

VEHICLE RULES AND REGULATIONS

I. INTRODUCTION

Chapman University extends the privilege of operating motor vehicles on the campus to all duly registered employees, students and visitors. All motor driven conveyances, whether automobiles, motorcycles, motor scooters or motor bikes, regardless of size, shape or number of wheels are herein defined as vehicles. All privately owned vehicles (as opposed to University-owned vehicles) while in operation or parked within the confines of Chapman University are restricted to the use of regularly designated parking lots and driveways. Chapman University reserves the right to withdraw motor vehicle privileges from any University employee or student at any time for cause.

II. DRIVER'S LICENSE REQUIRED CVC 12500 (a)

The State of California requires that any person driving a motor vehicle must have a driver's license and the license must be for the type and class of vehicle being driven. Persons driving cars must have a class "C" license and persons driving motorcycles must have a M1 motorcycle license. Thus, Chapman University requires all persons requesting a parking registration (permit) to be a licensed driver.

III. RESPONSIBILITIES

- A. The person in control of a vehicle registered on campus shall at all times be responsible for any and all parking penalties, fines, and liability of damage claims arising in connection with the possession or operation of the motor vehicle on campus.
- B. For vehicles not registered with the Department of Public Safety, but located on campus with or without permission, the registered owner as listed with the State Department of Motor Vehicles shall be responsible for any and all parking penalties, fines and liability of damage claims arising in connection with the possession or operation of the motor vehicle on campus.
- C. Chapman University, including its Department of Public Safety, and the University's officers, agents and employees assume no legal responsibility either written or verbally implied for the care or protection of any vehicle or its contents at any time, including the time it is on any property owned and/or operated by Chapman University or the time during which it has been impounded.
- D. Receiving an annual parking permit, submitting a successful bid in a parking auction or temporary parking permit does not guarantee a reserved parking space for an individual. It does, however, give you the privilege to park and/or drive on property owned and/or operated by Chapman University.
- E. It is the responsibility of all students and employees to obtain, read, and abide by the rules and regulations listed herein.

IV. REGISTRATION PROCEDURES AND REQUIREMENTS

- A. Students and employees of Chapman University who own, maintain or are in charge of motor vehicles on any property owned and/or operated by Chapman University shall ensure their vehicles are registered with the Department of Public Safety at all times.
- B. Students shall renew their registration at the beginning of the fall semester. Whenever a previously registered vehicle is replaced; it is the owner's responsibility to register the newly acquired vehicle within 24 hours.
- C. Employees shall register their vehicle(s) at the time of hire and keep valid at all times during their employment. Students shall register their vehicle(s) at the time of matriculation and keep valid registration at all times while attending Chapman. Permits must be renewed annually at the beginning of the fall semester.
- D. The parking permit is issued once a school year and the cost is \$300.00 annually for full-time students, faculty and staff. For part-time faculty, part-time staff (less than 20 hrs.) and part-time students, the cost is \$150.00. Commuter Students, Faculty and Staff also have the option of purchasing a reserved space permit, or an Argyros Permit via an auction. Price will be determined in the auction and is in addition to the annual permit fee of \$300.00. Auction fees are non-refundable. Reserved spaces will be auctioned during the first week of the fall semester. Argyros permits will be auctioned prior to the start of the spring semester. Commuter students, Faculty and Staff also have the option of participating in the Villa Park Orchard (VPO) auction. The auction takes place the first week of classes. Those successfully participating in the auction will have their parking fees adjusted where

necessary. Employees may pay via monthly payroll deduction or at the Cashier's Office. Students are automatically assessed a parking permit fee. Employee permits may be upgraded or downgraded through March of each academic year.

- E. A vehicle shall be registered in the name of the student or employee who is the legal owner, registered owner or primary operator.
- F. Any change of license numbers and/or vehicles must be updated on-line prior to the vehicle being parked on campus. Vehicles not properly registered are subject to citation.
- G. Parking registration must be completed on-line at www.chapman.edu/vr and parking permits are available at the Department of Public Safety 24 hours a day, seven days a week.
- H. An annual parking permit is mandatory for all faculty, staff, administration and students. Those who do not drive or who use alternate means of transportation may obtain a waiver only during the first three weeks of each semester. The fall parking permit fee can only be waived during the first three weeks of the fall semester. The spring parking permit fee can be waived up until the third week of the spring semester.
- I. Any permit won in an auction is non-refundable. For faculty and staff, all other permit types can be upgraded or downgraded through March by submitting a new payroll deduction form and exchanging the permit at the Public Safety Office.
- J. Parking fees may be waived during the first two weeks of each semester. A waiver ***must be requested on-line at the beginning of every fall semester*** if you will not be bringing a vehicle to campus. The website to request a waiver is www.chapman.edu/vr. Only new/transfer students, faculty or staff, entering in the spring semester qualify to waive the parking fee in the second semester. ***The deadline to waive (in each semester) is 5:00 p.m. Friday of the third week of classes. You must contact Public Safety prior to the waiver deadline to verify it was submitted properly.*** Because there are occasions where a person who signed a waiver may have to drive they are allowed to buy a temporary day use permit from a dispenser in one of the visitor parking areas up to three times per semester. Anyone discovered parking more than the three allowed exceptions or anyone signing a waiver and found parking on city streets, public parking lots or the Metrolink lot may be subject to the following: Students in violation of this policy will be subject to sanctions through the student conduct system. Faculty violators will be reported to the Chancellor and Administrator/Staff violators will be referred to Human Resources. Because parking permits are mandatory for all university constituents, faculty and administrators/staff who will not be bringing vehicles to campus are also required to waive the parking permit even though the fee is not automatically deducted from the paycheck. If you do not drive a vehicle to campus or use alternative means of transportation (i.e. carpool) you may waive the mandatory parking permit.
- K. Replacement cost for a lost or stolen permit or transponder is \$25.00. A Lost/Stolen Report will need to be filed with Public Safety before a new permit is issued. Payment must be made to the Cashier or Business Office prior to a new permit being issued. Proof of payment is required. Filing a false police report or anyone found using a reported lost or stolen permit will be subject to vehicle impound and university sanctions. If a vehicle is sold, an attempt should be made to remove the old sticker or transponder and bring it to the Public Safety Office. If the original permit or transponder is returned, a replacement one will be provided at no cost. If the permit and/or transponder is not removed and returned to Public Safety, the replacement cost for a new permit or transponder will be \$25.00. All vehicles are required to be registered in the Vehicle Registration System before a replacement permit can be issued.

V. DISPLAY OF VALID PARKING PERMIT

- A. Every vehicle parked in university owned or operated parking areas must have a valid parking permit affixed via the permit's adhesive to the driver's side lower left corner of the windshield, a valid short-term permit displayed on the dash; or a valid reserved, contractor, temporary or visitor placard hanging from the rear view mirror. A valid transponder is also required for access to gated parking facilities. Transponder should be adhered to the inside of the windshield, driver's side, lower left corner. The solid light gray portion, without text on it, should be facing out the windshield. Chapman University has a mandatory parking permit policy for all university constituents. This policy, mandated by the City of Orange, is designed to promote on-campus parking to lessen the impact on the residents living in close proximity to the university.
- B. Whenever a vehicle is driven to campus other than the primary one with the permit adhered to the window, you can obtain a complimentary temporary day pass from Public Safety. Any vehicle displaying a temporary day pass must be registered in the Vehicle Registration System. Only one vehicle per permit number, may be parked in university owned or operated parking areas at one time. More than one vehicle on campus at a time or failure to register the vehicle will result in a parking citation and/or disciplinary action. Parking without a valid parking permit will result in a parking citation.

- C. Those with handicap placards/plates will be required to show proof of issuance from the state. Placard numbers must be on file with vehicle registration information in the Public Safety office. You must register your placard at www.chapman.edu/vr. All vehicles displaying handicap placards/plates must also display a valid (annual/short-term) University parking decal/permit.
- D. Motorcycles shall have an annual parking permit affixed to the front left fork or the lower left corner of the windshield.
- E. Contractors/vendors are required to register with Public Safety and obtain a parking permit before parking on campus. Parking without a valid permit displayed from the rear-view mirror or dash of the vehicle (depending on type of permit), will result in a parking citation. Parking in restricted lots, spaces or zones will also result in a parking citation.

VI. OPERATION AND PARKING OF MOTOR VEHICLES

- A. The speed limit in all parking lots and driveways is 10 miles per hour and 5 miles per hour in the parking structures. Regardless of the posted speed limit, a vehicle operator shall not drive at speeds that are excessive or imprudent for existing road, pedestrian, weather or traffic conditions.
- B. Every vehicle shall be parked within a designated parking stall as painted in parking lots.
- C. Pedestrians have the right of way at all times.
- D. All state and local laws are enforced on property owned and/or operated by Chapman University.
- E. All traffic accidents shall be reported as quickly as possible to the Department of Public Safety.
- F. All posted traffic signs are to be obeyed.
- G. All parking regulations are enforced 24 hours-per-day, 365 days-per-year.
- H. No vehicles are to be driven and/or parked in such a manner that obstructs the free movement of emergency vehicles on campus. If a vehicle is so parked, it is subject to immediate tow at the owner's expense.
- I. Public Safety reserves the right to restrict access to parking lots, structures or spaces as needed. Parking in a temporarily restricted lot, structure or space may result in a parking citation and/or tow at owner's expense.

VII. DRIVING WHILE INTOXICATED

- A. Driving while intoxicated on private property is a crime in the state of California. California Vehicle Code 23152 (a) & (b) states: "It is unlawful for any person who is under the influence of an alcoholic beverage or any drug, or under the combined influence of an alcoholic beverage and any drug, to drive a vehicle." and "It is unlawful for any person who has 0.08 percent or more, by weight, of alcohol in his or her blood to drive a vehicle."
- B. It is a major safety hazard to you, as well as the University community, to drive a vehicle while intoxicated and will be treated as such. If, in the opinion of the Public Safety officer, a person appears to be driving on campus while intoxicated, the Orange Police Department will be called to assist. A person may be arrested for driving while intoxicated and/or may receive punitive action from the University.

VIII. PARKING AREAS AND ZONES



CHAPMAN
UNIVERSITY

2011/2012 PARKING PLAN

Chapman University has a city mandated parking plan which requires all Chapman University Faculty, Staff, and Students to park on University owned or controlled property. Permits are required 24 hours-per-day, 365 days-per-year.

Status/Permit Type	Pricing (annual)	Where permit valid
Student - Commuter Permit	\$300	Barrera Structure, Lastinger Structure, Knott Studios Lot, Cypress Lot, Palm Lot if attending classes at 501 W. Palm, West Palm Industrial Complex Lot if working at the complex (except tenant spaces), 220 N. Cypress Lot, Dance Studio Lot. Orange Lot after 4PM weekdays/all day weekends. Hashinger Lot after 5PM weekdays/all day weekends.
Student - Resident Permit	\$300	Davis/Harris Lot, Jim Miller Structure, Pralle Underground Garage, Sandhu Hall Garage, Glassell Apartments, designated spaces on Cypress Street bordering the Villa Park Packing Plant Fence. Knott Studios Lot after 4PM weekdays/all day weekends.
Part-time Students	\$150	In commuter or resident parking areas designated above depending on type of permit.
Faculty	\$300	Barrera Structure, Lastinger Structure, Hashinger Lot, Knott Studios Lot, Cypress Lot, Dance Studio Lot, 220 N. Cypress Lot, Palm Lot if teaching at 501 W. Palm, West Palm Industrial Complex Lot if assigned to 545 W. Palm (except tenant spaces), Reserved Faculty spaces located at Barrera and Knott. Orange Lot after 4PM weekdays/all day weekends.
Part- time Faculty	\$150	Same as FT Faculty
30-Year Employees	No charge	Parking available in same locations as faculty permit holders.
Staff	\$300	Barrera Structure, Lastinger Structure, Knott Studios Lot, Cypress Lot, West Palm Industrial Complex Lot (except tenant spaces), Dance Studio Lot, 220 N. Cypress Lot, Elliott Alumni House, Chapman Offices on Glassell Street. Orange Lot after 4PM weekdays/all day weekends. Hashinger Lot after 5PM weekdays/all day weekends.
Part-time Staff (less than 20 hrs./wk)	\$150	Same as FT Staff
Ancillary Permit Faculty / Staff	\$110	Cypress Lot, Presbyterian Church Lot (CU spaces only), West Palm Industrial Complex (except tenant spaces), 701 N. Glassell. Ancillary permits are valid in staff parking areas after 4PM weekdays and all day weekends.
Palm Lot Permit Faculty / Staff Must be assigned to work or teach at 501 W. Palm	\$110	Palm Lot
Argyros (P5) Semester Permit valid Monday – Friday, 7AM – 4PM Available via auction to Commuter, Faculty and Staff Permit Holders Only	Price determined via auction. Available for spring 2012 semester only. Auction will be held in January 2012. Lot closed in fall 2011 due to construction.	Exclusive access to the Argyros Forum Lot during restricted times in addition to all other areas where permit corresponds to (Commuter, faculty or staff). Argyros Lot is open after 4PM weekdays and all day weekends to Commuter, faculty, staff and Ancillary permit holders.
VPO Lot (P18) Annual Permit Available via auction to Commuter Students, Faculty and Staff Only	Price determined via auction. Permit valid through 7/31/12.	VPO Lot (NW corner of Cypress Street and Palm Avenue) VPO permits are also valid in commuter parking areas all day weekends.
Reserved Space Annual Permit Available via auction to Commuter, Faculty and Staff Permit Holders Only	Price determined via auction. Permit valid through 7/31/12.	Reserved spaces can be located in any commuter or faculty designated parking lot/structure.
Handicap Placards (Valid permit required in addition to valid placard. Must be registered with Parking Services.)	Determined by type of permit purchased.	Must have any type valid permit. May park in <u>any</u> disabled designated parking space or any space in any unrestricted parking lot/structure.
Transponder Required for anyone parking in the Argyros Lot, Barrera Structure or Lastinger Structure.	\$25 fee for replacement transponders	Monday – Friday, 7AM – 4PM, a transponder is required for access to Argyros, Barrera and the Lastinger. Transponders are programmed based on type of permit individual has. No access granted unless have appropriate permit.

- A. At or near the entrance of every lot on campus is a sign designating lot assignments. Parking is restricted, permits are issued for specific lots and all vehicles parked in unauthorized areas/spaces will receive a citation. Please refer to the above parking plan for specific parking lot assignments.
- a. **Reserved spaces** are restricted to the space holder at all times. Parking in someone's reserved space during times of restriction will incur an \$80 citation. If you have a reserved space and an unauthorized vehicle parks in your space, please contact Public Safety so a citation can be issued to the vehicle. If your reserved space is occupied, you are authorized to park in any other unreserved space in that lot/structure.
 - b. **Argyros Lot** is off line for the fall semester but during the spring semester it is restricted to those constituents who successfully participate in the parking auction. Access is restricted to only auction winners Monday – Friday; 7AM – 4PM. Only those winning the auction will have transponders programmed to allow access during times of restriction. All other permit holders must park in locations designated in the 2011/2012 Parking Plan.
 - c. **VPO Lot** is restricted to those constituents who successfully participate in the parking auction. Access is restricted to auction winners at all times. Those successfully participating in the auction will be given a special permit for this lot. All other permit holders must park in locations designated in the 2011/2012 Parking Plan.
 - d. **Visitors**, Monday - Friday between 7:00 a.m. and 4:00 p.m. may park in the Orange Lot, the Cypress Lot, the Marion Knott Studios Lot, the Palm Lot or the West Palm Industrial Complex Lot (in spaces designated Chapman University/Visitor). Monday - Friday after 4PM and all day weekends, visitors with valid parking permits may also park in the Barrera (P7) and Lastinger (P4) Structures. All visitors must purchase a short-term parking permit from one of the parking dispensers located in those lots/structures. The cost of a permit is \$2 for 2 hours, \$3 for four hours, and \$5 for twelve hours and the permit must be displayed on the driver's side dash of the vehicle to be valid. Parking machines will accept coins, \$1 bills, \$5 bills and credit cards. Departments have the option of purchasing visitor permits for their guests. The cost is \$2 per visitor permit/per day. To request a permit you must send an e-mail to sboyd@chapman.edu listing date, title of event, time of event, number of permits requested, contact information, and budget number to charge the visitor permits to. Under certain conditions, an electronic permit can be provided. Please contact Sheryl Boyd at x6560 for details.
- B. Certain designated parking spaces are reserved for key personnel and departments. Only those persons and departments shall park in those spaces set aside for them.
- C. Parking is prohibited in loading dock areas. University faculty/staff and students are not permitted to park in the 30-minute loading/unloading area east of Argyros Forum or any other loading dock on campus. Those areas are restricted to vendor/contractor loading and unloading only.
- D. Vehicles must be parked head-in only unless the vehicle has both a front and rear license plate.
- E. Vehicles shall not be parked in fire lanes (whether painted red or designated such on the campus map) and shall not obstruct fire department connections, fire protection control valves or equipment. Vehicles are not to be parked in areas that would obstruct egress from building exits, disabled access ramps nor in the direct path of discharge from a building exit.
- F. The City of Orange enforces parking on city streets, but only along the curb line furthest from the campus. The City of Orange requires that all vehicles parked on the residential streets surrounding the university display a neighborhood-parking permit issued by the City. University faculty, staff and students are not permitted to park on the residential streets without a city permit. It is important that the university maintain good relations with our neighbors. The University requires that all faculty, staff and students who bring a vehicle to work or school must park on university premises in the appropriately designated lots. It is unacceptable for members of the campus community to park in the neighborhood, public lots or the Metrolink lot. If you bring a vehicle to campus you must purchase and display a valid university parking permit and park in the campus designated parking lots.

IX. PENALTIES AND FINES

All citations are processed by the Chapman University citation-processing center. All fines shall be paid to Chapman University Parking Administration, P.O. Box 25120, Santa Ana, CA 92799-5120.

- A. Parking violations for the following will incur a \$40.00 fine:

- VC 200-Permit not visible
- VC 201-Parking registration expired
- VC 300-Parked in a no parking zone (posted or painted)
- VC 301-Tenant Parking Only

VC 302-Parked in area not designated for parking (sidewalks, grass areas, etc.)
VC 303-Motorcycle Parking Only
VC 305-Not parked within stall lines
VC 306-Vehicle backed-in with no front license plate
VC 309-Vehicle inoperative for more than 15 days, subject to tow
VC 310-Visitor parking only
VC 311-Parked exceeding posted time
VC 400-Parked blocking trash bins
VC 401-Parked blocking loading zone/dock
VC 603-Improper decal
VC 604-Illegally parked in a restricted lot
VC 606-Permit not properly displayed

B. Violations of the following will incur a \$60.00 fine:

VC 308-Parked blocking the flow of traffic
VC 405-Parked blocking a fire lane/zone
VC 509-Use/misuse of another's decal

C. Violations of the following will incur a \$80.00 fine:

VC 605-Parked in a Reserved Space/Lot

D. Violations of the following will incur a \$350.00 fine:

VC 22507.8-A&B-Unlawfully parked in a handicapped space

E. Violations of the following will result in referral to the Chancellor's Office, Human Resources or Student Conduct; whichever office is applicable:

VC 500-Excessive speed (over 10 MPH or excessive or imprudent for existing road, weather or traffic conditions).
Will result in referral to Student Conduct/the Chancellor's Office or Human Resources.
VC 501-Exhibition with a vehicle (losing traction and/or squealing of the tires)
VC 502-Driving while intoxicated (subject to arrest)
VC 503-Misuse of vehicle (driving a vehicle in a quad area, sidewalk or grass area). This includes motorcycles, mopeds, and scooters.
VC 505-Reckless driving (driving a vehicle in a manner that endangers life or property. Two or more moving violations constitutes reckless driving)
VC 506-Driving on the wrong side of the lot or driveway
VC 507-Driving against a one way sign
VC 508-Failure to stop at a stop sign
VC 510-Failure to stop for a Public Safety Officer

X. CITATIONS

Citations for violations are ordinarily issued directly by an employee of the Department of Public Safety to the driver of a vehicle. Parking and/or registration citations are attached to the vehicle. NOTE: The City of Orange Police and Fire Departments reserve the right to issue citations and tow vehicles for violations of state and local laws.

- A. Persons who have received five (5) or more citations issued by the University may have their on-campus driving privileges revoked and could also have their vehicle towed from the campus at the owner's expense.
- B. Failure to respond to a citation by payment or appeal to the Parking Administration will result in a charge amounting to the prescribed violation fine plus penalty fees and may result in the withholding of your vehicle registration until such fees are paid.

XI. REMOVAL OF VEHICLES

The Chief of Public Safety may cause the removal of any vehicle inoperative for more than 15 days, abandoned or left on property owned and/or operated by Chapman University when the academic year ends, upon revocation of privileges, when a vehicle is found blocking the free movement of emergency vehicles; or causing a safety hazard to people, traffic or property. Any vehicle with five (5) or more citations may be removed from the property. When lot closure notification

has been posted and/or e-mailed to all university constituents, vehicles left parked in a lot that is subject to closure may be towed. The costs of any removal and storage will be charged to the person whose name the vehicle is registered.

XII. ADMINISTRATIVE REVIEW

Citations issued for parking violations may be appealed. Anyone wishing to contest a violation must do so within 21 days of the date of issuance of the citation. The review process begins by writing a letter of explanation to the Parking Administration and sending the letter to the address on the reverse of the pink copy of the citation.

XIII. THE DEPARTMENT OF PUBLIC SAFETY

The function of the Department of Public Safety is to protect life and property, to help maintain a desired academic environment on the campus, to enforce vehicle rules and to perform other related duties. The Department of Public Safety is located at 415 N. Glassell Street, Orange, CA 92866 (on the corner of Glassell and University Drive). The department is open 24 hours a day, 7 days a week, including summers and holidays. The telephone number is (714) 997-6763.