



## Traffic and Parking Policy

Updated Summer 2018

Traffic and parking regulations for Rollins College have been prepared by the Office of Campus Safety. These regulations are College policy and apply to all members of the of the Rollins College community and its' visitors. Parking regulations are enforced to eliminate confusion and hazards, reduce traffic congestion and to provide reasonable access to campus buildings.

### Administration of Regulations

- Traffic and parking regulations are enforced by the Office of Campus Safety to the extent permitted by law. City, county and state law enforcement officers shall likewise enforce all applicable traffic laws.
- All parking regulations are in effect and enforced 24 hours a day, 7 days a week, 365 days a year. Restricted parking areas are designated by signs, traffic cones or other barriers. Directives by a Campus Safety Officer supersede any other traffic control device(s) or signed instruction. Questions concerning parking should be addressed to Campus Safety via phone, (407) 646-2999, or by email, [campussafety@rollins.edu](mailto:campussafety@rollins.edu) OR [parking@rollins.edu](mailto:parking@rollins.edu).
- We believe in a progressive disciplinary system where repeated violation of parking and traffic regulations may result in increased fines, immobilization of your vehicle, towing of your vehicle or revocation of your parking privileges.

### Vehicle Registration

- All motor vehicles operated by students, faculty, staff and visitors must be registered with the Rollins College Office of Campus Safety.
- Registration of a vehicle on campus does not guarantee a parking space, but permits the registrant to park in authorized parking areas when space is available.
- Any person who provides false information on the registration form may be subject to disciplinary action. In addition, current and/or future parking privileges may be suspended or revoked. Please see, Code of Community Standards – Falsification.
- Vehicles can only be registered using our online Vehicle Decal Application through Foxlink ([foxlink.rollins.edu](http://foxlink.rollins.edu)).
  - After logging in under the Community Tab, go to Campus Safety, and click on Vehicle Decal Application. Once submitted, please allow for 24hrs before coming in to the Campus Safety Office to pay and pick-up your decal.

Boats, boat trailers, personal golf carts, utility trailers and recreational vehicles may not be parked on campus, including the SunTrust Parking Garage, at any time without the prior approval of the Office of Campus Safety.

Motorcycle and scooters may not be parked in the SunTrust Parking Garage, at any time without the prior approval of the Office of Campus Safety.



## General Regulations and Restrictions

The person who registers the vehicle on campus is held accountable for any violation involving the vehicle. The owner is also responsible for any violations incurred by other drivers of the registered vehicle.

The maximum speed limit on campus is 15 miles per hour. However, road conditions, weather and time of day may reduce the safe operating speed.

Parking and traffic fines must be paid prior to release of school records, diplomas, certificates and before a student can register for classes or activate pre-registration schedules.

Vehicles may not be left on Rollins College property, to include the parking garage, during the summer months without prior approval of the Office of Campus Safety. Rollins College assumes no liability for damage to, or theft of any vehicle or its' contents, or for the injury or death of anyone involved in a vehicular accident while on college property. Rollins College will not be held liable for damage to vehicles as a consequence of any natural disaster or "Act of God", including but not limited to falling trees, tree limbs, utility poles, signs, etc.

Special events and activities may require special regulations. Follow appropriate signage and communication (i.e. email, social media, verbal instructions, etc) regarding restrictions relevant to special events.

A vehicle may be parked and/or operated on college property only in areas identified on the campus map and/or marked by signs, street markings, parking regulations or other designations that indicate parking and/or operating is permitted.

All Rollins College students, faculty and staff are required to have a current Campus Safety decal and R-Card to park in the SunTrust Parking Garage or on campus. At no time is parking allowed in tenant or reserved space in the SunTrust Parking Garage as these spots are reserved for SunTrust Plaza tenants, who have a separate and distinct parking decal.

Vehicles parked illegally will be ticketed by Campus Safety. In addition, vehicles parked in fire zones or handicap spaces may be cited and/or towed by the Winter Park Police Department.

It is the driver's responsibility to find a legal parking space. Lack of an approved or convenient space is not a valid excuse for violating parking regulations.

*In the event of a mechanical failure, the driver of the vehicle must:*

- Drive or push the vehicle to the nearest legal parking space and immediately notify Campus Safety.
- Under no circumstance should a vehicle with a mechanical problem be left blocking a street, driveway, handicap space or be left in a fire lane. If the vehicle cannot be moved, it may be towed at the owner's expense.



## Buses On Campus

At various times, members of the college community will contract buses for a variety of reasons. These include:

- Transporting guests and visitors to campus.
- Transporting faculty, staff or guests to off-campus events.
- Providing a service to the College, such as the Blood Mobile, educational resources, media resources, etc.

Campus Safety requires adherence to the following process in order to support these larger vehicles on campus:

- The person who organized the bus service and is acting as the point of contact must e-mail Campus Safety at [campussafety@rollins.edu](mailto:campussafety@rollins.edu) OR [parking@rollins.edu](mailto:parking@rollins.edu) at least five (5) business days prior to the expected arrival date. We ask that the e-mail contain the following information:
  - Name of the point of contact
  - Phone number(s) of the point of contact
  - Name of the department or organization sponsoring the bus
  - Expected arrival date and time, length of time on campus and purpose for being on campus
  - Type of bus/ buses and approximate size(s)
  - Any additional services required such as specific parking locations, electrical power, space reserved around the vehicle, etc.
- A member of the Campus Safety Department will respond via e-mail within 48 hours to confirm authorization and provide further information. If a space is needed for the larger vehicle for a time period longer than the loading and unloading of passengers, Scheduling & Event Services will need to be contacted to reserve a space and can be e-mailed at [events@rollins.edu](mailto:events@rollins.edu).
- "Party Buses" are specifically prohibited from coming on campus at any time. If a student or organization is found to be involved, in any way, in bringing a "party bus" to campus, the situation will be documented and considered a "Request to Orders" violation. Campus Safety will then refer the incident to the appropriate Dean for further action.

## Prerequisites for Registration

- The applicant and the vehicle to be registered must meet all legal requirements for operation within the State of Florida.
- The motor vehicle must be owned, operated or leased by the applicant or a member of his/ her immediate family.
- All outstanding Campus Safety parking violation charges must be paid in full.
- A completed Campus Safety – Vehicle Decal Application must be submitted before a parking decal is issued. The State Vehicle Registration with make, model, year, license tag/ plate number and state is required to register your vehicle with the Office of Campus Safety.
- A copy of the State Vehicle Registration and driver's license must be provided to Campus Safety at the time the parking decal is issued.



## Proper Display of Parking Permits

- Students must securely affix the current decal on the driver's side rear bumper or the outside, lower left rear window. Student decals are non-transferable and must be displayed only on the vehicle to which it is registered. If the decal is placed improperly, the student is liable for any fees associated with replacing the decal.
- Static cling Faculty/Staff decals should be placed on the inside, lower left front window.
- Visitor hang-tags must be displayed, facing forward, from the rear view mirror.
- A vehicle may only have one type of permit (Faculty/ Staff, Student or Visitor) displayed at a time. If a vehicle is seen with more than one type of permit, the driver is liable to receive a citation for Illegal Use of Permit.

## Decals

*College of Liberal Arts – see Appendix A for map of appropriate parking areas*

- Decals must be purchased at the rate of \$75.00 for a full year (valid for fall, spring, and summer) or \$40.00 for individual semesters.
- Only one vehicle may be actively registered at any given time.
- Replacement decals are \$25.00, unless the vehicle was in a verifiable accident.
- To upgrade a decal from Freshman to Sophomore or Sophomore to Junior, there is a \$10.00 Administrative charge.
- Freshman are not permitted to register a vehicle unless they meet one of the following criteria;
  - They are an Honors Program Student
  - They require medical treatment on a continuous basis with a physician outside of the College Campus (Doctors note for verification is required)
  - They have a job off campus (Employers note for verification is required)
  - They live off campus
  - They play for an NCAA sports team that practices off campus (Coaches approval for verification is required)
- Freshmen that do register a vehicle may only park on the 4th floor of the SunTrust Parking Garage.
- Sophomores may only park in the SunTrust Parking Garage – all floors – in spaces that are not reserved or designated for tenants only.
- Juniors and seniors may park in the same areas as freshmen and sophomores, in addition to any available parking space on-campus that is not designated faculty/staff or visitor, or in the Sutton Place lot (without the appropriate hang tag). Sutton residents who have purchased a decal must obtain a Sutton Place hang tag and have it displayed when parking in the Sutton Place lot.

*Hamilton Holt School – see Appendix A for map of appropriate parking areas*

- Hamilton Holt students must have a valid decal displayed on their vehicle. As the decal is built in to the tuition, there is no upfront cost for the decal. Additional decals for other vehicles may be purchased for \$40.00.
  - Current or incoming fall/spring semester student - \$75
  - Incoming summer semester student - \$40



- Replacement decals are \$25.00, unless the vehicle was in a verifiable accident.
- Students may park in the SunTrust Parking Garage, in addition to any available parking space on-campus that is not designated faculty/ staff or visitor, or in the Sutton Place lot (without the appropriate hang tag).

*Crummer Business School – see Appendix A for map of appropriate parking areas*

- Crummer Business School students must have a valid decal displayed on their vehicle. As the decal is built in to the tuition, there is no upfront cost for the decal. Additional decals for other vehicles may be purchased for half the price of the original.
  - EMBA, EAMBA, PMBA - \$70
  - EDBA - \$105
- Replacement decals are \$25.00, unless the vehicle was in a verifiable accident. Please speak with either your individual program coordinator or call Campus Safety for more information.
- Students may park in the SunTrust Parking Garage, in addition to any available parking space on-campus that is not designated faculty/staff or visitor, or in the Sutton Place lot (without the appropriate hang tag).

*Visitors*

- Visitors may park in designated visitor parking areas only.
- Visitor parking permits are required upon arrival to campus – they can be obtained by either visiting the Campus Safety office or by calling (407)646-2999.

*Guests of Resident Students*

- Guests of resident students must obtain and display a valid visitor parking permit while on campus.
- A visitor parking permit issued to a student's guest will have the same parking privileges as that student. (I.e. Guests of freshmen must park on the 4th level of the parking garage. Guests of sophomores must park in the parking garage.)
- The student must accompany their guest to the Campus Safety office to obtain a visitor parking permit. Permits cannot be issued for a period longer than 14 days.
- Cost for a Temporary permit is \$5.00 for a period no longer than 14 days.
- Students will be held accountable for any parking citations their guests may receive.

*Vendors and other Service Providers*

- Temporary parking permits will be issued to vendors of the college for a period not to exceed 6 months.
- Vendors and service providers are expected to follow all traffic and parking guidelines. Failure to do so may result in revocation of your parking privileges.

*Student Temporary Permits*

- If you are eligible to obtain a permit and have a motor vehicle on campus for a period of less than 14 days you must purchase a Temporary Permit for the vehicle.
- Cost for a Temporary permit is \$5.00 for a period no longer than 14 days.



- With this permit, you must park in the appropriate areas as designated by your status at Rollins (i.e. freshmen, sophomore, junior, senior)
- If you will be operating the motor vehicle on campus for more than 14 days, you will need to obtain a regular parking decal.

### Citations

As outlined under the General Regulations and Restrictions, any vehicle may be issued a citation. If a citation is not dealt with – either through payment or the submission of an appeal – within 14 days of being issued, the citation will incur a late fee of \$20. If a citation is not paid within a month of being issued, the citation will be automatically charged to the responsible party's Rollins Account.

#### *Possible Citations and Fine Amount*

Citation	Fine Amount
Improper Display	\$30.00
Overtime Parking	\$30.00
Out of Authorized Parking Area	\$50.00
Disregard of Traffic Control Device	\$50.00
Expired Permit	\$50.00
No Valid Permit Displayed	\$50.00
No Valid Permit – Motorcycle/Scooter	\$50.00
Careless Driving	\$85.00
Illegal Use of Permit	\$85.00
Disabled Space	\$110.00
Fire Lane – Parking is Prohibited	\$110.00
First Immobilization	\$60.00
Second Immobilization	\$85.00
Third Immobilization	\$110.00
Third+ Immobilization	\$110.00
Virtual First Immobilization	\$60.00
Virtual Second Immobilization	\$85.00
Virtual Third Immobilization	\$110.00
Virtual Third+ Immobilization	\$110.00
Vehicle Towed	\$0.00

#### *Immobilization*

- The Campus Safety Department utilizes immobilization devices (boots) to aid with the enforcement of college parking policies. Your vehicle may be immobilized if you have accumulated three or more citations, paid, unpaid or appealed.
- On your second citation on an unregistered vehicle and on your third citation on a registered vehicle, the vehicle will be immobilized at that time – and every time going forward – if they are found in violation of traffic or parking policies. A vehicle will remain immobilized until the



appropriate fine is paid or 5 calendar day pass. On the 5th calendar day, the vehicle will be towed from campus.

#### *Appeal Process*

- Any person who received a parking citation may appeal the citation within 14 days of being issued. The appeal form is available online at <http://www.rollins.edu/campus-safety/traffic-parking/traffic-appeal.html> or can be completed in the Campus Safety Office.
- Once the form is completed, the citation is frozen while under review and will not escalate in price.
- The appeal is read by a panel of students, and once a decision is made the responsible party will receive notification of the decision (i.e. email, phone call, etc). If the decision is approved, no additional action is required. If the decision is denied, the responsible party will have 10 days to pay for the citation before a late fee is incurred.
- The decision rendered by the committee is final and binding.

#### *Revocation Process*

- Any student who exceeds three immobilizations OR any student who incurs an excessive amount of citations may result in a revocation of their parking privileges in which they will no longer be allowed to park their vehicle on Rollins campus, including the SunTrust Parking Garage.
- If parking privileges are revoked, the cost of the parking decal will not be refunded.
- This revocation is at the discretion of the Assistant Vice President of Public Safety, and is done on a case-by-case basis after reviewing all of the available information.
- The revocation of parking privileges is valid for the duration of the academic year in which it occurred:
  - If the revocation occurs at the end of an academic year, the revocation period may be extended to the next academic year at the discretion of the AVP of Public Safety
- The student will be notified by written letter and an email, and a notification of the revocation will be sent to the Office of Community Standards. CSR will review the information on a case-by-case basis.
- The student's parking decal will be removed from the vehicle and access will be turned off on their R-Card.



# Appendix A

