I. Introduction
These rules and regulations are being circulated for the safety and welfare of students, employees and visitors for the protection and maintenance of College property and to govern traffic and parking on campus.

Motor vehicle regulations are in effect at all times throughout the year. In addition to these rules, all driving and parking regulations of the Pennsylvania Vehicle Code apply on campus roadways and may be enforced by the local police departments. It is your responsibility to know and abide by all rules and regulations; unfamiliarity with them will not excuse your responsibility to follow them. This code is subject to change throughout the year. Any changes will be published in College communications.

II. Parking Policy Statement
Parking regulations are in effect 24 hours a day, 7 days a week. It is your responsibility to read this Messiah College Traffic Code, which is also posted on the College website at messiah.edu/offices/safety/safety-office/vehicle-parking-info.html.

As an operator of a motor vehicle, you may park only in your assigned lot as indicated by the letter on your parking permit. Remove any expired parking permit(s) on your vehicle.

There will be no switching of parking permits from lot to lot without prior permission from the parking officer.

All persons who bring motor vehicles or motorcycles to campus must register them with the Department of Safety.

Upon approval of the appropriate registration form, a display decal is issued and must be placed, for students, on the driver's side left hand corner of the rear window. For employees, the hang tag must be displayed with the appropriate lot sticker.

Messiah College is a pedestrian campus. All roadways and walkways are considered fire lanes. Students are not allowed to park in spaces assigned to employees, and employees are not allowed to park in those areas assigned to students. Any vehicles parked in an unassigned area will be cited.

Permission to bring a car: You must receive prior permission from the parking officer to bring your car to campus. The parking officer has the right to tell you to remove your vehicle from campus if you bring it without permission.

III. Registrations and Fees
All students, faculty and staff who possess, maintain or operate a motor vehicle on campus must register and obtain a parking permit upon arrival at the College.

Receipt of a parking permit authorizes the recipient to park a vehicle on campus. The parking permit indicates the approved lot for the registered vehicle. Any vehicle parked in an area other than the area assigned will be cited. A student parking permit is valid only for the vehicle to which it is registered.
V. Student Parking Areas by Decal

A - near Smith
B - Pit
C - Upper Pit
D - Lower Pit
TR - Treona
P - Starry Field (Commuter Lot)
SH - Residing at Satellite Housing
HBG - Residing at Harrisburg Campus

VI. Faculty and Staff Parking Areas by Decal

Note: Students whose parents are employed by Messiah College are required to register their vehicles under the student parking policy.

OT - Other
LH - Lenhert
YY - Chapel Circle
ZZ - Climenhaga/Old Main
WW - Jordan/Kline
TR - Treona
XX - Behind the Murray Library and Boyer Hall
RD - Residence Director
TT - Sollenberger Sports Center
TT - Eisenhower Campus Center
VV - Visitor Parking – for visitors/guests ONLY

VII. Parking and Traffic Policies/Regulations

General Policies
1. Vehicles must be parked in the assigned lot, as designated on the parking permit.
2. A parking permit is valid only for the vehicle and person for which it is registered.
3. The person to whom the vehicle is registered is responsible for fines incurred as a result of parking violations.
4. Abandoned vehicles are subject to towing at owner's expense unless special arrangements have been made in advance with the parking officer.
5. Trailer and/or mobile home campers may not be parked on campus without prior permission from the director of safety or the parking officer.
6. All motor vehicles and all contents in the vehicles are subject to be searched by the Department of Safety while on the College grounds, when an individual has violated an alcohol/drug policy, and/or when probable cause exists to warrant a search. If the owner/operator refuses to honor consent for this search, parking privileges will immediately be revoked for the remainder of the academic year. The owner/operator will be directed to remove the vehicle from campus immediately and will be informed not to bring it back on campus. If the owner/operator does not comply, the vehicle will be towed at his/her expense. Refusal to honor consent will be weighed as evidence in a pending disciplinary hearing. See Student Handbook for further policy.
7. All parking and traffic regulations are in effect at all times.
8. Registrants of vehicles may be temporarily reassigned to another lot to meet the needs of the campus.

Failure to comply with any of the above restrictions will result in the issuance of a parking citation. NOTE: All information must be current, not expired.
9. **15-MINUTE** parking is permitted for anyone in front of any residence for loading or unloading purposes and only when four-way flashers are activated.

10. **NO PARKING** or **RESERVED** by a sign, painted surface or this Traffic Code. More specifically, parking, standing or stopping is prohibited at all times in:
   a. building service areas set aside for maintenance and service vehicles and for use as fire lanes, or in front of or blocking a building entrance or exit.
   b. any parking lot driveway, or aisle.
   c. yellow or red curb areas, unless individually assigned or reserved.
   d. the Eisenhower Campus Center circle.
   e. in front of or within 15-feet of a fire hydrant, in a crosswalk or on any sidewalk or lawn.

11. The malicious removal of a parking citation from any motor vehicle by anyone other than the vehicle’s registrant, owner or authorized operator is subject to a fine. The removal of the citation does not nullify the offense.

12. Double-parking, parking, standing or stopping on a roadway, or parking so that the vehicle occupies more than one space (or the equivalent thereof) is not permitted.

13. Specific locations have been set aside and appropriately marked for parking for the exclusive use of the permanently and temporarily handicapped.

14. Citations may not be issued more than once during a eight-hour period for the same offense in the same location.

15. If a registrant’s assigned lot is full with vehicles, they are to notify Dispatch, ext. 6005.

16. **Switching of permits is prohibited.**

17. If any student is found making a fake parking permit and displaying it on a vehicle, a fine will be issued, and the student will be referred to the Student Affairs Division for further discipline.

18. Students **MAY NOT** park in employee lots at any time (See section VIII for exceptions). Students must park in their assigned lots at all times unless they have prior permission from the parking officer.

**VIII. Restricted Areas**

Vehicles may not park in the following areas:

- Fire lanes
- Grass and lawn
- Walkways/sidewalks
- Reserved/service areas
- Handicapped areas—unless by permit
- In front of driveways, thereby blocking them
- No parking zones
- In a coned–off area
- Loading docks
- In front of dumpsters, thereby blocking them
- 15-feet from residence/dorms

Note: Between the hours of 5 p.m.–6 a.m., students may use the Climenhaga/Old Main (ZZ) and Murray Library (YY) lots and parking spaces along the railroad tracks, except during major events that require the use of these lots by other vehicles. Any vehicle found in violation will be cited at the owner’s expense.

Parking in Kline/Jordan (WW), on the side of Eisenhower (TT) Lot and Visitor Lot (VV) is NOT permitted at any time. Violators are subject to citations.

**IX. Visitors/Guests/Alumni**

1. All visitors on campus must obtain a visitor’s parking pass, which must be clearly displayed by hanging from the vehicle’s interior mirror.

2. Visitor permits will be issued at no cost.

3. The permits may be obtained from the following offices:
   a. The Falcon Exchange Office in the Eisenhower Campus Center (ECC), 2nd floor, Monday through Friday, 8 a.m. to 5 p.m.
   b. Dispatch Office in the Eisenhower Campus Center (ECC) building, open 24 hours, 7 days a week.

4. Failure to obtain a permit and/or park in the designated visitor areas may result in the vehicle being towed and stored at the owner’s expense.

5. If a visitor receives a citation, they can return this citation to the Dispatch Office, located in the Eisenhower Campus Center, for it to be voided.

6. Locations of visitor spaces: Old Main, Eisenhower Campus Center, behind Kelly Apartments, WW Lot, on College Avenue in front of Hess Residence and in VV lot which is the Visitor parking lot.

**X. Temporary Parking Passes**

Students are able to obtain a three-day temporary parking pass at Dispatch in the ECC or at the Falcon Exchange Office in the ECC. Students are allowed only one free three-day temporary parking pass per semester. After the first free temporary parking pass, there will be a charge of $5 per week. Weeklong temporary parking passes are issued only by the Falcon Exchange Office in ECC by request and permission ONLY.

Any expired temporary passes will be cited for each day the vehicle was on campus with the expired pass.

**XI. Disabled Vehicles**

Disabled vehicles must be reported to Dispatch at ext. 6005 immediately. Dispatch will issue a special “disabled vehicle pass” in this situation. This pass is valid for 24 hours. After that time, the Department of Safety has the right to tow the vehicle at the owner’s expense.

**Putting personal notes on the vehicle does not constitute a valid disabled permit. It must be issued by the Department of Safety to be a valid pass.**

Disabled vehicles may not block a roadway or driveway or remain on grass. College policy prohibits the Department of Safety from using department vehicles to jump-start disabled vehicles. However, a portable jumper cable pack is available at Dispatch in ECC.
Key to Buildings

1. Agapé Center
2. Beck House
3. Bittner Residence
4. Boyer Hall
5. Climenhaga Fine Arts Center and future location of the Calvin and Janet High Center for Worship and Performing Arts (2013 completion)
6. Climenhaga Homestead and McBeth Advancement Center
7. Covered Bridge
8. Eisenhower Campus Center
9. Engle Health Center
10. Frey Hall
11. Fry Residence
12. Grantham Residence
13. Hess Residence
14. Hoffman Building
15. Hostetter Chapel
16. The Loft
17. Jordan Science Center
18. Kelly Residence
19. Kline Hall of Science
20. Larsen Student Union
21. Mellingen Residence
22. Miller Residence
23. Mountain View Residence
24. Murray Library and Learning Commons
25. Naugle Residence
26. Old Main
27. Woodland
28. Rafiki House
29. Smith Residence
30. Sollenberger Residence
31. Sollenberger Sports Center
32. Witmer Residence
33. Starry Athletic Fields
34. Department of Safety
1. The citation notification is a notification. A citation email will be sent to your Messiah College student email account.

2. Register your vehicle and obtain a parking permit. The Department of Safety can run your license plate, so not registering will NOT prevent you from getting a ticket.

3. If your lot is full, you must contact Dispatch at ext. 6005 (for 717-691-6005; someone is available to answer 24 hours a day, 7 days a week). They will tell you where to park your vehicle so that you will not get ticketed.

4. Use your four-way flashers. If you are loading or unloading along College Avenue in front of a building, you must use your four-way flashers. You may park in these areas with your four-way flashers on for up to 15 minutes.

5. Keep your permit in your rear window. The Department of Safety can run your license plate and apply tickets to your vehicle. You may park in these areas with your permit determined who the vehicle belongs to. If your permit is not in your rear window, it is an additional fine!

6. Do not park in WW lot or TT upper lot at any time. Both lots are reserved for employees at all times. You may park in XX, YY or ZZ lots after 5 p.m., but you must move your vehicle by 6 a.m. YY lot (the Visitor Lot) is reserved for visitors coming to campus, resident and commuter students ARE NOT considered visitors!

7. If you need a safety escort, call Dispatch at ext. 6005 (or 717-691-6005). Safety escorts are provided from dusk to dawn and are available for anyone who fears for their safety while traveling around campus. Escorts are made by way of vehicle, bicycle, or on foot by the Department of Safety. This IS NOT a taxi service; this is for those who fear for their safety or are coming to campus.

8. You are responsible for your vehicle. If anyone borrows your vehicle and parks illegally, you are responsible for the fine. Make sure your vehicle is parked in the correct lot.

9. You must park in your assigned lot and in a valid parking space (between two white lines painted on the roadway).


Traffic Code • IX. Motorcycles/Motorized Scooters

1. Motorcycles/Motorized Scooters/Diesel Vehicles

Motorcycles must have a valid Messiah College parking permit and must be parked in the proper parking area for motorcycles. Motorcycles must comply with all parking and traffic regulations. Motorized vehicles may not be stored in any College building or on apartment patios.

Unlicensed electric- or gas-powered motorized scooters are prohibited on campus. Diesel vehicles that need to be plugged into an electric outlet are not permitted on campus. The College does not have space to be able to plug-in the diesel vehicles during the winter months.

Traffic Code • X. Weather Emergency/Snow Removal

During periods of inclement weather, it may be necessary for faculty/staff and students to assist Facility Services and Grounds in moving vehicles so the parking areas can be cleared. Grounds will notify the Department of Safety when the need exists. All messages will be sent out to the entire student body through a voicemail and/or mass email that will include scheduled date, time and location to be cleared. Resident assistants will also be notified of this information.

There will be NO PARKING ON COLLEGE AVENUE during emergency snow removal or when anticipated snow storms are forthcoming. Vehicles are subject to be cited and/or towed at the owner’s expense.

Traffic Code • XV. Electronic Citation Procedure

1. Any individual operating a motor vehicle on campus is required to have in his/her possession a valid driver’s license. Driving on campus without a valid driver’s license may constitute a fine. Violators will be afforded the opportunity to present a valid driver’s license to any safety officer within five days from the date of the violation to avoid penalty. Failure to produce a valid driver’s license within the allotted time frame will result in the above fine being levied.

2. A failure to comply will constitute a fine. Should the violation be remedied within five days from the issuance of the citation, the above fine will be rescinded.

3. All vehicles are required to have valid registration and proof of financial responsibility. Inability to do so may constitute a fine. Violators will be afforded the opportunity to present the valid documents within five days of the violation to avoid penalty.

4. The Department of Safety enforces all driving regulations of the PA Vehicle Code.

Traffic Code • XVI. Electronic Citation Procedure

The Department of Safety uses an electronic citation procedure for parking violations.

1. If a vehicle is cited, the officer will leave a parking notice on the windshield.

2. Failure to present a valid driver’s license to any safety officer within five days from the issuance of the citation, the above fine will be rescinded.

3. When a vehicle is cited, the officer will leave a parking notice on the windshield.

4. Within a few days of receiving the notice on the vehicle, the registrant will get an email about the citation through their email account.

5. If you do not receive the citation within a few days, please contact the Parking Officer at parkingcitationappeal@messiah.edu.

Traffic Code • VIII. Fire Lanes

To ensure access for all emergency vehicles, the following areas are considered fire lanes and MUST REMAIN CLEAR OF ALL VEHICLES:

All roadways and areas in front of ALL residences and apartments

Areas in front of, or within 15-feet of, fire hydrants and/or stand pipes

If a vehicle is found in any of the above areas, it is subject to be towed at the owner’s expense.

Traffic Code • V. Driving Regulations

1. The campus speed limit is 15 mph; please obey the posted limit.

2. All traffic accidents involving a hit and run (pedestrian or property), injury or towing of vehicle(s) involved must be reported to the Department of Safety at ext. 6005 or 717–691–6005 immediately.

3. The following violations are serious offenses and are subject to a fine, plus costs and/or damages which may be incurred. Depending on the severity of the violation and/or subsequent violations, campus parking/driving privileges may be rescinded for a period of time as defined by the Director of Safety. All driving violations will be the responsibility of the operator.

a. Driving any motor vehicle (including motorcycles/motorized scooters) on any sidewalk or law

b. Speeding

c. Littering

d. Failure to wear a seatbelt

e. Failure to come to a complete stop at a STOP sign

f. Driving without headlights after dark

g. Reckless driving or driving too fast for conditions

h. Passing another vehicle moving in the same direction

i. Failure to yield the right of way to person(s) in a crosswalk or to blind or handicapped pedestrian

j. Tampering with, defacing or removing any parking or traffic control sign or device including traffic cones and road closure signs or caution tape

k. Any person and/or registrant having more than one vehicle on campus simultaneously (with the exception of one motorcycle or motorized scooter)

l. Failure to yield the right-of-way and/or immediately stop for a safety vehicle when emergency lights are activated

m. Driving Under the Influence (DUI) — Fine and seizure of motor vehicle, which will entail forfeiture of the motor vehicle keys and driving privileges.

Drivers are deemed to have consented to standard field sobriety tests and breath tests by exercising the privilege of driving on campus.

4. Any individual operating a motor vehicle on campus is required to have in his/her possession a valid driver’s license. Driving on campus without a valid driver’s license may constitute a fine. Violators will be afforded the opportunity to present a valid driver’s license to any safety officer within five days from the date of the violation to avoid the penalty. Failure to produce a valid driver’s license within the allotted time frame will result in the above fine being levied.

5. All motor vehicles are required to comply with their respective state’s inspection requirements. A failure to comply will constitute a fine. Should the violation be remedied within five days from the issuance of the citation, the above fine will be rescinded.

6. All motor vehicles are required to have valid registration and proof of financial responsibility. Inability to do so may constitute a fine. Violators will be afforded the opportunity to present the valid documents within five days of the violation to avoid penalty.

Traffic Code • VII. Driving Regulations
XVII. Procedures for Penalties and Appeals

1. It is the responsibility of the violator (or the registrant) to pay all fines or initiate an appeal within five business days from the date an email notice is issued.
2. All fines, plus any costs, are due and payable at the BUSINESS OFFICE COUNTER only. The designated amount of the fine should be placed in an envelope and sent via campus mail or paid in person. DO NOT MAIL CASH.
3. All registrants are entitled to appeal any citation that has been issued against them. Failure to comply with (a) or (b) below will result in the loss of the appeal.
   a. Appeal forms must be downloaded from the Messiah College website at messiah.edu/offices/safety/appeal_form.html.
   b. Once the citation is received on the email account, students have five days to appeal the citation. If the form is not completely filled out, the appeal will be automatically denied.
   c. All appeal decisions will be sent to the student's email account.
   d. If the first appeal is denied, students may appeal certain citations to the Student Appeals Committee (See Section XVIII).
4. All unpaid fines or fees will be applied to the violator's or registrant's personal account for the term in which they are incurred.
5. All student accounts are confidential. No information will be provided or shared without the student's written permission.
6. The College reserves the right to restrict and/or suspend driving and/or registration privileges for any violation(s) of this traffic code.
7. Department of Safety personnel are not allowed to discuss student accounts with parents/guardians unless the FERPA form has been signed by the student in the business office.

XVIII. Student Parking Appeals Panel

If a student appeals his or her parking citation and the officer denies that appeal, the student has the chance to appeal it again to the Student Parking Appeals Panel. For complete details on the panel, please see our website at the link below. To appeal a citation to the Student Parking Appeals Panel, you must do the following:
1. The student will need to schedule a meeting with the committee by filling out the appeals form located on the Messiah College website at messiah.edu/offices/safety/safety-office/appeal-committee-form.html.
2. Each student is allowed three free appeals per semester to the panel. After the third appeal there is a $5 charge for each appeal, which must be paid before or at the beginning of the hearing.
3. Each student is allowed a maximum of 10 appeals per semester to the panel.
4. The student has five minutes to speak with the Student Parking Appeals Panel. Pictures and any other evidence to support your appeal are allowed. No witnesses are allowed in the hearing.
5. The student will then leave the room for the panel to vote on a decision.
6. Notification of the decision will be sent via email to the student’s email account.
7. Student Parking Appeals Panel will not hear appeals that involve certain offenses. Do not try to schedule a meeting for the following offenses, as these appeals will be automatically denied. These offenses include:
   a. Parked in a handicapped space
   b. Parked near a fire hydrant
   c. Parked in a fire lane
   d. Incomplete appeal form
   e. Failure to appear for the hearing
   f. Unregistered vehicles or no parking permit
8. The Student Parking Appeals Panel has the final decision on any appeals presented.

XIX. List of parking violations

$15 Violations
- Parked in unassigned area (wrong assigned lot)
- Parked in driveway or aisle
- Parked in roadway
- Parked in a no–parking zone
- Parked on crosswalk, sidewalk or lawn
- Failure to activate four–way flashers in no–parking zone (except along College Avenue)
- Exceeded 15–minute limit in no–parking zone
- Hindering snow removal
- Expired handicapped, temporary or disabled vehicle tag
- Parking permits not affixed to the vehicle window

$35 Violation
- No parking permit
- Parking behind Miller
- Parking on College Avenue without four-way flashers activated
- Parking in service or reserved spaces (RD, Service, Campus Events, Visitor, F/S lots)

$50 Violations
- Parked in front of or blocking a dumpster
- Parked in fire lane or within 15-feet of fire hydrant
- Parked in a handicapped space
- Parking in a coned–off area

XX. Liability

The college assumes no liability for the damage to or loss of items stolen or removed from vehicles that are parked on campus. It is the owner’s responsibility to remove valuables from their vehicles or put them out of sight and to keep their vehicle locked at all times.
XXI. Escort Service/Emergency Phones

On-campus safety escorts are available for anyone from dusk to dawn. The emergency phones can be used to request an on-campus escort. Emergency phones are located in B, C, D, F, VV and Treona Lots; at Jordan/Kline, Starry Field, Lenhert Building, Safety House; and in front of Fry, Mellinger and Smith Residences. Please call 717–691–6005 from off campus or ext. 6005 for an escort. Safety escorts are provided in the form of vehicle, bicycle or on foot by safety personnel or student safety patrols.

XXII. Towing of Vehicles

The College reserves the right to remove or tow any vehicle at any time at the owner’s expense. Any vehicle that is parked or left unattended in a location that blocks or impedes traffic is subject to be towed. This includes any vehicle that blocks or impedes access to a service drive, fire lane, roadway, handicapped parking area or other traffic service access. It also includes vehicles left in lots or areas that were required to be moved for construction projects, dumpsters being dumped, snow removal, rising creek bed, etc. Every attempt will be made to contact the owner of the vehicle first; however, if notification cannot be made, the vehicle may be towed. Costs for towing are charged to the owner or operator of the towed vehicle. Parking rules and regulations can be found at: messiah.edu/offices/safety/index.html. All questions on towing should be directed to the Department of Safety director at ext. 7272.

XXIII. Vehicle Lockouts

We do not assist in opening locked car doors unless it is an emergency. Examples of an emergency are: a child inside, a pet trapped or the vehicle is running.

XXVI. Battery Jump Packs

A portable battery is available from the Dispatch Office to jump-start vehicles. This service requires the individual to leave college ID or another form of ID with the Dispatcher until the unit is returned.

XXVII. Safety Tips to Always Remember

“Parking on campus is a privilege, not a right.”

1. Always keep vehicles locked.
2. Keep valuables out of sight or locked in the trunk.
3. Always walk in groups, especially at night. Utilize the Safety Escort Service from dusk to dawn.
4. Try to stay in well-traveled and well-lit areas. Be alert to your surroundings at all times.
5. If you see something that doesn’t seem right, REPORT IT IMMEDIATELY to the Department of Safety at ext 6005.
For any questions or concerns about tickets or appeals, please contact:
Officer Stephen Smith
Parking Officer
One College Avenue Suite 3026
Mechanicsburg PA 17055
717-691-6005, ext. 6753
slsmith@messiah.edu

For any questions or concerns about parking permits, please contact:
Falcon Exchange Office
One College Avenue Suite 3011
Mechanicsburg PA 17055
717-691-6005, ext. 6004

This code supersedes all others previously published.
Keep this map and code in your vehicle for ready reference.
Additional copies are available upon request.
Driving and parking on campus is a privilege, not a right.

Motor vehicle regulations are in effect at all times throughout the year, 24 hours per day, 7 days per week. In addition to these rules, all driving and parking regulations of the Pennsylvania Vehicle Code apply on campus roadways and may be enforced by local police departments. It is your responsibility to know and abide by all rules and regulations; unfamiliarity with them will not excuse your responsibility to obey them.
This code is subject to change throughout the year. Any changes will be posted in the Safety Office and Dispatching Services and published in College communications.