

MOTOR VEHICLE POLICY + PARKING INFORMATION



ROANOKE COLLEGE®
Campus Safety

221 College Lane, Salem, Virginia 24153-3794 | roanoke.edu/safety
540-375-2310 or 540-375-2500 | CampusSafety@roanoke.edu



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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 within 72 hours of students and faculty/staff arriving on campus. Visitors must register immediately upon arrival to campus. Information needed for vehicle registration includes: make, model, color, year of vehicle, and license plate number/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.
6. All vehicles, including mopeds and scooters, must be registered. All campus parking and vehicle operation policies apply.

B. Parking Fee and Permits

There is an annual, **non-refundable** permit registration fee of \$150 for each student utilizing college parking facilities. The fee must be paid at the time the student's vehicle is registered with the Office of Campus Safety. A parking permit will be issued after payment of the parking fee. **Students may only register one vehicle.** Faculty/Staff permits are free, and they are permitted two vehicles registered to one hangtag at a time. Parking regulations are in effect year-round, including semester breaks.

Students and Faculty/Staff may register their vehicle by going to Roanoke.edu/Safety and clicking on the appropriate link. All parking permits are valid from August 1 through July 31 of each year. **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 (five) days after the end of the term. Faculty/Staff permits are only valid for the term of employment. **Permits may be shared between vehicles, but both vehicles using the permit must be registered with Campus Safety prior to parking on campus.** It is the permit holder's responsibility to ensure that all information regarding their vehicle, including license plate, is up to date. Updates can be made by emailing campussafety@roanoke.edu or calling Campus Safety.

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 Campus Safety. Inoperable vehicles parked in a lot for which the vehicle is not authorized to park must be moved within 72 hours to an appropriate location or towed.

A vehicle operator registering a vehicle is responsible for the physical permit until the date of expiration or the date Campus Safety is notified of the loss or destruction of the permit. The Roanoke College parking permit must be removed from the vehicle upon graduation, leaving college, leaving employment, trade of vehicles, or any change in vehicle status.

PARKING PERMITS MUST BE PROPERLY DISPLAYED FROM THE VEHICLE'S REAR-VIEW MIRROR WITH THE COLLEGE LOGO FACING THE WINDSHIELD.

Failure to properly display the parking permit will result in an unappealable citation.

C. Guests and Temporary Permits

Guests and visitors of the campus community must obtain a guest permit through the Office of Campus Safety immediately upon arrival to campus. 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 limited, specific periods of time at no charge and drivers must adhere to the same regulations as those with permanent registrations. Hosts must ensure guests are familiar with and abide by campus parking regulations and are liable for guest infractions.

Campus departments with visitors are provided with a temporary permit for the visitor to display on the dashboard of their vehicle.

D. Parking Zones

College parking lots have color coded signage at the entrance of each lot and are numbered to identify the designation for a particular lot. Parking permits are color coded accordingly. Students may only park in lots that correspond to their student status. The College reserves the right to temporarily close any campus parking lot or to change its designation, with any changes being communicated via announcements, email, social media and appropriate signage.

Yellow Lots All students, whether holding Resident or Commuter status.

Maroon Lots Faculty and Staff only, 24/7 (No student parking)

Green Lots Reserved 24/7 for visitors

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 campus speed limit is 10 miles per hour. 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.

All community members (Faculty/Staff/Students) are subject to receive citations and are responsible for citation payment. Citations may be paid via the link located on the citation or at the Business Office (more than 10 days after the citation's receipt).



A. Parking and Operational Violations and Fines

1. These violations carry a **\$50** 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
 - e. Blocking a dumpster
 - g. Parking where prohibited by sign or yellow marking on the pavement
 - h. Blocking another vehicle
 - i. Improperly displayed permit
 - j. Parking outside of a properly defined parking space
 - k. Parking in the grass
2. These violations carry a **\$100** 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 #4)
 - e. Unauthorized service road use
 - f. Grass area operation
3. These violations carry a **\$200** fine:
 - a. Failure to register vehicle and pay annual parking fee
 - b. Parking in a handicap-accessible space without displaying a state-issued handicap parking permit
 - c. Driving on the running track or athletic fields
 - d. Parking in a fire lane
4. Due to the level of seriousness, these moving violations are violations of the **Student Conduct Code**, and students may be immediately 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)

[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.]

B. Multiple Violations

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

C. Repeat Violations / Revocation of Parking Privileges

Accrual of three or more violations within one academic year (August 1 through July 31 of the following year) will place a community member's parking privileges in jeopardy. **Upon receipt of the third citation, community members will receive an email advising them receipt of a fourth citation will result in an immobilization device being placed on their vehicle.** Sanctions may include fines, use of a vehicle immobilization device or revocation of parking privileges. Vehicles in a revoked status will be towed from the campus at the owner's expense. (Section H 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 a vehicle 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 online following instructions listed on the issued citation. After 10 business days, citations can be paid in the Business Office (located on the first floor of College Hall) between the hours of 8 a.m. and 4 p.m. Unpaid citation fines are posted to a student's account (after 10 business days), after which payment may also be made online through the student portal.

E. Appeals

You may appeal any citation, however, justifications such as those listed below **are not** considered valid:

- You were unfamiliar with college parking rules and regulations.
- You observed others parked there and assumed it was acceptable to do the same.
- You have parked there before and did not receive a citation.
- You were conducting RC business.
- You only parked in a space for a short period of time
- You didn't see the sign.
- You left the car running and therefore didn't "park."
- Running late and couldn't find a parking space.
- You left your emergency flashers on.
- You did not purchase a permit to save money.

F. Right to Tow / Immobilize Vehicles

The college reserves the right to tow vehicles/employ immobilization devices on vehicles from Roanoke College property at any time, with or without prior notice, and at the owner's expense. Violations where towing/immobilization could result are:

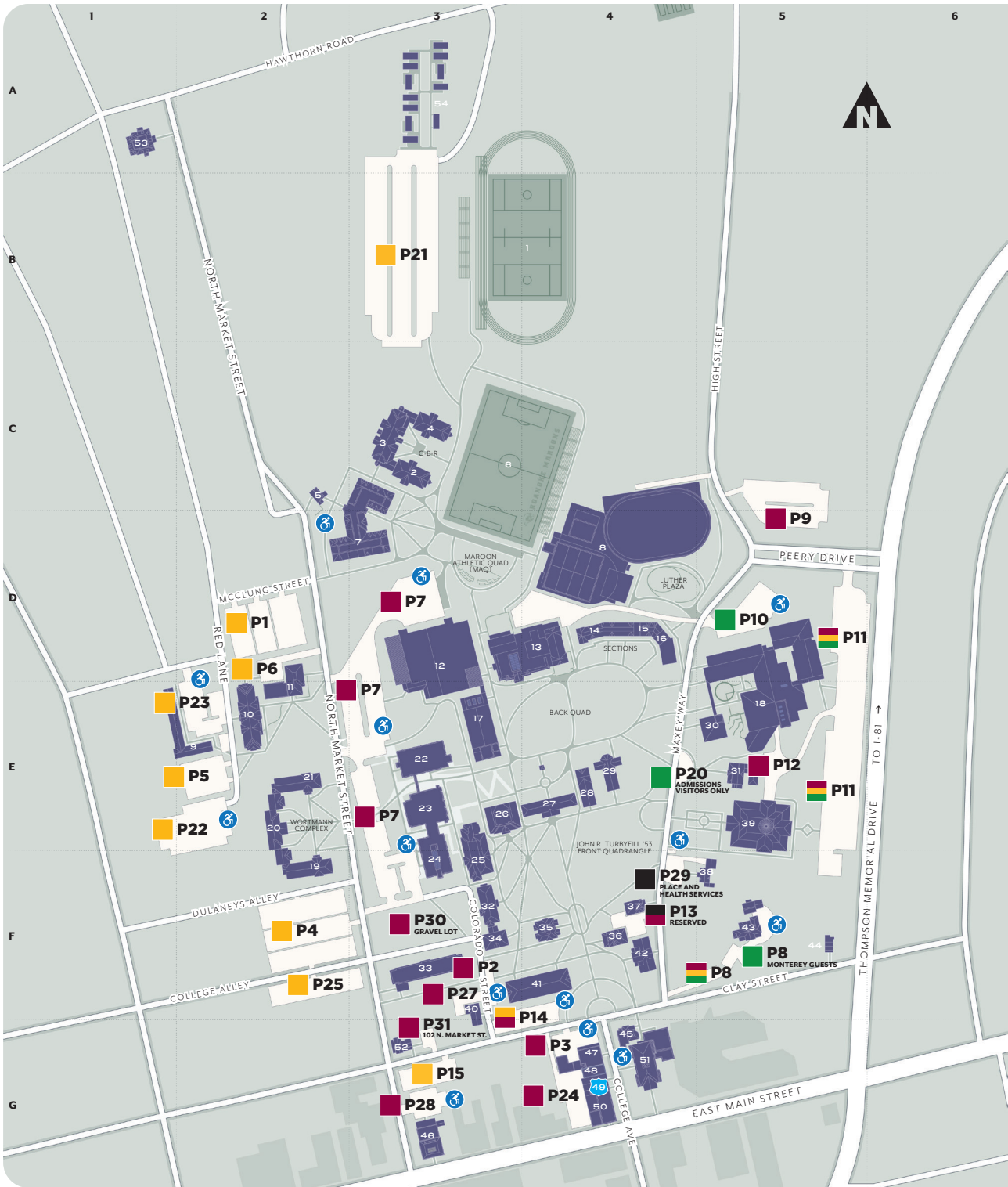
1. Blocking service or emergency lanes
2. Vehicles not registered with the college
3. Vehicles in a revoked status
4. Blocking dumpsters
5. Parking in a handicap-accessible parking space without a permit
6. All abandoned or disabled vehicles that remain on the premises in excess of five days unless otherwise permitted by the Office of Campus Safety (see Section B of this policy)
7. Virginia State Law allows for the seizure and sale of abandoned vehicles

To have the immobilization device removed, all outstanding fines must be paid in the Business Office during regular business hours as well as a \$40 device removal fee. Receipt of payment must be brought to the Office of Campus Safety during regular business hours and presented to the Campus Safety Officer, who will then remove the device. Damage occurring to the device from an unauthorized attempt to remove it will incur a \$500 fine and a referral to the Student Conduct Council for students or Human Resources for employees. If the fines have not been paid within 3 business days, Roanoke College reserves the right to have the vehicle towed at the owner's expense.

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 375-3019 to determine their tax status.





CAMPUS PARKING

Main Campus Parking Lots by Zone

All lots have signage indicating who may park there!

College Buildings

BUILDING NAME	NO. ON MAP	COORDINATES
Alumni Gym	17	E3
Alumni Field	1	B4
Antrim Chapel	30	E5
Ayres Hall	47	G4
Bank Building	50	G4
Bast Center	12	D3
Belk Fitness Center (in the Cregger Center)	8	D4
Bittle Memorial Hall	29	E4
Campus Safety (Available 24/7)	49	G4
Capp Administration Building	27	E4
Clay Street House	44	F5
College Hall	35	F4
Colket Center & Sutton Commons	13	D4
Cregger Center	8	D4
Fintel Library and Student Success Center	39	E5
Fishwick House	53	A1
Fowler House	38	F5
Freshens	48	G4
Health Services	37	F4
Jenkins Hall	24	F3
Kerr Stadium	6	C3
Lucas Hall	25	F3
Market Street House	52	G3
Maroon Village	54	A3
McConnon Discovery Center	23	E3
Miller Hall	26	E3
Monterey	43	F5
Morehead Hall	36	F4
Old Post Office	46	G3
Olin Hall	18	E5
Residence Life and Housing	40	F3
Roselawn (Admissions Office)	31	E5
Trexler Hall	22	E3
Trout Hall	28	E4
West Hall	51	G4
West Hall Annex	45	G4

Residence Halls

BUILDING NAME	NO. ON MAP	COORDINATES
Afton Hall	9	E2
Augusta Hall	5	C2
Bartlett Hall	32	F3
Beamer Hall	3	C3
Blue Ridge Hall	19	F2
Caldwell Hall	2	C3
Catawba Hall	11	E2
C-B-R (Caldwell, Beamer, Ritter Halls)		C3
Chalmers Hall	42	F4
Chesapeake Hall	10	E2
Crawford Hall	41	F4
Fox Hall (Sections)	16	D4
Marion Hall	33	F3
Maxey Hall	7	D3
Ritter Hall	4	C3
Sections (Fox, Wells, Yonce Halls)		D4
Shenandoah Hall	20	E2
Smith Hall	34	F3
Tabor Hall	21	E2
Wells Hall 1, 2, & 3 (Sections)	14	D4
Wortmann Complex		E2
Yonce Hall (Sections)	15	D4

GREEN LOTS VISITORS AND GUESTS

- P8 Monterey Guests
- P9 High St. north of Cregger Center
- P10 Upper Olin Hall (Maxey Way)
- P20 Roselawn: Admissions Guests (Maxey Way)
- P26 Elizabeth Campus Tennis Courts

YELLOW LOTS ALL STUDENTS

- P1 Intersection of McClung and N. Market Sts.
- P4 N. Market St.
- P5 Red Ln.
- P6 Catawba Hall
- P8 Monterey (except the five 24/7 reserved spaces)
- P11 Lower Olin Hall (Thompson Memorial Dr.)
- P14 Crawford Hall (row facing building only)
- P15 Clay and N. Market Sts.
- P16-19 Elizabeth Campus
- P21 Hawthorn Rd. and Maroon Village
- P22 Red Ln. (at Chesapeake Hall)
- P23 Afton Hall
- P25 N. Market St.

MAROON LOTS FACULTY AND STAFF

- P2 Crawford Hall (along Colorado St.)
- P3 Clay St. and College Ave.
- P7 Jenkins, Trexler, Bast (N. Market St.)
- P8 Monterey (except the five 24/7 reserved spaces)
- P9 High St. north of Cregger Center
- P11 Lower Olin Hall (Thompson Memorial Dr.)
- P12 Roselawn: east side, rear lot
- P13 Chalmers Hall
- P14 Crawford Hall (the row facing Clay St. only)
- P24 Behind College Ave. Bldgs. (Access from Clay St.)
- P27 Residence Life Lot (105 N. Colorado St.)
- P28 Old Post Office (only the lot directly behind)
- P30 Temporary gravel lot between Marion and Jenkins
- P31 102 N. Market Street

PLACE AND HEALTH SERVICES

- P29 Reserved for PLACE or Health Services appts.



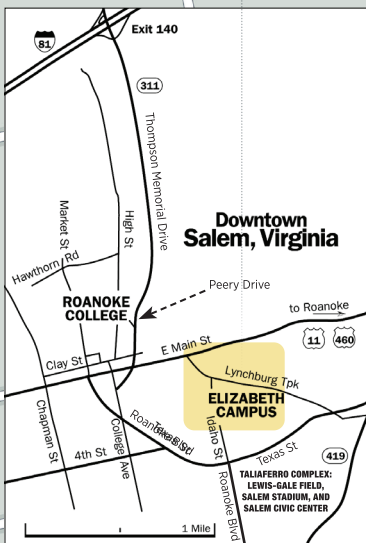
WHEELCHAIR-ACCESSIBLE

- P2 Crawford Hall (west)
- P3 Intersection of Clay St. and College Ave.
- P7 Bast Center / Trexler / Jenkins
- P10 Upper Olin Hall
- P14 Crawford Hall (south)
- P22 Red Ln. (Chesapeake Hall)
- P23 Afton Hall
- N/A Fintel Library, West Hall, and Maxey Hall

ELIZABETH CAMPUS

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

BUILDING NAME	NO. ON MAP	COORDINATES
Coaches' House	55	D12
Elizabeth Hall	59	E14
Hundley Hall South P18	63	F14
Kappa Alpha (Crabtree Hall) East P19	62	E14
Pi Kappa Alpha (Kime Hall)	61	E14
Pi Lambda Phi (Markley Hall) Northwest P16	60	E14
Practice Fields	56	D12/13
Salem Family YMCA (NO PARKING)	64	E15
Sigma Chi (McClanahan Hall) Southwest P17	58	E13
Tennis Courts P26	57	D14



roanoke.edu/map

