

Blackburn College

Parking Policy and Procedures

Purpose

The purpose of this policy is to outline the rules and regulations for the use of motor vehicles on the Blackburn College campus. These rules and regulations are designed for the safety, welfare, and health of students, employees, and visitors; the protection and maintenance of College property; and to govern traffic on the campus. Cooperation and compliance with these rules and regulations by all members of this community are essential. Failure to comply may result in a citation being issued or suspension/revocation of parking privileges on campus.

Scope

This policy applies to all individuals seeking to operate/park a motorized vehicle on the Blackburn College campus.

Policy

Blackburn College is a private College; therefore, the parking lots and other areas of the College are private property. The operation and/or parking of any motor vehicle on campus is a privilege, not a right. The College reserves the right to regulate the use of any motor vehicle on campus property for the benefit and safety of the campus community. Campus parking lots are provided for the convenience of permit holders in conducting Blackburn College business, and for no other purpose.

Parking Permits

All Blackburn College students and employees must obtain a parking permit for any vehicle parked on campus. Parking permits must be displayed at all times and authorize the parking of only one vehicle on campus. It does not establish a designated parking space, only a designated area. A vehicle parked in any unauthorized area is in violation of the regulations in this document.

Enforcement

Campus Safety is responsible for issuing citations, enforcing, and reporting violations of College motor vehicle regulations to College officials.

Towing/Booting

In accordance with Blackburn College Parking regulations, a vehicle may be towed or booted for having a third violation of any campus parking regulation.

Vehicle Immobilization

A settlement of charges of the boot-removal fee of \$50 and any prior outstanding violations must be satisfied prior to the removal of the immobilization device. Settlement of charges can be completed by cash payment in the appropriate office or a valid student identification number, with which the charges can be billed appropriately.

Vehicles may be immobilized and/or towed at any time when:

- Obstructing traffic
- Parking in a fire lane
- Parking in handicap parking
- Parking in marked "visitor" parking spaces
- Multiple violations of parking regulations
- Reasons deemed necessary for the safety of the campus community

Vehicles towed may be claimed by contacting: Campus Safety On-Call - (217-825-3042). Campus Safety will provide contact information for the appropriate towing company. The tow company will provide information on fees and may require fees to be paid before releasing the vehicle.

Owner's Responsibilities

It is the responsibility of the owner to take precautions against vehicle damage and theft. Blackburn College assumes no responsibility or liability for any vehicle parked on or near College property. The owner should lock the vehicle at all times and refrain from leaving valuables in plain sight.

Vehicle Registration

Valid permits must be affixed to the bottom of the front passenger side windshield of the vehicle. Permits placed in other locations will be considered invalid.

Student Permits

Permits must be obtained during Move-In Day, the Week of Welcome, or before the first day of class. Permits must be obtained from Office of Campus Safety, located in the Student Life Office, Demuzio Campus Center. Student Permits are issued free of charge for all Blackburn College Students. Students must obtain a permit. Permits are only valid for the academic year in which they are received. Vehicle registration information, your contract information, and insurance provider information will all be necessary to complete the online vehicle registration.

Faculty and Staff Permits

Faculty/staff permits are issued at the time of employment and remain valid throughout employment.

Visitor Passes

Visitor passes may be obtained from the Director of Campus Safety's Office, located in the Student Life Office Suite. Visitor passes must be dated to be valid. All vehicles with visitor permits must park in Visitor and/or Student Parking areas.

Parking and Traffic

- To park a motor vehicle/motorcycle or licensed scooter on campus, it must be registered with the College and a parking permit properly displayed at all times. All administrators, faculty, staff and students must register vehicles to be parked on campus.
- Administrators, faculty, staff and students are responsible for all violations of regulations in which their vehicle is involved.
- Faculty, staff and students are not allowed to use visitor spaces at any time.
- Blackburn College assumes no liability for damages to any vehicle parked or driven on campus.
- Motorcycles, motor scooters and mopeds are subject to the regulations governing automobiles.
- Abandoned vehicles are subject to towing at the owner's expense unless the owner notifies the Office of Campus Safety in writing at the time the vehicle becomes disabled.
- Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the making of repairs is the responsibility of the person making such repairs.
- All vehicle operators must obey public safety directions and instructions regarding operating and parking motor vehicles.
- All vehicles must have a valid license plate.

Parking Regulations for Permit Holders

Restricted Areas:

- Visitor spaces
- Fire lanes
- All accessible parking spaces (unless displaying a state-issued disability permit and/or license plate)
- Any roadway where the vehicle becomes an obstruction in the traffic lane
- Areas where signs and road markings prohibit parking
- Sidewalks, walkways, lawns or other cultivated areas

Parking spaces are designated by the presence of a parking block and/or painted lines

Violations and Fines

Fines for one to two parking violations issued by Blackburn College shall be assessed in the amount of \$20 each; three or more violations may be upwards of \$50 each. Violations include:

- Obstructing traffic
- No valid permit displayed
- Parking in a no-parking area
- Parking in an area where a permit does not apply
- Parking in an area designated for visitors
- Parking in a fire lane
- Parking in a person's with disabilities space
- Parking without a permit
- Other violations deemed to be a violation of parking regulations or necessary for the safety of the campus community

City of Carlinville authorities and Blackburn College Campus Safety may issue tickets and/or tow a vehicle at the owner's expense for fire lane, visitor space, and accessible parking space violations. Three or more consecutive violations of any kind may result in towing or booting at the owner's expense. Fines will automatically be charged to the violator's account.

Appeals

To appeal a parking citation:

- Ticket appeals must be submitted in writing within five business days of the violation.
- Tickets not appealed within five business days may be billed to the violator's account.
- Appeals received after five business days may be considered invalid

An appeal must be sent by email and must include the following information:

- Name and Student identification number
- Ticket date
- Vehicle license number
- Explanation of the circumstances surrounding the violation
- Reason for appeal

Violations for which there is no appeal:

- Parking in fire lanes
- Unauthorized use of accessible parking spaces

Each parking appeal is reviewed by the Director of Campus Safety

Revocation

Blackburn College retains the right to revoke any on-campus parking and driving privileges.

Reasons may include, but are not limited to:

- Violations in excess of five per semester or seven per year
- Use of fraudulent permits

- Creating a nuisance or causing property damage while making repairs to vehicles on campus
- Causing other property damage
- Becoming verbally or physically abusive, threatening or verbally assaulting any safety officer during the performance of their duties
- Inappropriate operation of a motor vehicle that presents a safety concern to the campus community.
- Payment of violations does not void a revocation.

Complaints, appeals, and suggestions should be addressed to the Director of Campus Safety by email at ronald.lewis@blackburn.edu