

### OVERVIEW:

The following policy provides parking information and guidance for students, employees, retirees, alumni and campus visitors. The policy provides information for registering vehicles and obtaining a parking decal. The goal of the policy is to provide an organized, safe and fair method of managing parking and parking lots on campus.

### STUDENTS:

- All students who wish to park in student designated parking lots during weekday hours (7am-5pm) are required to purchase a parking decal for \$60 per year, or \$30 per semester.
  - Students can park in any lot after these hours, on weekends, and between semesters (Winter Break and Summer).
  - [First Year Students](#) must receive permission to have a car on campus. More information on this is found on the parking webpage.
- A parking decal provides access to campus parking lots but does not guarantee a parking spot. If students wish to park curbside on the street, no parking decal is required.
- The fine for parking in a campus parking lot without a parking decal is \$75 for the first occurrence, and \$100 for subsequent occurrences.
- Students who wish to park in a campus parking lot are required to fill out the parking registration form, pay a parking fee, and obtain a parking permit in the form of a decal.
  - Registration decals must be placed in the lower passenger-side portion of your windshield in a location that does not impede or impair any views.
  - Registration decals must be renewed at least every year.
  - Vehicle license plate, make and model, for all decals will be required during registration.
- Lost parking decals can be replaced for \$60.00 for an annual permit, or \$30 for a semester permit.
  - Parking decals will be replaced for no additional cost in the event that the decal is stolen and a police report filed.
- Student parking decals are purchased via direct billing from student accounts. Billing will be initiated after filling out the on-line registration form accessed from the Dickinson College parking webpage.
- Student registration will commence on August 1<sup>st</sup> each year for the fall semester, and January 1 for the spring semester. Decals can be picked up from Public Safety any time after registration, with a Student ID.
- Ticketing will start the beginning of the second week of classes each semester.

## EMPLOYEES:

- Employees who wish to park in campus parking lots during weekday business hours (7am-5pm) are required to register their vehicle(s) with Public Safety via the on-line registration form on the parking webpage, and to display a parking decal on their windshield.
  - Employees can park in any lot after these hours, on weekends, and between semesters (Winter Break and Summer), without a decal.
  - Registration is only required once for a vehicle.
  - Motorcycles need to be registered separately from and/or in addition to other vehicles.
- There is no fee for registering a vehicle.
- There is a fine for vehicles parked in campus parking lots that are not registered.
  - The fine for parking in a campus parking lot without a registration decal is \$75 for the first occurrence, and \$100 for subsequent occurrences.
- Registering a vehicle provides access to campus parking lots but does not guarantee a parking spot.
- Registration decals must be placed in the lower passenger-side portion of your windshield in a location that does not impede or impair any views.
- Employees registering multiple vehicles must submit a separate registration for each vehicle.
  - Vehicle license plate, make and model will be required during registration.
  - Motorcycles must also be registered.
- When an employee's registered car is sold, registration decals must be removed and a new registration application must be completed to acquire a new decal.
- Employees can register vehicles at any time during the year (starting on August 1, 2022). Decals can be picked up from Public Safety any time after registration, with an Employee ID.
- Ticketing will start the beginning of the second week of classes each semester.
- Decals expire immediately upon any separation from employment, and must be surrendered to the Department of Public Safety.

## VISITOR PARKING:

- Visitors who wish to park in campus parking lots during time periods when permits are required must park in a visitor parking space or obtain a visitor parking permit from Public Safety.
- Visitor parking permits are not required after 5pm on weekends, during the summer, or during winter break.
- The requirement to obtain visitor parking permits may be waived on days that are specifically targeted for visitors to be on campus, such as Admissions days in the spring.
- Departments may obtain visitor parking permits for visitors by contacting Public Safety.

**Retirees and alumni** who wish to park on campus must register their vehicle at Public Safety and obtain a parking decal.

## IMPORTANT NOTES:

- Parking in the **Dickinson Park Parking Lot** does not require a parking permit or decal.
- The east end of the **5 North Orange Parking Lot** (the area to the east of the gas pump) will continue to be dedicated parking areas for Project Share and the Central Pennsylvania Youth Ballet (CPYB).

- Curbside parking is prohibited for college students and employees on **Conway Street and Parker Street**.
- The **50 Mooreland Parking Lot** will be for employees only, including on nights and weekends.
- **Winter Break:** Persons needing to leave vehicles parked on campus during Winter Break must contact Public Safety to be directed where to park the vehicle. Vehicles parked on campus may be parked in the Kaufman Lot or the West Kline Lot, but only at the direction of Public Safety. In the event of a storm, cars not parked in the areas designated by Public Safety may be towed at the owner's expense.
- Individuals who have a state-issued ADA license or permit are not required to purchase a parking decal, provided that they display their state-issued placard when parking on campus.
- Employees and students who park in visitor parking spaces will receive a fine of \$50 for the first offense. Subsequent offenses will result in an increased fine of \$100.00 per occurrence.
- The college will continue to support a bicycle culture on campus, and there are plans to install additional bike racks and shelters on campus when funding is available.
- The college has six Electric Vehicle (EV) charging stations on campus and users do not need a parking permit or decal when charging their car. Vehicles parked in the EV parking spaces that are not charging their car will receive a fine of \$50 for the first offense. Subsequent offenses will result in an increased fine of \$100.00 per occurrence.
- Parking lot designations will remain as they currently exist, both for faculty and staff and for students. Signs exist at the entrances to lots, or in some cases portions of lots, denoting the lot designation. The current designations are as follows:
  - Red Lots are for faculty and staff only
  - Blue Lots are for students, faculty and staff



**Responsible Division/Office:** Facilities, Public Safety

**Last Amended Date:** July 11, 2022

**Next Review Date:** July 11, 2024

**Also Found In:** Dickinson Employee Handbook