

# Messiah University

## Student Traffic Code



DEPARTMENT  
OF SAFETY

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## I. INTRODUCTION AND POLICY STATEMENT

### Introduction

These rules and regulations are implemented 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. Please remember parking on campus is a privilege.

Motor vehicle regulations are always in effect 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 certain violations 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 University communications.

### Parking Policy Statement

Parking regulations are in effect 24 hours a day, 7 days a week. It is your responsibility to read this Messiah University Traffic Code, which is posted on the University website at:

[http://www.messiah.edu/info/20568/safety\\_office/814/vehicle\\_parking\\_info](http://www.messiah.edu/info/20568/safety_office/814/vehicle_parking_info)

## II. REGISTRATION

### **A. Permission**

Students must receive prior permission from the Student Parking/Box Office to bring a car to campus; this office has the right to tell you to remove your vehicle from campus if you bring it without permission.

### **B. Registration/Fees**

All students who possess, maintain or operate a motor vehicle on campus must register and obtain a parking permit prior to arrival at the University. All owner, driver, and vehicle information must be current while the permitted vehicle is on Messiah University property.

#### **Fees**

\$175.00/year for residential students  
\$100.00/year for commuting students  
\$50.00/year for motorcycles/scooters  
\$5.00/week for temporary parking (up to 3 weeks)

\* Residential students may register only 1 vehicle and/or motorcycle or scooter. Commuter students may register up to 2 vehicles. There is a \$10 charge/year for the 2<sup>nd</sup> vehicle permit.

### **C. Decals**

Upon approval of the appropriate registration form, a display decal is issued and must be placed on the inside bottom left corner of the rear window. Motorcycle and Scooter decals must be placed on the left fork.

### **D. Temporary Tags**

Students are eligible to purchase up to 3 weeks of temporary parking per semester. The Student Parking/Box Office in Eisenhower Campus Center (ECC) issues temporary parking permits. If the Student Parking/Box Office is closed, a temporary parking pass may be obtained at the Dispatch window in ECC, which will be valid until the next business day that the Student Parking/Box Office opens.

### **E. Handicap Tags**

#### **1. Temporary Medical Conditions:**

Students with temporary medical conditions can obtain handicap tags from the Box Office that are valid for up to 8 weeks per academic year. Medical documentation is required.

#### **2. State-Issued Handicap Hangtags:**

Students possessing a valid state-issued handicap placard must still register with the Student Parking/Box Office. If the student has already paid the annual parking fee and has a valid decal, there will be no additional charge. If the student has not paid the annual parking fee, they will be required to do so at the time of registration.

### **F. Disabled Vehicle Tags**

Disabled vehicles must be reported to Dispatch at Ext. 6005 or 717-691-6005 immediately. Students with a disabled vehicle will be required to come to the Dispatch Office in ECC to obtain a temporary Disabled Vehicle hangtag. The dispatcher will establish an expiration date for the tag, depending upon the circumstances. Putting personal notes on the vehicle does not constitute a valid disabled permit. Disabled vehicles must not block a roadway, driveway, dumpster, or be parked on the grass. In such cases, immediate towing may become necessary.

### III. PARKING ASSIGNMENTS

#### A. Commuters

**P Lot** (Starry)

**P1 Spaces** (As designated in J Lot and WW Lot)

#### B. Residential Students (Dorms/Apartments)

**A Lot** (Top of Pit near basketball courts)

**B Lot** (Central Area of Pit)

**C Lot** (Upper Pit near volleyball court)

**D Lot** (Lower Pit)

**F Lot** (Behind Fry and Kelly)

**G Lot** (Behind Mellinger)

**H Lot** (Front of Witmer)

**J Lot** (Behind Bittner)

**TR Lot** (Behind Falcon Hut)

**LH Lot** (Across from Lenhert)

#### C. Special Interest Houses

**SH** (In spaces designated for the houses)

#### D. Graduate Students

**R** (Must park in Visitor's Lot between Old Main and ECC)

#### E. Employees

**TT Lot** (Along the railroad tracks between the main campus entrance and Old Main; also behind Sollenberger Sports Center)

**UU Lot** (North side of Eisenhower Campus Center & in the Parking Garage)

**WW Lot** (Between Mt. View and Jordan/Kline)

**XX Lot** (Behind Hostetter Chapel and behind the Library)

**YY Lot** (Between Old Main and Boyer)

**ZZ Lot** (Between the High Center and Old Main; also along the railroad tracks between the High Center and Old Main)

**BD Lot** (At Messiah Press in Bowmansdale)

**GB Lot** (At the Greenbriar Safety House)

**LH Lot** (At the Lenhert maintenance building)

**RD** (Any spaces designated for Residence Directors)

**\* Note:** Between the hours of 5 pm – 6 am, students with valid permits may park in TT Lot, UU Lot, and XX Lot. **All other employee lots, as well as visitor lots/spaces, are off limits to students at all times.**

**F. Visitors**

**VV Lot** (Between Old Main and ECC)

**Other** (Various marked spaces around campus)

**G. Motorcycles/Scooters**

**Hash line areas in various lots**

**IV. REGULATIONS****A. General**

1. A parking permit is valid only for the vehicle and the person for whom it is registered. Switching permits to other vehicles is prohibited.
2. The person to whom the vehicle is registered is responsible for all parking violation fines, which will be posted to the student's account.
3. Abandoned vehicles are subject to towing at the owner's expense unless special arrangements have been made in advance with the Department of Safety.
4. Trailers and/or mobile home campers may not be parked on campus without prior permission from the Director of Safety or his/her designee.
5. When a policy violation is suspected and/or probable cause exists (as determined by the Department of Safety or the Dean of Students), motor vehicles and the contents thereof are subject to search by the Department of Safety. Refusal to comply with such a search will result in sanctions, including, but not limited to, removal of the vehicle from campus without reimbursement for the paid parking permit.
6. Registrants of vehicles may be temporarily moved to another lot to meet the needs of the campus.
7. If a vehicle has been ticketed and is not moved within 8 hours, the vehicle is subject to additional ticketing at 8-hour intervals.
8. Fabrication of a parking permit is fraud and will result in a referral to the Dean of Students for disciplinary action.
9. When loading/unloading items in front of residential buildings, four-way flashers must be activated and the vehicle may only remain for up to 15 minutes.
10. Double parking and/or taking up more than one space is not permitted.
11. Parking in a handicap space without appropriate tags is not permitted.

12. If the lot to which a student has been assigned is full, the student must contact the Dispatch Office at 717-691- 6005 (or extension 6005 from a campus phone). The dispatcher will direct the student where to park.

## **B. Restricted Areas**

Vehicles may never be parked in the following locations:

- Grass
- Sidewalks/brick pavement
- Service spaces
- Blocking driveways
- Blocking dumpsters
- Coned off or taped off area
- Loading docks
- Within 15 feet of fire hydrant
- Back 40 (unless prior approval obtained from Safety for class projects)
- Athletic fields

## **C. Non-Gasoline Vehicles**

### **1. Diesel Vehicles**

- Diesel vehicles may not be plugged into any electric outlet on campus.

### **2. Electric Vehicles**

- Electric vehicles may only be charged at the two charging stations at Old Main. Use of any other electrical outlet on campus is forbidden.
- Vehicles must be moved from the charging spot immediately after charging is complete.

### **3. Personal Electric or Gas Operated Mini Vehicles (Scooter, Hoverboards, Etc.)**

- Personal electric vehicles, such as scooters, hoverboards, and electric skateboards, are prohibited from being operated, stored, parked, or charged on campus. The same is true for gas operated mini-vehicles (e.g. mini-bikes, scooters, etc.)
- These types of vehicles are prohibited from being used on campus including all grounds, sidewalks, roadways, and athletic facilities. They are also prohibited from being stored within an automobile on campus. Electric bicycles ARE permitted on campus roadways but not on pathways and sidewalks, provided users follow all traffic regulations (see Department of Safety Traffic and Parking Policy).
- Electric bicycles are not permitted to be charged on campus. Electric bicycles are not permitted in any building on campus. As a reminder, all bikes (electronic and pedal) need to be registered with the Department

of Safety. Any unapproved PEVs or gas operated mini-vehicles found on campus will be confiscated by safety. Safety will confiscate any electric bicycles found within any university building. All confiscated PEV's or gas operated mini-vehicles must be collected by the owner and removed from campus at the end of the semester.

#### 4. Roller blades, Skateboards, and Non-Motorized Scooters

- Rollerblading, skateboarding, and riding non-motorized scooters is permitted for students and employees only. For the safety of all members of the University, the use of roller blades, skateboards, and non-motorized scooters is prohibited within all buildings and around their entranceways on campus. Additionally, use is prohibited in areas marked with signage.
- Use of these devices must be with the safety of others in mind and is permitted on walkways and paths as long as the right of way is granted to pedestrians. Whenever possible, these devices should not be ridden on roadways.
- Riding such devices on walls, benches, handrails and the like is prohibited. Any misuse or abuse of university property while using these items will result in the item(s) being confiscated by the Department of Safety and will be returned upon the individual leaving campus.
- It is also required that helmets be always worn when the device is being used. Also, it is strongly encouraged that reflective clothing and/or reflective ankle/wristbands be worn when riding at night.

#### **D. Weather**

- Weather emergencies, such as snow, flooding, downed trees, etc. may require moving of vehicles from their normal parking lot. Communication regarding these changes will be made via email or text.

#### **E. Fire Lanes**

- Curbs next to buildings are all considered to be fire lanes, and as such parking in those locations are forbidden.
- Exceptions are made for loading/unloading at curbs next to residence buildings, but only for 15 minutes with flashers activated.

#### **F. Driving Codes**

Drivers of vehicles on campus must comply with all Pennsylvania traffic codes. These include, but are not limited to, the following:

- Speed limit (15 mph)
- Seat belts
- Stop signs
- Yield to pedestrians in crosswalk



- Reckless/careless driving
- Persons hanging on or riding atop a vehicle (except for when seated on the bed of a truck)
- Headlights when dark
- Yield to emergency vehicles
- Driving under the influence of alcohol or drugs

## **V. ENFORCEMENT**

### **A. Citations**

#### **1. \$35 Fines**

- Exceeding 15 minutes in marked spaces or while loading/unloading
- Failure to activate flashers when loading/unloading at curbs
- Parking on grass
- Parking in reserved spaces (RD, Service, Campus Events, Visitor, etc.)
- Parking in roadway
- Blocking driveway
- Permit not affixed to vehicle window or motorcycle fork
- Parked in electric vehicle space when not actively charging
- Parked behind Miller Residence or Sollenberger Residence
- Failure to wear seatbelts
- Driving without headlights
- Hanging on/riding atop vehicles

#### **2. \$45 Fines**

- Parking in unassigned lot

#### **3. \$50 Fines**

- Parking in a fire lane (longer than 15 minutes or without flashers while loading/unloading)
- Blocking dumpster
- Parking in, or driving through, coned or taped off areas
- No parking permit
- Fabricated permit
- Switching permit
- Speeding
- Failure to yield to pedestrians in crosswalks
- Stop sign violations

#### **4. \$65 Fines**

- Parking in handicap space without proper hangtags/plates

- Expired temporary, handicap, or disabled vehicle hangtags

### 3. Payment

- All fines are to be paid at the Falcon Exchange or through your CashNet ebill portal.

### 4. Appeals

- Appeals of parking tickets must be made within 5 business days after notice is given of the fine.
- Appeals must be submitted through the FalconPark system found on FalconLink.
- Forms on FalconPark must be filled out in entirety
- Outcomes of appeals will be posted in the user's FalconPark account.
- If the initial appeal is denied, fines may be appealed a second time to the Student Review Board.

\* The student will need to schedule a meeting with the Student Review Board by filling out the appeals form located on the Messiah University website at [https://www.messiah.edu/forms/form/168/en/1/student\\_parking\\_appeals\\_panel](https://www.messiah.edu/forms/form/168/en/1/student_parking_appeals_panel). Each student is permitted to make a maximum of 5 appeals per semester to the panel. The student has five minutes to speak with the Student Review Board. Pictures and any other evidence to support your appeal are allowed; no witnesses are permitted in the hearing. The student will then be dismissed, and the Board will vote on a decision. Notification of the decision will be sent via email to the student's email account within 3 business days. The Student Review Board has the final decision. No additional appeals are available.

## B. Vehicle Immobilization Devices (Boots)

- Boots may be affixed to vehicles at any time when illegally parked in handicapped spaces or fire lanes.
- After receiving 3 citations of any type, a boot will be affixed to the vehicle on the 4<sup>th</sup> citation. Thereafter, a boot will be affixed for each subsequent violation.
- Boots will not be removed until a \$100 removal fee is paid via the following link: <https://commerce.cashnet.com/BootFine>
- After the first boot, subsequent boots will result in progressive fines being assessed to the owner's Messiah account, according to the following schedule:
  - 2<sup>nd</sup> boot = \$100 removal fee plus \$50 fine
  - 3<sup>rd</sup> boot = \$100 removal fee plus \$100 fine
  - 4<sup>th</sup> boot = \$100 removal fee plus \$150 fine
  - 5<sup>th</sup> boot = \$100 removal fee plus \$200 fine
  - 6<sup>th</sup> and subsequent boots = towing at owner's expense
- If payment for boot removal is not made within 48 hours, the vehicle is subject to towing at the owner's expense.

- Boots may only be removed by Department of Safety employees. If a boot is removed by anyone else, a \$400 fee will be issued to the owner's account.
- In addition to paying the fees outlined above, students who receive multiple boots will be referred for conduct hearings/disciplinary action.
- There is no appeal process for boot removal fees or associated fines.

### **C. Towing**

- The University reserves the right to utilize towing, at the owner's expense, whenever significant circumstances exist that mandate immediate removal, including, but not limited to, failure to move vehicles during weather emergencies; blocking access to construction areas, dumpsters, access roads; extended disabled vehicle parking, etc.

## **VI. ASSISTANCE**

### **A. Safe Walk/Safe Ride**

- The Department of Safety will walk with, bike alongside, or drive students to-and-from locations on campus when such is desired for safety purposes. This resource is available from dusk to dawn. For students with medical needs that limit their ability to walk, Safe Ride is available at all times. When calling for a medical Safe Ride during daylight hours, please advise the dispatcher that you are requesting a medical ride. Safe Walk/Safe Rides may be requested at 717-691-6005, or via one of the 18 blue E-Phones located throughout campus.

### **B. Lockouts**

- For liability reasons, the Department of Safety is not permitted to open locked vehicle doors, except in emergency situations. Examples of emergency situations include a child or pet trapped inside, a vehicle blocking a roadway, a running engine that creates a fire risk, etc. Before receiving assistance with a vehicle lockout, the owner/driver must sign a release form.

### **C. Battery Jump Packs**

- A portable battery is available at Dispatch for use in jumpstarting vehicles. This service requires the user to leave ID at Dispatch while the unit is being utilized. Failure to return the unit in a timely manner will result in fines/replacement fees.

### **D. Safety Tips**

- Keep your vehicle locked at all times, including when sitting inside.
- Avoid leaving valuables in your vehicle. If it is necessary to do so, store them out of sight or lock them in your trunk.
- Whenever possible, park in well-lit areas

- Lingering in a parked vehicle between midnight and dawn is not permitted on campus.

Motor vehicle regulations are always in effect 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 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 & published in university communications.

Updated July 2025

*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 students, please contact:*

Student Parking/Box Office  
One University Avenue Suite 3003  
Mechanicsburg PA 17055  
717-766-2511 ext. 6036  
[studentparking@messiah.edu](mailto:studentparking@messiah.edu)