



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.

Drivers shall obey all lawful instructions of any Campus Safety officer and/or any official traffic sign or device (unless otherwise directed by an officer). 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.

Campus Safety understands that vehicular collisions may occur on campus property. Any driver who collides with another vehicle on campus is expected to remain on scene and to contact Campus Safety immediately. Campus Safety shall attempt to assist and identify all parties involved so that insurance information can be properly exchanged, if requested. However, if a

driver does collide with another vehicle on campus property and flees the scene, the fleeing driver may also be criminally charged.

Because Spartanburg Methodist College is private property, Campus Safety does not issue any South Carolina Traffic Collision Reports. A self-reported traffic collision report form may be provided to the involved parties to complete and submit on their own accord to the South Carolina Department of Motor Vehicles.

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.

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 for 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.

Vehicles blocking traffic on campus or those in violation of campus traffic regulations may be towed from campus 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.

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 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.

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.

All spaces in the interior of the campus, including those in front of Kingman Hall, are reserved for faculty/staff parking or handicap parking. Any vehicle parked in a handicap parking space must display a handicap placard or have a handicap license plate.

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 throughout the campus.
- 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.
- The parking lot adjacent to 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, may temporarily park in "No Parking" areas.

Campus Safety will at times close off certain parking areas or individual parking spaces. These temporarily 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 new students are automatically charged a \$30 registration fee at the beginning of the academic year, so payment is not necessary when registering your vehicle. For students, you must register your vehicle within the first two weeks of the first semester. For employees, the first issued parking decal registration fee is waived. You will be issued a parking decal 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. Students and employees are responsible for updating vehicle registration information with Campus Safety.

Any changes to a vehicle's registration (such as a new license plate) needs to be shared with Campus Safety as soon as possible. Registration can be a benefit to students by helping Campus Safety locate owners/operators of vehicles, when necessary, as in cases of damage or to avoid towing when possible. If you change vehicles, you must notify Campus Safety and purchase a replacement 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 left-hand corner (driver side) of the registered vehicle, or the rear bumper (driver side) if no rear windshield is available on the vehicle.

Parking Passes

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 parking pass must be displayed on the front driver side dashboard face up and clearly visible and unobstructed.

Students and employees temporarily driving a vehicle different to what is already registered with Campus Safety must have a **temporary parking pass**. Vehicles not registered with Campus Safety are subject to being ticketed and/or towed at the owner's/operator's expense.

Students and employees with a new vehicle that does not have a state issued license plate will need to obtain a temporary parking pass. When a state license plate is issued to the new vehicle, the vehicle's registration will need to be brought to the Campus Safety Office so a parking decal can be issued.

Visitors to campus *for any period of time* must obtain a **guest parking pass**. Students will accompany their guests to the Campus Safety office to provide all relevant information needed for the issuance of a guest parking pass. Vehicles not registered with Campus Safety are subject to being ticketed and/or towed at the owner's/operator's expense.

Violations, Fines, and Vehicle Immobilization

Vehicle operators and/or vehicle's registrants will be held accountable for any violation of traffic and parking rules and regulations. Failure to pay fines will result in the fine being placed on the student's College account and transcripts are not being released until the fine is paid. 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.

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

Parking violations can include, but are not limited to, having no parking decal or no parking pass displayed, unauthorized parking in a handicap space, unauthorized parking in a fire lane, unauthorized parking in a faculty/staff space, parking in a no parking area, parking in the roadway, improper parking, and speeding or reckless driving on campus.

Parking violations will incur a \$25-\$100 fine per violation. Violators may be issued more than one fine at a time for incidents of multiple violations.

Driving on or parking on a lawn and parking in a fire lane will result in a \$50 fine, while unauthorized parking in a handicap space will result in a \$100 fine.

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. Vehicles may be immobilized for having 3 or more unpaid parking citations, 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 impractical 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 3 days, the vehicle will then be towed at the owner's/operator's expense.

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

Appeals of a citation must be made within 10 days of receiving the violation. Appeals made be made to show that the citation was issued 1) in error or 2) without just cause. Appeals will not be considered after 10 days from when the citation was issued. A written letter of appeal must be submitted to the Chief of Campus Safety, who will handle the appeal process. If the Chief of Campus Safety issued the citation or the violator wishes to appeal the Chief's decision, they may appeal to the Dean of Students. If any appeal is filed within the 10 days from when the citation was issued, the Chief of Campus Safety or Dean of Students will review the citation and issue a ruling within 5 days. The Chief of Campus Safety or Dean of Students 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. If the appeal is rejected and the violation still has not been paid, the student or employee will have 3 days to pay the fine.

All decisions made by the Dean of Students are final.

Tow Service

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 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.

All vehicles towed by the College are handled by a rotation of towing companies. These companies include:

- TCB Automotive and Towing located at 1701 Union Street, Spartanburg, SC
- Freedom Towing located at 350 Sibley Street, Una, SC
- Williams Car Care & Wrecker located at 406 Stevens Street, Spartanburg, SC

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.