

**STUDENT
MOTOR VEHICLE
RULES &
REGULATIONS**

2016-2017



NORWICH
UNIVERSITY™

Expect Challenge. Achieve Distinction.

A. GENERAL.

The possession and operation of motor vehicles by students at Norwich University is a privilege. Students are expected to park in accordance with the Motor Vehicle Control Rules and Regulations. These rules and regulations are in effect year round. The person whose name the motor vehicle is registered to is responsible for all on-campus violations. The University reserves the right to deny students this privilege. In addition, Norwich will tow vehicles without notice at the expense/risk of the owner/operator and order motor vehicles to be removed from the University grounds. The University assumes no responsibility for motor vehicles operated or parked on the University property. However, the University does provide mobile, radio-dispatched security personnel, who patrol the campus 24 hours a day, seven days per week. Norwich University has pedestrian traffic on all roads accessible by vehicles. Cadet formations, students, and joggers, to list but a few, are everywhere. Be a safe and courteous driver.

**Need help with parking or your car? → Call Norwich Security: 485-2525.
The posted campus-wide speed limit is 15 miles per hour.**

B. VEHICLE REGISTRATION.

Senior, junior and sophomore students (to include student teachers) are authorized to maintain and operate motor vehicles at the University provided they properly register their vehicle and obtain an NU Student Parking Decal from Norwich University Security. Students must provide a valid driver's license, vehicle registration and proof of insurance to obtain a parking pass. Commuter students are asked to fill out additional address and contact information on the rear of the registration card. Registration is conducted in conjunction with student arrival days. The registration officer(s) will be collocated with Student Affairs check-in stations. During the first week of classes, the registration officer will be available at the Wise Campus Center. Throughout the remainder of the year, registration will be conducted at the Security Office (Hayden Building). The registration charge is \$125.00 for the academic year and is billed directly to the student accounts. No cost vehicle registration is provided to the cadet regimental commander, battalion and company commanders, and cadet officers, with a rank of major or higher. No cost vehicle registration is also provided to the traditional student executive staff.

NOTE: Registrations are issued on a first come – first served basis. The number of student registrations issued may be subject to change, dependent on the availability of student parking.

Freshman students will not be permitted to register a vehicle or obtain a temporary parking pass, unless authorized in advance by the Office of Student Affairs.

Students registering motor vehicles, at any time during the first semester, will be charged the annual fee and must display a Norwich University registration decal on the driver's side rear window. If a student registers his/her vehicle, at any time during the second semester, a prorated fee will be charged. The minimum registration fee

is \$1.00 per day when registering within fifty days of the end of the second semester. Any student, registering a vehicle during the second semester and ticketed, while unregistered during the first semester, will pay the annual fee. Registration fees are outlined in detail in Paragraph Q (FEES). Students are prohibited from registering a motor vehicle that is state registered to another Norwich University student. Failure to register within the first two weeks of the academic semester will result in tickets, towing at the owner's expense, and possible forfeiture of vehicle privileges. A vehicle registered, under false pretenses, is considered a disciplinary or honor violation, depending on the circumstances. The Chief of Security will report such incidents to the Dean of Students or Commandant as appropriate.

Unregistered vehicles will be ticketed and towed at the owner's expense and without notice.

C. TEMPORARY REGISTRATION.

Enrolled student temporary registration is defined as two weeks or less. There is no charge for a temporary registration. Vehicles on campus longer than two weeks will be registered as delineated in paragraph B (VEHICLE REGISTRATION). Students who apply for temporary registration must satisfy the requirements for regular registration and are required to display a temporary registration card in their motor vehicle at all times while on University grounds.

D. VEHICLE CONDITION/WINTER CONDITIONS.

Central Vermont is susceptible to weather extremes, particularly in the winter months. Students are expected to maintain their cars in good working order. Be prepared for difficult, and at times dangerous, weather conditions. Norwich University strongly recommends that ALL vehicles (including front wheel and all-wheel drive vehicles) be equipped with snow tires from October 15 through April 15. It is also recommended that all vehicles be equipped with collapsible snow shovels.

E. SNOW REMOVAL.

Norwich University clears snow in a strict order as follows:

1. Campus safety roads to permit access for maintenance and emergency vehicles.
2. Pedestrian routes and stairs.
3. Campus roads.
4. Faculty/Staff parking lots.
5. Commuter parking lots.
6. Resident student parking lots.

Clearing snow from the resident student parking lots requires communication and coordination. Car owners are expected to read and heed ALL notices and instructions. Clearing snow from the resident lots require students, when instructed, to move their cars to temporary parking. Facilities Operations will plow the lot and Security will announce when the parking lot is open for parking. This process will repeat itself until all the student lots are cleared of snow.

F. TRANSFER OF OWNERSHIP OR SALE OF VEHICLES BETWEEN STUDENTS.

Prior to transfer of ownership or sale of a vehicle from one student to another.

The original owner will:

1. Remove the student registration decal.
2. Inform Norwich University Security of the transfer of ownership.

The new owner will:

1. Register the vehicle with Norwich University Security.
2. Affix the new student registration decal.

G. STUDENT PARKING AREAS.

Authorized parking areas for residential students are Lots B, C and D. Commuter students may park in the: B, C, D, E, F, Plumley Armory, and Kreitzberg Arena lots. Commuter students may park in "Visitor Parking" at Jackman Hall only for the purpose of conducting business at Jackman Hall. Parking lines, painted into the pavement, outline designated parking spots. It is the responsibility of the owner/operator to properly park in designated parking. Students requiring assistance for parking in other than authorized parking areas must first request and receive permission from the security officer on duty. A list of parking lots and who may park in the lots is detailed in paragraph P (DESIGNATED PARKING).

H. FACULTY/STAFF LOTS WEEKEND PARKING.

Friday afternoon at 6:00 pm until Sunday afternoon at 6:00 pm, students and their guests may park in all faculty/staff lots. Any student vehicle, in these lots after 6:00 pm on Sundays, will be ticketed by Security and towed at the student's expense without notice. All Faculty/Staff lots will remain off limits during Open Houses, Homecoming Weekend, and Parents and Family Weekend. Additionally, due to forecasted inclement weather, faculty/staff lots may be declared off limits for snow removal. This will be communicated as soon as practical and as widely as possible through e-mail, the student leadership and my.norwich.edu. Cars parked in the Faculty/Staff lots outside of these hours will be ticketed and may be towed without warning. Cars parked in a handicap spot without a proper handicap sticker will be ticketed and towed.

I. VEHICLE SEARCHES.

The Norwich University Administration reserves the right to search student vehicles whenever reasonable suspicion exists that University policies or state laws are in violation. For more detailed information, reference the NUSRR, Chapter 4.

J. RESTRICTED AREAS.

Vehicular traffic is restricted to established roads and drives. Driving or parking of vehicles on grassed areas or walkways is prohibited. Student owned or operated vehicles are not permitted on the Upper Parade Ground (UP), except at times announced by the VPSA or designee and NU Security. When UP access is granted,

it will be for the express purpose of loading or unloading baggage, provided the vehicle does not block the roadway. Vehicles will depart the UP immediately following loading/unloading. Overnight parking on the UP is prohibited. For the purposes of clarification of the Motor Vehicle Section, the UP is designated as all University property inside the Goodyear and Jackman Gates. During normal working hours, residential students are not permitted to park in the Jackman Lot without permission from the duty Security officer.

K. VISITORS.

Students are responsible for ensuring their visitors/guests park in student lots or as permitted by the duty Security officer. Temporary registration (free of charge) is provided by Norwich University Security. Visitor/guest vehicles, parked in unauthorized areas will be ticketed and/or towed without notification. Students may be held responsible for any fines incurred by their visitors/guests.

L. ACCIDENTS.

A student involved in an on campus motor vehicle accident will immediately notify Campus Security.

M. DISCIPLINARY ACTION.

Disciplinary action for motor vehicle violations may be imposed as follows:

1. A student who is arrested and convicted by the civil authorities for a motor vehicle violation may be denied the privilege of operating or maintaining a motor vehicle at the University for a period to be determined by the Dean of Students or Commandant.
2. A student who operates a motor vehicle on campus in a careless, reckless or negligent manner may, in addition to any disciplinary action assessed by the Dean of Students or Commandant, be denied the privilege to operate or maintain a motor vehicle at the University for a period of time to be determined by the Chief of Security.
3. Any student, who habitually violates motor vehicle regulations or receives more than three fines for violations of vehicle regulations, may have his/her vehicle operating privileges denied by the Chief of Security.
4. Appeals to parking/traffic violations are made to the Chief of Security. Appeals must be submitted on the appeal form, available in the Security and Bursar's offices. Forms must be submitted within 15 days after the violation has occurred. Copies of appeals, denied by the Chief of Security, are forwarded to the Director of Facilities/Operations and the appropriate Student Affairs Official. The Director of Facilities/Operations is the final authority on all disputed appeals.

N. MISCELLANEOUS INFORMATION.

Security reserves the right to block off any parking area at any time as deemed necessary by the Norwich University Administration. The Norwich University campus is a busy community. Students must be aware that parking schemes change due to construction, weather and University events. All changes in campus

parking schemes, winter parking rules, or any other motor vehicle notices are posted on the current campus portal. Students are expected to read and comply with these notices. The University routinely uses video surveillance in and around campus parking lots. Loitering in any parking areas owned by Norwich University is not permitted.

O. ABANDONED VEHICLES.

A vehicle, left unattended, on campus for more than fourteen (14) days will be considered abandoned and will be removed from University property.

P. DESIGNATED PARKING.

Listed below are the University parking lots and who may park in these lots. All members of the University are expected to park in accordance with the Norwich University Motor Vehicle Rules and Regulations and signage as posted about the entrances to these parking lots.

| Parking Lot | Faculty Staff | Commuter Student | Resident Student |
|--------------------|---------------|------------------|------------------|
| Jackman Hill | X | | |
| Jackman North | X | | |
| Jackman West | X | | |
| Sabine | X | | |
| Webb | X | | |
| Wise Campus Center | X | | |
| Roberts | X | | |
| Hayden | X | | |
| Communications | X | | |
| Alumni House | X | | |
| Library | X | | |
| Plumley Lots | X | X | |
| Lot A | X | | |
| Lot B | X | X | X |
| Lot C | X | X | X |
| Lot D | X | X | X |
| Lot E | | X | |
| Lot F | X | X | |
| Kreitzberg Arena | X | X | |

Parking Area Notes:

1. Between October 15 and April 15, commuter students, parking overnight, shall park in Lots B, C, or D. This will expedite snow plowing. Commuter vehicles parked elsewhere and encumbering plowing will be ticketed/towed at the owner's expense.

2. The area due north of the old North Gate, adjacent to Central Street and Garrison House, is not a parking area. Students parked in this area will be ticketed and /or towed at the owner's expense.

Q. FEES.

No money is required at the time of registration. Fees are charged to the student accounts. The following fee structure is in effect for vehicle registration and tickets:

| | |
|--|-----------------------|
| Vehicle registration for the academic year | \$125.00 |
| Vehicle registration for spring | \$62.50 |
| Temporary registration (two weeks or less) | NO FEE |
| Visitor/Guest temporary registration | NO FEE |
| Parking/Traffic violation ticket | \$30.00 |
| On-campus parking ticket plus tow (registered vehicle) | \$30.00 + cost of tow |

Any student, registering a vehicle during the second semester and ticketed while unregistered during the first semester, will pay the annual fee.

R. TRANSPORTATION.

All students should be aware that when they elect to use their own vehicle for transportation to or from University sponsored events, or to supplement University provided vehicles at those events, they do so on their own and remain wholly responsible for their actions. Norwich University does not agree to indemnify nor hold harmless the student driver in those circumstances where the student elects to drive his or her vehicle to the University sponsored event and an accident occurs.

IMPORTANT NOTICES

1. 15 MPH speed limit on campus
2. Norwich University is NOT responsible for damage, theft, vandalism, or breakage to vehicles parked on University premises; nor shall the University be responsible for articles lost or stolen from said vehicles.

FINES

Unregistered Vehicles will be ticketed or towed from campus.

Parked on Grassed Areas.....\$30

Moving Vehicle Violation (speeding, careless, reckless or negligent driving)

1st Offense.....\$30

2nd Offense.....\$30 *plus registration terminated*

Unauthorized Entry To, or Exit From Upper Parade Ground

1st Offense.....\$30

2nd Offense.....\$30 *plus registration terminated*

Parking so as to Block Barricade

1st Offense.....\$30

2nd Offense.....\$30 *plus registration terminated*

Driving on Grass or Sidewalk

1st Offense.....\$30

2nd Offense.....\$30 *plus registration terminated*

**APPEALS MUST BE FILED WITH SECURITY
WITHIN 15 DAYS FROM THE DATE OF VIOLATION.**