



# Driving on Campus Procedures and Requirements

## Purpose:

Vehicles driving onto Campus past the bollards can be a deadly hazard. However, Campus access may be necessary. Chapman University project managers must obtain approval for their vendors to have access.

Please ask that your vendors utilize our loading zones, loading curbs, contractor parking spots, and parking lots before considering parking on campus past the bollards. A list of these locations can be found below.

## Requirements:

Vendors needing the bollards lowered for access to drive on Campus must meet the below criteria:

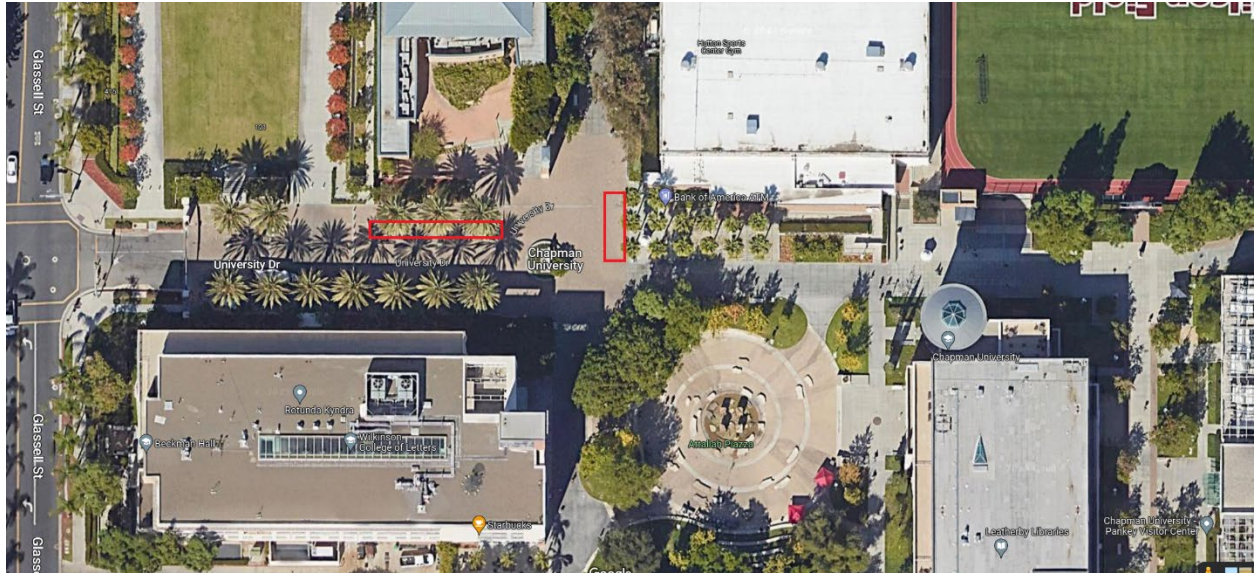
- A. Fixed equipment on the vehicle essential for the job, unloading of heavy machinery or equipment
- B. Valid Commercial Auto Liability Certificate of insurance on file that includes Additional Insured clause and Endorsement in favor of Chapman University
- C. 48 Hour Notice/ 72 Hour Notice for weekend
  - i. Chapman Project Manager must submit a [Vehicle on Campus Request Form](#)
- D. Driving onto Campus will be prohibited Monday through Friday from 8 AM – 3 PM
  - i. Vehicles on campus for event set-up must be escorted off campus no later than two hours before the start of the event
  - ii. In the event of an emergency see section G
- E. Vehicles must be escorted onto and off Campus by the project manager or a Public Safety Officer
  - i. Escorts must direct the vehicle to the designated parking area, help keep the site clear of pedestrians, and help guide the driver to avoid any collisions



- F. Approval notification must be present on the vehicle dashboard while parked on Campus
  - i. Vehicles found parked on Campus without approval will be subject to parking enforcement tickets
- G. In the event that a vehicle needs access to campus on an emergency basis, call Public Safety dispatch for access
  - i. First Responders are exempt
  - ii. Vendors must have a current agreement in place
  - iii. Vendors must have a current Certificate of Insurance with valid auto liability coverage on file
  - iv. Emergencies scenarios include
    - 1. Floods
    - 2. Major Plumbing Issues
    - 3. Power Outage
    - 4. Gas Leak

## Parking and Loading Zones:

If approved, these are the only two areas that vehicles can park on campus:



## Buildings with loading docks:

Moulton  
Musco  
Kennedy Hall  
Beckman  
Hashinger  
Argyros Forum  
Sandhu Hall

## Loading/unloading curbs:

Center by Keck  
Curb behind Argyros  
Curb on Glassell bordering Aitkens Arts Plaza

## Contractor Spaces:

Hashinger  
Barrera  
Anderson  
Conference Lot  
Knott Studios Lot

## Contact:

For questions please contact Enterprise Risk and Safety at [ERS@chapman.edu](mailto:ERS@chapman.edu)