



SMC Campus Safety is available 24 hours a day, 7 days a week to answer any questions regarding parking areas, parking passes or decals, and general vehicle operations on the SMC campus. Contact Campus Safety at (864) 587-4003 or visit the Campus Safety Office in the basement of Kingman Hall.

Registration and Operation of Motor Vehicles on Campus

The use of a motor vehicle on campus property is a privilege available to all students and employees. The College reserves the right to suspend such privileges if it believes such action is justified. Parking and traffic rules, regulations, and restrictions are necessary for the safety and convenience of each person in the College community. Campus authorities may search vehicles and their contents if there is a reason to believe that a search would result in evidence of a violation of college rules. Owners/operators must provide access to a vehicle when required by proper authority. Traffic and parking regulations are enforced 24 hours a day, unless otherwise stated.

The following instructions contain basic procedures for the guidance of all persons who operate a motor vehicle on the SMC campus.

Vehicle Operation

SMC has a campus-wide speed limit of **15 MPH**. Drivers operating a motor vehicle at speeds in excess of **15 MPH** may be ticketed for speeding or charged with reckless driving as a discipline offense. Drivers are expected to operate a vehicle in an appropriate manner commensurate to the weather and road conditions and to obey all state traffic signs and traffic laws.

No person should ride outside the passenger compartment of a motor vehicle on campus (i.e. on fenders, hoods, etc.). Drivers, as well as passengers in violation, may be charged with reckless activity as a discipline offense.

The driver of any vehicle on campus property shall obey all lawful instructions of any Campus Safety officer. The driver shall also obey any official traffic control sign or device (street sign or traffic cone/barrier). Drivers are required to stop their vehicle upon request or signal by any Campus Safety officer. Drivers who fail to stop when signaled may be ticketed and charged with failure to comply with instructions of a college official as a disciplinary offense.

Parking

The definition of “park” for the College is the standing of a vehicle, regardless of the amount of time and whether occupied or not.

The College provides parking spaces for resident students, commuting students, and visitors but does not assign any individual parking spaces for students or employees. At times, students may have to walk several hundred yards from a parking space to a building and students should take this into account (especially commuting students) and allow plenty of time to get to class upon arrival on campus. All parking spaces are available on a first-come, first-serve basis. Students are required to park in the appropriate designated student parking spaces.

Parking/traffic citations will be issued when Campus Safety determines it necessary. It is at the Campus Safety officer's discretion if a warning or a citation will be issued. If a vehicle parks in violation of the rules and regulations and does not receive a citation it does not constitute that the rules and regulations are no longer in effect.

Parking exceptions may be made due to visitors attending athletic events and special events prearranged by the College for college business. Campus Safety reserves the right to have any student, employee, or visitor relocate their vehicle for any reason. Failure to comply with such requests can result in a citation and/or tow at the owner's/operator's expense.

Parking/driving on grass and parking on any sidewalk, except for authorized personnel, is strictly prohibited.

Motor vehicles, boats, and trailers may not be stored on campus property. Vehicles parked on campus property without the College's permission or abandoned vehicles parked on campus property for longer than 72 hours will be towed at the owner's/operator's expense.

Vehicles blocking traffic on campus, parked where it impedes the operation of emergency services and equipment, or those in violation of campus traffic regulations may be towed from campus at the owner's/operator's expense.

If your vehicle breaks down and is parked in violation of the rules and regulations, immediately notify Campus Safety. Reasonable efforts should be made to move the vehicle from its position so that it is no longer in violation of the rules and regulations, which may include having the vehicle towed at the owner's/operator's expense.

Please check with the Campus Safety if you are unsure about any parking areas or issues. Campus Safety is available 24/7.

Designated Parking Areas

Designated parking areas are observable by coloring and/or lettering displayed in the parking space. Additional markers, such as parking signs or painted wording on the pavement/curb, might also be displayed.

- White – Students and Visitors
- Blue – Handicap/Campus Safety
- White Lines with Yellow Lettering – Faculty and Staff/No Parking

Resident students should park in the parking lots associated with their residence hall assignment if a parking space is available.

Additional parking is available in the Burgess Student Center parking lot, the rear Burgess Library parking lot, the Montgomery Science Building parking lot, the gravel parking lot across the street from the Moore Athletic Activities Building, and the parking lot across the street from Willard Hall. Students, including commuter students, may not park in spaces marked for faculty, staff, or visitors in these lots.

Restricted Parking Areas

Students may park only in marked spaces that are not restricted and within the parking space lines. Violators will receive parking citations and the vehicle may be towed or immobilized with a parking boot at the operator's/owner's expense. The following areas are considered restricted parking:

- Handicap parking spaces (to be utilized by handicapped individuals only)
- Campus Safety parking space
- Faculty and Staff marked parking spaces (located behind Ellis Hall, in the interior of the campus on Lester Kingman Drive, in the parking lot between the Moore Family Fitness Center and the Moore Athletic Activities Building, and on the row in the Burgess Student Center parking lot)
- Any curb or space painted red (Fire Lane) or yellow (No Parking areas)
- The curb in front of Hammond Hall and the College's front entrance sign
- The visitor's circle in front of Buchheit Administration Building and the visitor's circle in front of Ellis Hall (for visitor and staff parking only)
- The parking lot immediately adjacent to the north of the Buchheit Administration Building
- In front of any dumpster or fire hydrant
- Lawns and other grassy areas
- Any sidewalk
- Any location not specifically marked for parking to include curbing

The absence of a "No Parking" sign or a yellow/red painted curb does not indicate parking is automatically permitted.

Vendor vehicles, with prior authorization from a college official and Vendor Parking Pass, may temporarily park in "No Parking"/yellow painted areas.

Campus Safety will at times close off certain parking areas or individual parking spaces. These temporary restricted areas will be marked with orange traffic cones or traffic barriers. **No person is authorized to move these traffic cones/barriers, including to park in a blocked parking space or drive through an area already blocked off.** Moving any traffic cone/barrier will result in a citation, immobilization, and/or tow at the owner's expense.

Vehicle Registration

All motor vehicles, including motorcycles, used on campus must be registered with Campus Safety. All students are automatically charged a \$30 fee during registration, so payment is not necessary when registering your vehicle. However, you must register your vehicle within the first two weeks of your first semester. Decals to registered vehicles will be transferred over each academic year. Any changes to a vehicle's registration (such as a new license plate) needs to be shared with Campus Safety as soon as possible. Students are responsible for updating vehicle registration information. Failure to update a vehicle's registration information with Campus Safety

will result in a citation. Registration can be a benefit to students by helping Campus Safety locate owners of vehicles, when necessary, in cases of damage or to avoid towing when possible.

Parking decals will be issued as proof of registration. By accepting a parking decal, any student or employee acknowledges and agrees to abide by all traffic and parking rules and regulations for the College. The student or employee also agrees to be financially responsible for any citations issued to the registered vehicle. If you are operating a new vehicle that has not been registered with Campus Safety, you must register the new vehicle and purchase a new parking decal at a cost of \$30. You are responsible for maintaining the parking decal in a readable condition. Parking decals may not be altered in any way. Lost or mutilated parking decals can be replaced at a cost of \$30.

Students are prohibited from having two or more decals registered to one vehicle. Vehicles which are not properly registered may result in the loss of privileges to use a motor vehicle on campus for the academic year. All decals are to be positioned on the outside of the rear windshield on the lower lefthand corner (driver side) of the registered vehicle, or the rear bumper if no rear windshield is available on the vehicle.

Parking Passes

Parking passes are permits for temporary parking permission on campus and have expiration dates. Parking passes are issued through Campus Safety and are available to visitors, vendors, students, faculty, and staff. Parking passes are available 24 hours a day, 7 days a week through Campus Safety and are free of charge. Parking passes must be hung from the rearview mirror in such a manner that the pass is clearly visible and unobstructed. If the vehicle is utilizing a sun shade or does not have a rearview mirror, the temporary parking pass must be displayed on the front driver side dashboard face up and clearly visible and unobstructed.

Students, faculty, and staff temporarily driving a vehicle different to what is already registered with Campus Safety must obtain a **temporary parking pass**. A temporary parking pass may be necessary for a person driving a rental vehicle, driving another family member's vehicle, or driving a new vehicle that does not currently have its state issued metal license plate. (Once the state issued metal license plate is issued for the new vehicle, the vehicle's registration will need to be brought to the Campus Safety Office so a parking decal can be issued.) You will be required to provide your name, phone number, vehicle license plate, and vehicle make and model information in order to obtain a temporary parking pass. Vehicles not registered with Campus Safety or not having a guest parking pass are subject to being ticketed and/or towed at the owner's/operator's expense.

Non-students visiting the campus *for any period of time* must obtain a **guest parking pass**. The guest will be required to provide a name, phone number, vehicle license plate, and vehicle make and model information in order to obtain a guest parking pass. Vehicles not registered with Campus Safety or not having a guest parking pass are subject to being ticketed and/or towed at the owner's/operator's expense.

Vendors visiting campus must obtain a **vender parking pass** through Facilities or Campus Safety. Vendor vehicles not registered with Facilities or Campus Safety are subject to being ticketed and/or towed at the owner's/operator's expense.

Violations, Fines, and Vehicle Immobilization

A cited vehicle's operator and/or vehicle's registrants will be held accountable for any violation of traffic and parking rules and regulations. Fines must be paid at the Business Office in the Buchheit Administration Building. The paid receipt must then be brought down to the Campus Safety Office so that the issued ticket may be marked as paid. All outstanding fines will be placed on the student's College account. Students with outstanding fines will not be able to register for the next academic semester and transcripts will not be released until the fine is paid in full.

Appeals of any traffic and parking citations must be made within 7 days of receiving the violation. Appeals are to be submitted to the Chief of Campus Safety.

Vehicle violations and incidents of a person receiving five or more citations in an academic year will be handled as a discipline violation.

Parking Fine Schedule:

<u>Violation</u>	<u>Fine</u>
Expired or No Campus Registration	\$25
Parking in Faculty/Staff Area	\$25
Parking in No Parking Area	\$25
Parking in Roadway	\$25
Parking or Driving Off Roadway	\$25
Improper Parking	\$25
Blocking Traffic	\$25
Parking in Handicap Space	\$50
Parking in Fire Lane	\$50
Speeding or Other Reckless Operation of a Vehicle	\$50
Driving/Parking on Lawn	\$50

Violators may be issued more than one fine at a time for incidents of multiple violations.

The College reserves the right to revoke any driving or parking privileges on campus property for any student or employee, regardless if any fines have already been paid.

Occasionally Campus Safety will deem it necessary to utilize a vehicle immobilizer ("boot") on vehicles in violation of parking rules and to ensure compliance, particularly with habitual offenders. A habitual offender is defined as a vehicle owner/operator having 3 or more violations within an academic year. Vehicles may be immobilized for having 3 or more unpaid parking citations, having 3 or more parking violations of a repeated nature during an academic year, or when it is prudent to identify the owner/operator of the violating vehicle for a criminal investigation. The installation of a wheel immobilizer will incur an additional \$50 fine.

A vehicle immobilizer will only be removed from a vehicle when all fines are paid in full or having been approved for removal by the Chief of Campus Safety. Vehicle immobilizers will be installed on the front driver side wheel (unless it is unpractical due to the positioning of the front driver side wheel, then the rear driver side wheel will be immobilized). A notice of vehicle immobilization will be attached to the driver side window at the time of installation. Any attempt to remove the vehicle immobilizer, damage the vehicle immobilizer (including driving the vehicle with the boot still

attached), or removing the wheel which has the boot attached will incur an additional \$500 fine for the vehicle's owner/operator. Criminal charges may also be levied on a person who attempts to remove a vehicle immobilizer. If a vehicle is left immobilized for longer than 7 days, the vehicle will then be towed at the owner's/operator's expense.

If a tow service has been contacted to impound a vehicle, the owner/operator will still have to pay the tow fee regardless if the owner/operator arrives on scene prior to the towing company arriving/loading the vehicle. The owner/operator is responsible for to any costs related to the tow and storage and for any damages incurred from the tow. The College has no control over the tow company's actions and is not responsible for any of the risks involved with the tow company's activities.

Any state Uniform Traffic Ticket (blue ticket) issued by Campus Safety for other unlawful motor vehicle violations must be paid through the Spartanburg County Magistrate Traffic Court at 180 Magnolia Street, Spartanburg, SC.

Appeals

Any student, faculty, or staff member receiving a citation for a violation of traffic and parking rules and regulations has the right to appeal to show that the citation was issued 1) in error or 2) without just cause. Any appeal is considered forfeit if made after 7 days from when the citation was issued. The appeal process is handled by the Chief of Campus Safety.

If any appeal is filed within the 7 days from when the citation was issued, the Chief of Campus Safety will review the citation and issue a ruling within 3 business days. The Chief may rule 1) in favor of the appeal and erase the violation and return the amount of the fine if it was already paid or 2) reject the appeal and uphold the citation.

All decisions made by the Chief of Campus Safety are final.

Tow Service

All vehicles towed by the College are handled by Renegade Towing and Recovery located at 1701 Union Street in Spartanburg, SC. Their phone number is (864) 582-7600.

Parking on Public Roadways

Cars parked on the state roadways adjacent to the campus are subject to be ticketed by the Highway Patrol. The College has no control over state action in this area, so please do not park on state property adjacent to College property.

Security of Parked Cars

Although the parking areas are patrolled by Campus Safety, complete security of property cannot be guaranteed. Therefore, do not leave cars unlocked and do not leave valuables inside the car. Ornate wheels and wheel covers, expensive stereo systems, purses, wallets and other items of value left in plain view are prime targets for thieves. The College assumes no responsibility for loss or damage to vehicles or contents of vehicles while parked on College property.

Motorcycles and Mopeds

Motorcycles and mopeds must be registered and must be legally parked in marked spaces as with other motor vehicles. Campus Safety may approve additional areas for motorcycles and mopeds, so check with the Campus Safety Office if you operate a motorcycle or moped on campus. Motorcycles and mopeds are considered street transportation and for traffic violation purposes will be considered the same as a passenger vehicle. A parking decal must be affixed to the motorcycle or moped, unless authorization by a Campus Safety officer is given to not have one placed on the vehicle. A Campus Safety officer will assist in determining the proper placement for the decal.

Motorcycles and mopeds are not to be driven on or parked on any sidewalks or grass.

Other Motor Vehicles

The use of a motor vehicle other than a car, SUV, truck, motorcycle, moped, or bus (including but not limited to ATVs, UTVs, tractors, golf carts, etc.) on campus property without the College's permission is prohibited. Any approved alternative motor vehicle must abide by the same traffic and parking rules and regulations. This does not include motor vehicles owned by the College conducting college business.

Bicycles

Bicycles need not be registered. However, they must not be stored in the public areas of campus buildings. It is advised that you also obtain a bicycle lock to secure it in place whenever you are away from your bicycle. The College assumes no responsibility for loss or damage to a bicycle or its contents while on College property.

For information regarding this, please consult Campus Safety.