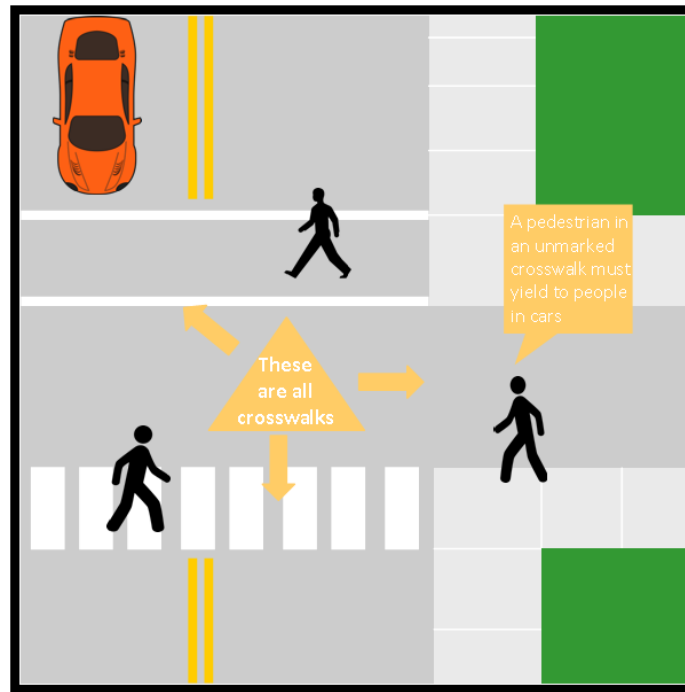


# Messiah University Traffic Code: Employees



DEPARTMENT  
OF SAFETY

## Introduction

These rules and community expectations have been established for the safety and welfare of students, employees and visitors, for the protection and maintenance of University property, and to govern traffic and parking on campus.

Motor vehicle regulations are in effect at all times throughout the year. In addition to the Messiah University Traffic Code, all driving and parking regulations of the Pennsylvania Vehicle Code apply on campus roadways and some violations may be enforced by the local police departments.

## Parking Policy Statement

The Messiah University Traffic Code, posted on the Department of Safety webpage, is in effect 24 hours a day, 7 days a week.

All employees who bring motor vehicles or motorcycles to campus must register them with the Department of Safety. Moreover, as an operator of a motor vehicle, you may park only in your assigned lot as indicated by the letter on your parking permit.

## Registration

All employees who possess, maintain or operate a motor vehicle on campus must register and obtain a parking permit upon arrival at the University (a valid state issued driver's license and a Messiah University ID is required for vehicle registration). The issued physical hangtag must be displayed with the appropriate lot sticker, facing out the front windshield and is valid for all vehicles registered to that designated hangtag. Compliance with all posted and written regulations of the Traffic Code is required. Employees are not to park in those areas assigned to students; vehicles parked in unassigned areas may be cited.

## Parking Assignments

Assigned parking areas are indicated by lettered stickers on the issued parking hangtag and correspond to the letter(s) on the campus-parking map. Parking spaces are defined as those spaces marked in lots with white lines or other areas as designated by the Department of Safety. All owner, driver, and vehicle information must be current while the permitted vehicle is on Messiah University property, and the vehicle must be in designated assigned lot only.

## Employee Parking Areas by Decal

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

**TT** – Sollenberger Sports Center and railroad tracks

**UU** - Eisenhower Campus Center Parking Garage

**VV** – Visitor Parking – for visitors/guests ONLY

**WW** – Jordan/Kline

**XX** – Behind the Murray Library and Boyer Hall

**YY** – Between Old Main and Boyer

**ZZ** – Climenhaga/Old Main

**BD**– Bowmansdale **GB**– Greenbriar **LH**– Lenhert **RD**– Residence Director **WH**-Winding Hill

(Employees with WH permits park in VV (Visitor's Lot) while on Main Campus)

### Parking and Traffic Policies/Regulations

1. Vehicles must park in a lined space 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 all parking violation fines, which will be posted to the employee account.
4. Abandoned vehicles are subject to towing at owner's expense.
5. Trailer and/or mobile home campers may not be parked on campus without prior permission from the Director of Safety or his/her designee.
6. All parking and traffic regulations are in effect at all times.
7. All motor vehicles and all contents in the vehicles are subject to be searched by the Department of Safety while on the University 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, be directed to remove the vehicle from campus immediately and informed not to bring it back on campus. Should the owner/operator not comply, the vehicle will be towed and stored at his/her expense.
8. Registrants of vehicles may be temporarily moved to another lot to meet the needs of the campus.
9. Double-parking, parking, standing or stopping on a roadway, or parking so that the vehicle occupies more than one space is not permitted.
10. Specific locations have been set aside and appropriately marked for parking for the exclusive use of the permanently and temporarily handicapped.
11. Citations may not be issued more than once during a twelve hour period for the same offense in the same location.
12. **If a registrant's assigned lot is full with vehicles, they are permitted to park in another employee lot, but they must notify Dispatch, ext. 6005. Employees that do not notify Dispatch could be held responsible for any tickets for parking in an unassigned lot.**
13. Employees **MAY NOT** park in student lots at any time.

### 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, barricaded, or blocked off area
- Loading docks
- In front of dumpsters, thereby blocking them

Further, all employees must observe **NO PARKING** or **RESERVED** parking areas by signage, painted surface, or Traffic Code designation.

Additionally, **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. front of, or within 15-feet of a fire hydrant, a crosswalk, sidewalk or lawn.
- f. areas that are coned or barricaded with traffic control devices (e.g.) cones, signs

Note: Between the hours of 5 pm. – 6 am., or on weekends, employees may park in any employee lot.

### **Visitors/Guests/Alumni**

Visitors are directed to the visitor's lot (VV lot) between Old Main and Eisenhower Campus Center.

### **Disabled Vehicles**

Disabled vehicles may not block a roadway, driveway, or park on the grass. University 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.

### **Motorcycles/Motorized Scooters/Diesel Vehicles**

Motorcycles must have a valid Messiah University parking permit and be parked in the proper parking area; these are the hashed line areas in designated parking lots. Motorcycles and motor scooters must comply with all parking and traffic regulations and may not be stored in any University building.

Diesel vehicles that need to be plugged into an electric outlet (for block warming), unlicensed electric or gas-powered motorized scooters are prohibited on campus.

### **Electric Vehicles**

Messiah University has an Electric Vehicle Charging station at Old Main in VV lot that has the capability of charging two (2) plug in EVs simultaneously and is available to the entire campus community as well as the public.

Anyone with an electric vehicle is welcomed to use this station for a full or partial charge; however, persons parking in the designated EV parking spaces that **are not using the charging** station will be cited for a parking violation by the Department of Safety. This includes both EV and non-EV vehicles parked in the designated spots who are not using the station. Use of the parking and the station is permitted for however long someone desires to use the station (i.e. there is no time limit to charging your vehicle).

### **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 lots can be cleared; Grounds will notify the Department of Safety when this need exists. Notifications are sent through mass emails or text messaging that will include scheduled date, time and location to be cleared. It is the owner's responsibility to move their vehicle out of the lot by the requested date/time. University delays or closures will be sent via text message. To sign up for text alerts, log into Falconlink and search for Text Alert System.

### 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 standpipes.

**If a vehicle is in any of the above fire lane, hydrant, or standpipe areas, it is subject to towing at the owner's expense.**

### 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. All driving violations are the responsibility of the operator--Depending on the severity of the violation(s); campus parking/driving privileges may be rescinded for a period as defined by the Director of Safety or Vice President of Human Resources and Compliance.

The following violations are serious offenses and are subject to a fine, plus costs and/or damages that may be incurred:

- a. Driving any motor vehicle (including motorcycles/motorized scooters) on any sidewalk or lawn
  - 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 pedestrians
  - 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. Failure to yield the right-of-way and/or immediately stop for a safety vehicle when emergency lights are activated
  - l. **Driving Under the Influence (DUI)**
4. Drivers are deemed to have consented to standard field sobriety tests and breath tests by exercising the privilege of driving on campus.
  5. Any individual operating a motor vehicle on campus is required to have in his/her possession a valid driver's license.
  6. All motor vehicles are required to comply with their respective state's inspection requirements.
  7. All motor vehicles are required to have a valid registration and proof of financial responsibility (insurance) in the vehicle.

8. The Department of Safety enforces all driving regulations of the PA Vehicle Code on the Messiah University campus.

### **Electronic Citation Procedure**

The Department of Safety uses an electronic citation procedure for parking violations. When a vehicle is cited, the officer will place a parking notice on the windshield that will direct you to log into your FalconPark account.

### **Procedures for Fines & Appeals**

1. It is the responsibility of the violator (or the registrant) to pay all fines or initiate an appeal within five (5) business days from the date of an issued notice.
2. All fines, plus any costs, are due and payable at the Falcon Exchange.
3. All registrants are entitled to appeal any parking citation within five (5) business days; appeals must be submitted through the FalconPark Parking System on FALCONlink.
4. All unpaid fines or fees will be applied to the vehicle registrant's receivable account for the term in which they are incurred or the term in which the vehicle is registered.
5. The University reserves the right to restrict, suspend driving and/or registration privileges for any violation(s) of this traffic code.

### **Parking Violations**

#### **\$35 Violations**

- Parked in driveway or aisle
- Parked in roadway
- Parked in a no-parking zone
- Failure to activate four-way flashers or exceeded 15-minute limit in no-parking zone
- Hindering snow removal
- Expired handicapped, temporary or disabled vehicle tag
- Parking hangtag not visible in vehicle
  
- Parking behind Miller
- Parking on University Avenue without four-way flashers activated
- Parking in service or reserved spaces (RD, Service, Campus Events, Visitor)
- Parked in unassigned area (wrong assigned lot)
- Parked on crosswalk, sidewalk or lawn

#### **\$50 Violations**

- No Parking Permit
- 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

### **Vehicle Immobilization Device (Boot) Information**

Vehicle Immobilization Device (Boot): A boot is a mechanical device that is attached to the wheel assembly of a vehicle and prevents the vehicle from being operated.

### **Utilization of the Boot**

The Department of Safety will utilize vehicle boots under the following circumstances:

1. To immobilize vehicles that have been cited five times. On the sixth citation, a boot may be applied to the vehicle.
2. To immobilize vehicles that are parked in a handicapped space without an approved handicapped permit/placard or in a fire lane for more than 15 minutes.

### **Boot Removal Requirements (students/employees)**

The removal of a boot placed on a vehicle will occur after the vehicle operator has paid a \$50 boot-removal fee.

To pay the fee:

- a. Click on this link: <https://commerce.cashnet.com/BootFine>
- b. Fill out the information requested. You must have the following information:
  - Student/Employee ID#
  - Make and Model of car that is booted
  - License Plate # and State of car that is booted
- c. Finish filling out the form
- d. An email will be sent to the Department of Safety upon payment of your fee
- e. When completed, go to the Dispatch Office located in the Eisenhower Campus Center, 1<sup>st</sup> floor behind the Receptionist area
- f. Let the dispatcher know you just paid the boot fee; the dispatcher will look up the receipt and then will call for an officer to meet you at your vehicle to remove the boot.

### **For Guests**

1. Go to the Dispatch Office located in the Eisenhower Campus Center and let the Dispatcher know your vehicle is booted.
2. The Dispatcher will call for an officer to meet you at your vehicle.
3. The operator must show their driver's license and registration card for the vehicle to the Department of Safety officer so the officer can confirm that there is no affiliation.
4. The officer will then inform the guest of the need to obtain a temporary permit when visiting the campus in the future. No boot-removal fee will be charged as long as the operator is in fact a guest.
5. The boot will be removed by the officer.
6. However, if the guest has repeat offenses the guest will be charged a \$50 fee to remove the boot

### **Boot Notification**

When the Department of Safety boots a vehicle, the officer will put a notification on the driver's side door window to indicate a boot has been applied. The notification will include information on how and who to make contact with for removal. If the vehicle is registered and the boot is put on for habitual offender reasoning (more than 5 tickets), an email should also be sent to the registered

operator on file letting them know a boot has been applied and what process needs to be followed for removal.

### **Timeframe of Attached Boot**

The operator of any booted vehicle will have 48 hours in which to contact the Department of Safety office for boot removal. After 48 hours, the vehicle will be subject to towing at the owner's expense.

### **Boot Removal Violation**

Directions for having a boot removed are listed above. Only Department of Safety officers are authorized to remove a boot from a vehicle, and a boot will not be removed until the required conditions outlined above are met. If a boot is removed by anyone other than a Department of Safety Officer or it is tampered with in any way, a fine of \$200 will be assessed against the individual who removed the boot. If the boot is damaged in any way, a replacement cost will be levied as well as the individual being subject to further disciplinary actions.

### **Liability**

The University assumes no liability for the damage to, or loss of items stolen or removed from vehicles 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.

### **Emergency Phones**

Blue light emergency phones may be used to report suspicious or criminal behavior or an immediate concern for one's personal safety and dials directly to the Department of Safety Dispatch center. Phones are located in B, C, D, F, VV and Treona Lots, at Jordan/Kline (WW lot), Starry Field (P lot), Lenhert Building, and in front and rear of Fry, Kelly, Mellinger, and Smith Apartments.

### **Safe Walk/Safe Ride**

On-campus safety escorts are available for anyone from dusk to dawn. Please call 717-691-6005 from an off campus phone or ext. 6005 from an on-campus phone for a Safe Walk/Safe Ride escort. Safety escorts are provided in the form of vehicle, bicycle or on foot by safety personnel or student safety patrols.

### **Towing of Vehicles**

The University reserves the right to remove or tow and store any vehicle, at any time, at the owner's expense. All questions on towing are to be directed to the Director of the Department of Safety.

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 and storage are charged to the owner or operator of the towed vehicle.

Any vehicle that is parked or left unattended in a location that blocks or impedes traffic is subject to be towed and includes, but is not limited to, 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, trash removal, snow removal, rising creek bed, etc.



**Battery Jump Packs**

A portable battery jump pack is available from Department of Safety Dispatch Services center to jump-start vehicles. Service requires a University ID or another form of photo ID to be left at the Center until the unit is returned.

**Safety Tips to Remember**

1. Always keep vehicles locked.
2. Keep valuables out of sight or locked in the trunk.
3. Try to stay in well-traveled and well-lit areas. Be alert to your surroundings at all times.
4. If you see something that does not seem right, REPORT IT IMMEDIATELY to Department of Safety at ext. 6005 or 717-691-6005.
5. Remember to sign up for MC Text Alert so you are informed of emergencies on campus. To sign up, log into Falconlink and search for Text Alert System.

**Index**

Battery Jump Packs.....8

Disabled Vehicles.....4

Driving Regulations.....5

Electronic Citation Procedure.....6

Electric Vehicles.....4

Emergency Phones.....8

Employee Parking Areas by Decal.....2

Fire Lanes.....5

Introduction .....2

Liability .....8

Motorcycles/Motorized Scooters/Diesel Vehicles.....4

Parking Assignments.....2

Parking Policy Statement.....2

Parking and Traffic Policies/Regulations.....3

Parking Violations.....6

Procedures for Fines and Appeals.....6

Registration.....2

Restricted Areas.....3

Safe Walk/Safe Ride.....8

Safety Tips.....8

Towing of Vehicles.....8

Vehicle Immobilization Device (Boot) Information.....7

Visitors/Guests/Alumni.....4

Weather Emergency/Snow Removal.....4

*For any questions or concerns about tickets or appeals, please contact:*

The Department of Safety  
One University Avenue Suite 3026  
Mechanicsburg PA 17055  
717-691-6005  
[parking@messiah.edu](mailto:parking@messiah.edu)

*For any questions or concerns about parking permits for employees, please contact:*

The Department of Safety  
One University Avenue Suite 3026  
Mechanicsburg PA 17055  
717-691-6005

*For any questions or concerns about parking permits for students, please contact:*

Falcon Exchange  
One University Avenue Suite 4516  
Mechanicsburg PA 17055  
717-766-2511 ext. 7213  
[falconexchange@messiah.edu](mailto:falconexchange@messiah.edu)

This code supersedes all others previously published.  
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, and 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 these rules and regulations will not excuse your responsibility to obey them. This code is subject to change throughout the year. Any changes will be communicated by the Department of Safety and published in University communications.