Campus Parking Policy

Policy/Procedure

Parking and operation of motor vehicles on campus must conform to provisions of the laws and ordinances of the Commonwealth of Pennsylvania and the Borough of Carlisle.

All students, faculty and staff who wish to park in campus parking lots during weekday business hours (Monday through Friday – 7:00 a.m.-5:00 p.m.) are required to purchase a college parking permit. If a person wishes to park curbside on the public streets, no parking permit is required. Persons who have state-issued ADA hang tags are not required to purchase a parking permit.

Parking Permits

Students, faculty, staff and alumni who wish to park in campus parking lots during weekday business hours are required to pay a parking fee and obtain a transferable parking permit, to be hung from the rear-view mirror of the vehicle.

Purchasing a parking permit does not guarantee a space in a campus parking lot. The parking permit provides the opportunity to park in campus parking lots.

Parking permits are transferable and can be shared between multiple vehicles. This allows people with two vehicles to only purchase one permit. This also promotes carpooling, since multiple people may buy a single permit and share it.

People who drive motorcycles will receive a parking decal in addition to a transferable permit.

Vehicles that by virtue of their length require more than one parking space still only require one parking permit. For example, a truck with a trailer behind it that takes up two parking spaces still requires only one parking permit.

Parking permits are not required for summer parking (Commencement through the first day of classes), for weekend parking, for winter break parking, or for after-hour parking (between 5:00 p.m.-7:00 a.m.).

Lost parking permits may be replaced for $50.00. Parking permits will be replaced for no additional cost in the event the permit is stolen and a police report is filed with Public Safety or another appropriate police agency.

For safety reasons and specifically to avoid obstructed views, parking permits should only be hung while the vehicle is parked.

Parking Permit Payment Options

The cost of a parking permit is $50 per year, or $30 per semester.

- Parking permit fees are not pro-rated, but permits issued 30 days prior to the end of a semester will be valid for the remainder of the semester for which they are issued and the
next semester or fiscal year as well, depending on the length of term being purchased (semester or annual).

- There will be no refunds for parking permits that are no longer needed prior to the expiration of the permit. Individuals, however, can assign their parking permit(s) to another individual. To avoid possible issues associated with ticketing, it is recommended that Public Safety be notified when permits are transferred to other people.

- All payment options must be initiated after completing the parking permit registration form on the parking webpage.

- All payment options will result in a payment receipt that must be taken to Public Safety in order to receive the permit. The payment receipt will be sent electronically except for employees who opt to pay using cash or check, in which case the receipt will be obtained from the Cashier’s Office after payment.

- Employees can purchase parking permits using payroll deduction, credit card, or with cash or check at the Cashier’s Office in the lower level of the HUB.

- Payroll deduction represents a loan from the college. Employees who purchase parking permits via payroll deduction authorize the college to deduct any remaining balance from their final pay, in the event they leave the college prior to the end of the payment term.

- Employees can purchase a parking permit(s) for another employee(s) by accessing the selected payment option and then filling out the form for the employee who will receive the permit. Employees can also buy multiple permits in their own name and simply provide the permit to another employee, but any Public Safety concerns regarding the vehicle will then be communicated to the person whose name is on the parking permit payment form. This may include the purchaser being accountable for the payment of parking tickets. Either way, a separate form must be completed for each parking permit being purchased.

- Students parking tags will be purchased via direct billing from student accounts.

In FY20, in an effort to encourage carpooling, the college will purchase a limited number of parking permits for carpoolers. Please contact Ken Shultes at shultes@dickinson.edu for details. This opportunity is being funded by the college’s Green Revolving Loan Fund which promotes sustainability projects that will reduce carbon emissions. This opportunity will exist in future years as funding allows.

**Visitor Parking**

Visitors may park in any marked visitor parking space on campus or on a public street without a parking permit. Visitors who will be parking in other areas in college lots during time periods when permits are required must obtain a visitor parking permit.

- Visitor permits are not required at night, on weekends, during the summer or during winter break

- Visitor parking permits are available through Public safety in Kaufman Hall at 400 W. North Street
• 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 throughout the year
• Visitor parking spaces on campus are specifically reserved for campus visitors, and may not be used by current faculty, staff or students

Parking Regulations

Parking Lots: 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
• The Gold Lot is for residents of Goodyear Apartments only
• The Orange Lot is for residents of the High Street Residence only
• The 50 Mooreland Parking Lot is for employees only, including on nights and weekends
• Parking in the Dickinson Park Parking Lot does not require a parking tag.

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), and staff from those organizations will be required to purchase a parking permit if they intend to park in a campus parking lot.

Curbside parking is still prohibited for college students and employees on Conway Street and Parker Street.

Parking a vehicle for extended periods (longer than 72 hours) is discouraged in central campus lots. If you need to park your vehicle for periods longer than 72 hours, please use the Facilities Management lots on North Orange Street and notify Public Safety at 717-245-1349 or security@dickinson.edu.

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.

Parking Rules

The following are not permitted:

• Parking in a campus lot without a valid parking permit – Fine: 1st offense $75.00; subsequent offense $100.00
• Parking in a “no parking” area – Fine: $25.00
• Parking in a handicapped space without a proper permit – Fine: $50.00
• Parking in a designated/reserved area of space – Fine: 1st offense $25.00; subsequent offense $50.00
• Parking in fire lanes marked with yellow curbs – Fine: $25.00
• Parking in areas designated as “tow away” zones – Fine: $25.00
• Parking so as to block access to refuse containers – Fine: $25.00
• Parking in or blocking a driveway – Fine: $25.00
• Parking on a sidewalk – Fine: $25.00
• Invalid use of a visitor space – Fine: 1st offense $50.00; subsequent offense $100.00
• Parking an unregistered vehicle on College property – Fine: $25.00
• First year parking violation – Fine: $75.00

Motor vehicles which are abandoned or illegally parked in College parking lots will be removed in accordance with Section 3353 of the Pennsylvania Vehicle Code.

Motor vehicles with 3 or more outstanding tickets are subject to towing at the owner’s expense.

**First Year Student Parking**

First year students are not permitted to possess or operate motor vehicles on the Dickinson campus or in the Carlisle area. This restriction applies to any vehicle regardless of its type, ownership, or registration but does not apply to car sharing services such as ZipCar.

- This policy is in effect seven days a week.
- Exceptions to the policy are granted according to strict guidelines and may only be made by the Department of Public Safety. Requests for exceptions must be made in writing by the student and forwarded to the Chief of Public Safety at security@dickinson.edu.
- Requests for exceptions for medical reasons may require the submissions of documents from your health care provider. Public Safety may consult with the Wellness Center for requests of this type.
- In the event that a First Year Student is granted permission to possess a vehicle and they wish to park in a campus parking lot, they will be restricted to the west end of the Kline Center West Lot, and they will receive a green parking decal to designate their status.
- Violations of the first year parking policy will result in fines and may result in action through Student Conduct, loss of parking privileges for the sophomore year, and the immediate removal of the vehicle from the Carlisle area.
Related Information

History/Revision Information

Responsible Office/Division: Facilities/Public Safety

Effective Date: September 1, 2019

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Next Review Date: Annually in October

Also Found In: