

# Messiah University

## Student Traffic Code



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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:

<https://www.messiah.edu/safety/safety-office/vehicle-parking-info>

## II. REGISTRATION

### A. Permission

Students must receive prior permission from the Student Parking 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 at discretion of Department of Safety supervisor)

\* 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 vehicle's rear window**. Motorcycle and Scooter decals must be placed **on the left fork**. Failure to properly display the parking decal may result in a parking citation and may forfeit the student's right to appeal the citation.

### D. Temporary Tags

We offer temporary parking permits. Please email Department of Safety at [parking@messiah.edu](mailto:parking@messiah.edu) to request assistance from a supervisor. If a supervisor is unavailable, you may obtain a temporary parking permit at the Dispatch window in Eisenhower Campus Center (ECC). The temporary permit will remain valid until the next business day, allowing time for a supervisor to review and respond to your request.

Any unregistered vehicle brought back after a break needs prior approval or a parking permit will be denied.

### E. Handicap Tags

#### 1. Temporary Medical Conditions:

Students with temporary medical conditions may request a temporary handicap parking permit by emailing [parking@messiah.edu](mailto:parking@messiah.edu). A Department of Safety supervisor will review your request once the required medical documentation has been completed and submitted. Approval is based on the information provided in the required medical documentation.

#### 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 and in P Lot)

#### **D. Graduate Students**

**R** (Must park in Visitor's Lot between Old Main and ECC or TT-only by the tracks, NOT next to Sollenberger Sports)

#### **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 Life Educators)

Students are required to park only in the parking lot assigned to their parking permit whenever their vehicle is on campus. A student parking permit does not authorize parking in any other student lot or in employee-designated lots, regardless of the time of day. Exceptions may only be granted with prior approval from the Department of Safety.

#### **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 or persons is prohibited and subject to disciplinary action.
2. The person to whom the vehicle is registered is responsible for all parking violations, 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.
13. Car covers are prohibited due to the license plate and parking permit sticker needing to be visible at all times.

## **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 (electric 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. \$50 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
- Parking in unassigned lot

## 2. \$75 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
- Speeding
- Failure to yield to pedestrians in crosswalks
- Stop sign violations
- Parking in handicap space without proper hangtags/plates
- Expired temporary, handicap, or disabled vehicle hangtags

## 3. \$100 Fines

- Fabricated permit
- Switching permit

**\*Citations stand for the entire academic year**

### 1. Payment

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

### 2. 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.

### 3. 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://messiah.qualtrics.com/jfe/form/SV\\_d5z2KoVN3pJYXr0](https://messiah.qualtrics.com/jfe/form/SV_d5z2KoVN3pJYXr0)

Each student is permitted to make a maximum of 1 appeal 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 an individual receives **three (3) parking citations** of any type during an academic year, a parking boot will be affixed to the vehicle upon issuance of the **fourth (4th) citation**. This policy applies to **any vehicle** the individual brings to campus during that academic year. After the **fourth citation**, a parking boot will be affixed for **each subsequent parking violation**.
- The boot will not be removed until the removal fee \$100 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 5 tickets or 2 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 concerns about personal safety. This resource is available from 10 p.m. to dawn.

- Department of Safety will not transport students' bags, luggage, or pets. Those items will need to be dropped off prior to requesting safe ride.
- Before requesting a safe ride, drop off all other passengers.
- Medical rides are provided based on operational availability and are not guaranteed. Requests must be supported by documentation from the Medical Director and Certified Medical Practitioner Carrie Beth Ent, or the Athletic Director Megan Fowler. Documentation must be emailed from either of the above and submitted to the Department of Safety Dispatch before transportation can be considered.
- Commuter students requesting medical safe rides must submit medical documentation from a licensed healthcare provider to the Department of Safety Dispatch Office. The documentation must verify the need for transportation assistance and specify the duration for which medical safe rides are required. Requests will be reviewed before approval.
- 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 with approved paperwork.

#### **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.

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*For any questions or concerns about Student parking permits, 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)







