

VEHICLE POLICY

I. Registering Your Vehicle

All faculty, staff, and students who operate a vehicle on the College's campus must register their vehicle and obtain a parking permit decal from the Office of Finance and Administration.

Students attending the College must obtain their parking permit decal before the start of classes each academic year. The College has a FREE parking permit for use of the Clark Street, Transportation Center, Greenfield, and the Alms House parking lots. The cost of the parking permit decal to park at Main campus (MAC, Hartzell, Schwalm lots), the Naval Reserve parking lot at Griscom Education Center (GEC) and the Greiner campus is \$75.00 per academic year. The \$75 permit fee is included in the Resident Student housing fee. The parking permit is valid for one academic year, from the beginning of the Fall Semester to the beginning of the following Fall Semester. Students must apply for and renew their parking permit each Fall Semester before the start of classes. Students at no time are permitted to park in properly identified faculty and staff designated spots. Handicap spots are designated for students who have handicap license plates or placards. Students who have a temporary medical issue or a specific diagnosis must follow the accessibility procedure to be given a blue decal.

The student must always display the parking permit decal on the lower left side of their vehicle's rear window and must adhere to the parking regulations of the College. If car windows are tinted, the decal should be placed in a manner to make it visible from the outside rear of the car.

Should students park on thoroughfares they will be subject to municipality ordinances which can include tickets and towing.

Students needing to purchase a parking permit can do so by filling out the [Vehicle Permit Request Form](#).

II. Guests

1. Guests of faculty, staff, or students are subject to all parking regulations of the College. Campus Security may issue a temporary parking permit decal that must be displayed from the rearview mirror or placed on their front dashboard.

2. Campus Security may assist the guest/visitor regarding where to park on campus.

NOTE: The Security Office is located at the Griscom Education Center on Orange Street main entrance.

III. General Rules

1. Parking lots and decals will be assigned a color as follows:
 - Grey: use of the Clark Street, Transportation Center, Greenfield location, and the Alms House parking lots.
 - Red: use of all grey lots and Main campus MAC, Hartzell and Schwalm parking lots. Griscom Education Center-Naval Reserve Lot
 - Students who have a temporary medical issue or a specific diagnosis requesting a blue handicap student parking permit must do the following:
 1. Complete the accommodation request form
 2. Send all documentation to accessibility@stevenscollege.edu
 3. The accessibility office will speak with students and then provide documentation to the Finance and Administration office.
2. The purchase of the parking decal does not guarantee a parking spot is available in the exact location, or at the exact time the student arrives on campus. It only gives the student permission to park in any available spot in the area assigned. The lack of a legal parking space is not a valid excuse for violation of any parking regulation. Parking at the College is on a first-come, first-serve basis.
3. Students are strongly encouraged to follow the Good Neighbor policy and to park in college-owned parking spaces when attending college functions/classes.
4. The absence of a "No Parking" sign does not mean that parking is allowed. Students are not allowed to park their vehicles in the Mellor and Kreider parking lots as they are designated for faculty and staff. Handicap spots are designated for students who have handicap license plates or placards. Students who have a temporary medical issue or a specific diagnosis must follow the accessibility procedure to be given a blue decal.
5. If you receive a parking ticket, Campus Security will place the ticket under the windshield wipers of your vehicle or hand the ticket to you.

6. Thaddeus Stevens College of Technology and the Commonwealth of Pennsylvania assume no responsibility or liability for loss or damage to any vehicle operating or parking on the College's property.
7. The person registering the vehicle will be responsible for all parking violations of the registered vehicle.
8. The operator/owner of the vehicle shall be responsible for all violations of an unregistered vehicle including boot removal and towing cost.
9. The College reserves the right to restrict parking for special purposes at any time. In addition, students are not allowed to park in a fire lane, handicapped space, or next to trash dumpsters at any time.
10. The operator/owner of the vehicle must report the location of a disabled vehicle to Campus Security immediately. Failure to report a disabled vehicle will be considered a parking violation.
11. Any vehicle, disabled or otherwise, posing a hazard to the safety and security of faculty, staff, and students will be towed from campus at the expense of the owner/operator.

IV. Offenses & Fines

A person is fined a specified amount when committing any of the violations listed below.

NOTE: In addition to the fines described below, parking violations may result in the disabling or towing of a vehicle as specified in section VII of these regulations.

Parking Offenses/Violations Resulting in a Fine:

1. Parking a motor vehicle anywhere except in a designated parking area.
2. Parking a motor vehicle in an area that is posted.
3. Parking a motor vehicle on grass/lawn or other areas clearly not used for parking.
4. Parking a motor vehicle in a reserved handicapped space without a handicapped license plate or decal. *
5. Parking a motor vehicle on campus without a valid parking permit decal. *
6. Parking in a fire lane *
7. Parking a motor vehicle without a visible parking permit decal. *

***Subject to having vehicle towed on first offense.**

Parking Fines:

- 1st Offense: \$10 fine, and subject to having vehicle towed for first offense of parking in a handicapped or for not having a valid decal, or for parking in a fire lane.
- 2nd Offense: \$15 fine, and subject to having vehicle towed.
- 3rd Offense: \$20 fine, and Violation Sticker* placed on window and subject to having vehicle towed.
- 4th Offense: \$20 fine, and Violation Sticker* placed on window subject to having vehicle towed.

All succeeding offenses will be considered a violation of College Policy and may result in disciplinary action and an additional \$20 fine per violation.

* The Violation Sticker will require scraping to remove.

V. Payment of Fines

1. Payment of parking fines or penalties may be made at the Business Office during normal business hours on business days. The Business Office is located on the first floor of the Mellor Building.
2. Fines or penalties must be paid within five (10) business days from the date of issue.

VI. Unpaid Fines or Penalties

Fines not paid by students within five (10) business days will be administered as follows:

1. The College will place a hold on all school records until the fines and penalties are paid.
2. At the end of the academic year, all unpaid fines will be sent to the Attorney General's office for collection.

VII. Towing of Vehicles

Vehicles may be towed when:

1. The parked vehicle interferes with the movement of emergency vehicles or endangers the life or property of others.
2. The vehicle is parked in an area reserved for handicapped people.
3. The vehicle is parked in an area that blocks a handicapped ramp.
4. The vehicle is parked in a fire lane.
5. The vehicle does not have a parking permit decal and/or it is not visible.

Towing and storage charges are the responsibility of the owner and/or operator of the towed vehicle. Vehicles that are towed from campus may result in the loss of parking privileges for a period of one semester.

Students must contact the independent towing company to make arrangements for the release of their vehicles.