoke College parking decal must be removed from the vehicle upon graduation, leaving college, leaving 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. Guests and Temporary Permits

Guests and visitors of the campus community must obtain a guest permit through the Office of Campus Safety. Temporary permits are issued for valid reasons such as borrowed or rented cars, overnight visitors or visitors on campus during normal business hours. Guest and temporary permits are issued for specific periods of time at no charge and drivers must adhere to the same regulations as those with permanent registrations. Hosts are responsible to see that guests are familiar with and abide by campus parking regulations.

Visitors must come, in person, to the Office of Campus Safety and present a valid operator’s license in order to register for a temporary permit. Temporary permits must be displayed clearly on the dashboard or rearview mirror when the vehicle is parked on campus.

E. Parking Zones

College parking lots have color coded signage and are numbered to identify the designation for a particular lot. Parking decals are color coded accordingly. Students may only park in lots that correspond to their status as either a resident or commuter student:

- **Blue Lots**: Commuter students (Elizabeth Campus students receive commuter decals)
- **Green Lots**: Faculty and Staff
- **Maroon Lots**: Residential Students
- **Yellow Lots**: **Reserved 24 hours, 7 days-per-week for Visitors**

*All students may park in **Maroon Lots** (with the exception of P13 at Chalmers Hall) Monday–Thursday from 5:00 p.m. until 2:00 a.m. and Friday from 5:00 p.m. until 2:00 a.m. the following Monday.*

*Residential Students may park in **Blue lots** Monday–Thursday from 5:00 p.m. until 2:00 a.m. and Friday from 5:00 p.m. until 2:00 a.m. the following Monday.*
VIOLATIONS

Operators of 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/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:
   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) Parking where prohibited by sign or yellow marking on the pavement
   h) Blocking another vehicle
   i) No decal displayed or decal improperly displayed

2. These violations carry a $50 fine:
   a) Driving too fast for conditions—the campus speed limit is 10 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)

3. These violations carry a $100 fine:
   a) Failure to register vehicle and pay annual parking fee
   b) Parking in a handicapped space without displaying a handicapped permit
   c) Driving on grassed areas of the campus
   d) Driving on the running track or athletic fields

4. Due to the level of seriousness, these moving violations are violations of the Student Conduct Code, and students may be referred to the College’s conduct system for adjudication:
   a) Reckless driving or operating a vehicle in an unsafe manner
   b) Driving under the influence of alcohol or drugs (DUI)

[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 the Salem Police Department.]

B. Multiple Violations

Multiple citations can be issued for continuous violations on the same calendar day.

C. Repeat Violations / Revocation of Parking Privileges

Accrual of seven or more violations within one academic year (September through August) will place a student’s parking privileges in jeopardy. Upon receipt of the fourth ticket, students will receive an email advising them receipt of a fifth ticket will require a meeting with Campus Safety. Upon accrual of seven citations the student’s parking privileges may be placed in a probationary status. Additional citations may result in revocation of the student’s campus parking privileges. Vehicles in a revoked status will be towed from the campus at the owner’s expense (Section F below). Serious moving violations such as DUI may result in immediate revocation.
D. 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. Operators are responsible for all violations accrued by their registered vehicles regardless of who drove or parked the vehicle. Fines are paid at the college Business Office (located on the first floor of College Hall) between the hours of 8:00 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 student portal.

E. Appeals

Certain violations are appealable (see section A of violations). Appeal forms are available online at roanoke.edu/parkingappeals and must be submitted to the Campus Safety Office 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 handicap-accessible parking space without a permit
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 under “Registration of Motor Vehicles”)
7. Virginia State Law allows for the seizure and sale of abandoned vehicles

G. Taxation Notice

Roanoke College resident students who are from Virginia may be subject to personal property taxes on their vehicle to the City of Salem. It is recommended that such students contact the Commissioner of Revenue’s Office for the City of Salem at 540-375-3019 to determine their tax status.