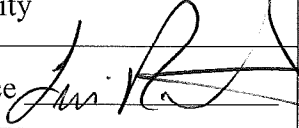




# Arkansas Colleges of Health Education

## Office of Police and Security

<b>100.4</b>		<b>Operation of Vehicles/Bicycles on Campus</b>
<p>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</p>		
<p>Applicable Arkansas Statutes: A.C.A. § 12-20-301</p>		
<p>CALEA Standard:</p>		
<p>ALEAP Standard:</p>		
Date Implemented:	<b>1/19/17</b>	Authority
Date Revised:		Levi Risley, Chief of Police 
Date Reviewed:		Board Approved 1/19/17

**I. Purpose:** The purpose of this policy is to define the vehicle operations, parking policies and violations of this policy on ACHE property.

**II. Policy:** Vehicle use on the Arkansas Colleges of Health Education (ACHE) property encompasses the need for policies that help protect the safety and welfare of all persons. Persons using vehicles, or pedestrians walking on the campus, need to be aware of these policies and other factors that affect safety. The following policies state the regulations for campus vehicle use and parking for all students and employees. This policy is promulgated in accordance A.C.A. § 12-20-301.

**III. Registration of Vehicles:**

- All vehicles used by students and employees on campus property must be registered with the Office of Police and Security.
- When vehicles are registered, students purchase a parking decal for \$50.00 per academic year. The decal must be displayed on the front window, lower corner of the driver's side. The decal must be in plain view from the street, and readable. A decal placed on a motorcycle must be placed on an easily located and accessible area of the motorcycle. Lost or unreadable decals must be replaced at the registrant's own expense in order that you may receive a replacement decal. Replacement decals are \$10.00, and may be obtained in the Office of Police and Security.

- Failure to purchase and properly display a decal may result in a fine.
- The following information is required when registering a vehicle for a decal:
  - Student/Employee Name, Vehicle manufacturer, Vehicle Model, Vehicle Year, Vehicle Color, License Plate Number, License Plate State.
- Students must renew vehicle registration and purchase new decals annually.
- Employees' vehicle registration is valid for the duration of employment.
- The name appearing on the registration form is held responsible for all non-moving violations.
- Special or temporary parking tags are available in the Office of Police and Security to those persons who need to use another vehicle, temporarily. There is no charge for these permits.
- A "Failure to Register Vehicle" fine may be issued to any student or employee who fails to provide all required registration information.
- A "Failure to Transfer Registration" fine may be issued to any student or employee who fails to transfer registration in the following circumstances:
  - Ownership of the vehicle changes.
  - Vehicle registrant changes status (e.g., resident to commuter, etc.)
  - Vehicle registrant is not eligible for privileges
  - Any information on the registration form changes
- If driving a different vehicle on campus temporarily (e.g., if his/her vehicle is being repaired, and he/she is driving a parent's vehicle), the student or employee must obtain a "Temporary Parking Permit" (free of charge) from the Office of Police and Security. Failure to do so may result in a fine.

#### **IV. Bicycle Policy:**

All bicycles used by students or employees on ACHE property are subject to the following policy:

- Bicycles must be parked in campus bicycle racks. Bicycle racks are located on the east side of the ARCOM building, in the northwest corner and southwest corner of the parking lot.
- Bicycles are legally considered a vehicle and riders must observe the same regulations as for automobiles.

##### **1. Violations of Bicycle Policy:**

- a. Parking violation fine amounts:
  - First Offense violation – Warning
  - Second Offense parking/registration violation - \$25
- b. Violations include but are not limited to the following:
  - Parking a bicycle somewhere other than a campus rack.
  - Abandoning a bicycle.
- c. Bicycles shall not be ridden on sidewalks or any area not designated for vehicles.
- b. Abandoned bicycles will be picked up and placed into storage for a period of 15 days and may be reclaimed through the Office of Police and Security. After 15 days, any unclaimed bicycles and/or bicycles abandoned on campus become the property of Arkansas Colleges of Health Education and are to be disposed of at the discretion of the Chief of Police/Director of Security.

## **V. Parking Policy:**

Parking areas on campus are designated for guests, students, and employees. Students and employees are expected to park in designated areas. Vehicles should be parked within marked spaces and shall not park on or straddle lines.

For the purposes of defining and enforcing all parking rules on the Arkansas Colleges of Health Education property, an illegally parked vehicle shall be defined as a vehicle which is stopped, temporarily or longer, in any location not designated as:

- A legal parking space for that vehicle, or
- A traffic control (e.g., stop sign, crosswalk, etc.), whether the vehicle is occupied by persons or not.

Students and employees may not park in any of the following locations at any time:

- Driveways and crosswalks
- Grassy areas and other non-designated parking areas such as sidewalks
- Yellow or red curbs
- In any yellow, white, red, or blue striped area
- In any handicap parking space: To use these spaces requires the clear display of a valid ADA (handicap) placard or license plate
- In any area indicated by "No Parking" signs
- Within 15 feet of any fire hydrant
- In any space, area, or street that is not specifically designated for parking

## **VI. State, Local and Campus Statute and Rules:**

- All statutes of City of Fort Smith, City of Barling, Sebastian County, and the State of Arkansas should be observed. These include, but are not limited to, laws for speeding, reckless driving, and driving under the influence.
- Tampering with speed limit and other signs placed on campus by municipal, county, state, or ACHE officials may result in criminal charges.
- Violators of state and local statutes will be monitored by ACHE personnel and reported to the Office of Police and Security or local law enforcement officials. The Office of Police and Security officers may issue a warning or violation to any student observed driving in an unsafe manner, speeding, etc.
- The ACHE Office of Police and Security, Fort Smith Police Department, Barling Police Department and Sebastian County Sheriff's Office has full authority to enforce state and municipal statutes.
- Prosecution for violations on state and local laws is through the City of Fort Smith District Court, City of Barling District Court, and Sebastian County courts.
- Drivers of vehicles are held responsible for moving violations in accordance with state and local statutes.

Drivers of vehicles who are ACHE students or employees may be issued an ACHE citation in lieu of a district court citation by an officer of the ACHE Office of Police and Security for any moving violation that would be considered a violation of state traffic laws.

## **VII. Fines and Penalties:**

Violations of parking and registration policies are reported to the Office of Police and Security.

Parking violation fine amounts:

- First Offense parking/registration violation – Warning
- Second Offense parking/registration violation – \$25
- Illegal use of designated handicap parking – Fort Smith/Barling District Court
- Parking in emergency access areas/fire lanes – Fort Smith/Barling District Court

Moving violation fine amounts:

- First Offense moving violation – Warning
- Second Offense moving violation – \$25.00

In all cases of criminal traffic violations (e.g. reckless driving, DWI, etc.), the ACHE officer has the discretion to issue a district court citation or make an arrest based on the nature of the offense.

ACHE fines are to be paid within ten (10) business days of receiving a ticket to the Office of Bursar/Comptroller.

## **VIII. Towing Policy:**

The decision to tow a vehicle is not taken lightly. The ACHE Office of Police and Security will make every effort to contact the owner/operator of a vehicle in an attempt to get a vehicle moved prior to towing. There are, however, certain circumstances when towing will be justified without prior notice.

ACHE reserves the right to tow any vehicle parked in violation of any of the college's parking rules or state statute at the expense of the vehicle owner or registrant.

### **Common Definitions:**

- a. Abandoned/Derelict vehicles – A vehicle is considered abandoned if it is not registered with a valid campus parking permit, is inoperative or partially dismantled, or if it is parked on college property for more than one week without authorization.
- b. ADA Designated space – spaces designated per specifications of the Americans with Disabilities Act (ADA). ADA designated spaces are also sometimes referred to as "Handicap" parking. To use these spaces requires the clear display of a valid ADA placard or license plate.

### **Policies/Procedure:**

Vehicles may be towed for the following reasons:

- Parking on property not designated for vehicular traffic or in a "No Parking" area (parking lot driving lanes, traffic lanes, yellow or red curbs, fire-lanes, driveways, sidewalks, dumpster spaces, intersections, grass, lawns, loading zone, etc.)

- Parking in handicapped spaces without proper ADA identification. Proper registration paperwork must accompany all vehicles displaying ADA hangtags, placards, or license plates and occupying an ADA space.
- Parked in reserved spaces, visitor/guest parking, or parking lots without authorization from the Office of Police and Security. This includes all temporary signage.
- Parked in a way that obstructs pedestrian traffic or creates a hazard to pedestrians (e.g., blocking a crosswalk, blocking a sidewalk, etc.)
- Parked blocking a driveway or obstructing an exit or entrance.
- Parked in a way causing a hazard to vehicles driving through, entering, or exiting a parking lot.
- Parked in fire lanes, red curbs, yellow curbs, or blocking access to a fire hydrant.
- Vehicles parked in areas or lots restricted to ACHE vehicles or authorized vehicles only.
- Any vehicle creating a dangerous condition or hazard.

Arkansas Colleges of Health Education is not responsible for damages to a vehicle resulting from towing or storage.

All costs associated with towing/storing a vehicle rests with the owner and/or registered operator of towed vehicle.