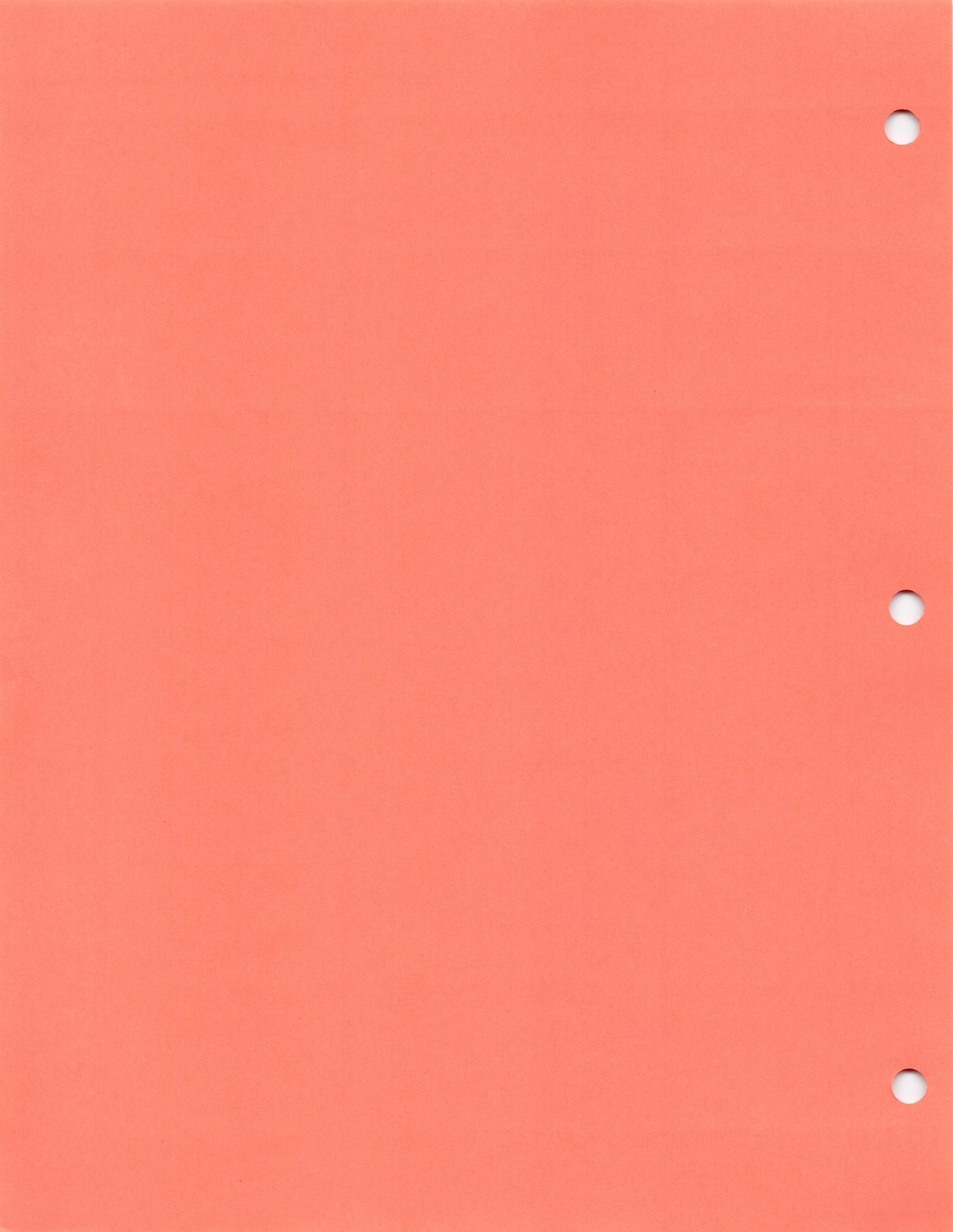


# **NORTHWEST COLLEGE**



## **VEHICLE POLICY 2002/2003**

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# **NORTHWEST COLLEGE VEHICLE POLICIES/PARKING CODES**

## **VEHICLE POLICY**

It is the responsibility of Northwest College to provide and maintain a safe campus environment for pedestrian and vehicular traffic. It is considered a privilege to operate and park a vehicle on the college campus. Campus streets are maintained for vehicular and pedestrian traffic. Parking and driving regulations were created and are enforced, to establish a climate of safety and order. The Security department may issue citations for violations. The citations demand a monetary fine. The Associate Vice President for Student Development may suspend one's campus driving and parking privileges, should said person fail to comply with the regulations listed in this student handbook.

## **REGISTRATION OF VEHICLES**

All motorized vehicles including motorcycles, owned by students that will be operated or parked on the campus, must be registered with Northwest College at the time of student registration. All newly acquired vehicles must be registered with the Student Development Office. This registration should be accomplished no longer than 48 hours, excluding weekends and holidays, after bringing the vehicle on campus. A student bringing a vehicle on campus temporarily (i.e., an employer's vehicle) should notify the Security department. The Security department can be contacted by telephoning extension 5500, 222 or (206) 228-9101.

## **PARKING PERMITS AND FEES**

The owner of a vehicle parked on campus, must obtain and display a Northwest College parking permit; (hang tag). The parking permit fee is \$25.00 per semester. Residents living in the Firs complex are exempt from paying the fee, as parking is included in their apartment rental charge. Parking permits (hang tag) must be placed within the vehicle so that the permit number and color can be read from outside the vehicle. Transferring a parking permit to a vehicle, for which it was not issued, is a violation. If a parking permit is lost, it can be replaced for a fee of \$2.00; this is accomplished in the Student Development Office.

## **PARKING POLICIES OF THE NORTHWEST COLLEGE CAMPUS**

1. Parking is based on a first come basis.
2. Parking is limited to one vehicle per marked parking space, motorcycles excluded.
3. Overnight parking for guests must be cleared through Campus Security. Campus Security can be contacted by phone at ext. 5500, 222 or (206) 228-9101.
4. Parking in an unauthorized space, fire lane, active loading zone for an extended period of time, handicapped parking space without the proper permit, vehicle parked more the 18 inches from the curb, in landscaped areas etc., may result in the issuance of a parking citation or the vehicle being towed; a fine will be assessed.

## CITATIONS AND FINES

Security officers will issue citations for violations of the regulations articulated in this manual. The spirit behind the citation process creates a foundation for safety and the personal regard for others. Two types of citations are issued, the warning citation and a citation that demands the payment of a fine. The warning citation clearly states, "WARNING" on the citation. There is no fine associated with a warning citation. Warning citations are usually issued for non compliance during the first "TWO" weeks of the school year although fine demanding citations can also be issued during the first two weeks of the school year and thereafter. A student that receives several violations or commits a violation of a serious nature may be referred to the office of the Associate Vice President for Student Development.

### **The schedule of fines is as follows:**

1. First citation	\$ 10.00
2. Second citation	\$ 15.00
3. Third citation	\$ 25.00
4. Fourth citation	\$ 50.00
5. Fifth and subsequent	\$100.00

The citation will not list the amount of the fine. Security will maintain a computer database, which will track citations and fines. The fine will be submitted to the College accounting office where the amount of the fine will be added to the student's billing statement or the employee's 1010 account. One may grieve the citation by discussing the matter with the Security Supervisor.

## GENERAL REGULATIONS

1. All motorized vehicles, including motorcycles, owned and operated by students, must be registered with the college at the time of student registration.
2. Unnecessary noise, including racing motors, sounding horns and the loud playing of audio equipment is prohibited on campus.
3. All vehicles driving or parking on campus must be insured in compliance with all vehicle insurance laws established by the state of registration.
4. All vehicles operated by students on campus and registered with Northwest College, must have current registration and license plates from the state in which the vehicle is registered.
5. Improper parking will be cited; refer above for further delineation.
6. The campus posted speed limit is 15 mph, drivers will observe the posted speed limit.
7. Vehicles will be operated in a safe manner, observe the speed limit, regulatory signs and yield to pedestrian traffic.
8. Vehicles must stop at all stop signs before proceeding.
9. Handicapped parking is limited to those possessing and displaying a valid handicap-parking permit.
10. A parking permit will only be used on the vehicle for which it is registered.
11. A current parking permit must be displayed so that the assigned permit number can be

viewed from outside the vehicle

12. Vehicles must not be parked within 15 feet of a fire hydrant.
13. Vehicles will park observing the regulatory time parking zones.
14. Vehicles must be parked only in the areas designated for parking and the side of the vehicle closest the curb will not be positioned more than 18 inches from the curb.
15. Vehicles must not be parked in a fire lane. A red curb designates fire lanes. Vehicles may be towed at the owner's expense, when parked in a fire lane.
16. Active loading zones are designated in front of the Crowder and the Perks residence halls; these parking spaces are to be used for the actual loading and unloading of one's vehicle and not for general parking.
17. Vehicles may not be parked in spaces reserved for another.
18. Vehicles operated on campus must be mechanically equipped and maintained as specified in the Washington State Vehicle Code.
19. Drivers driving on campus will not operate a vehicle while under the influence of alcohol, drugs or any medication, which would impair one's driving ability to drive safely, as specified in the Washington State Vehicle Code.
20. Vehicles operated during the hours of darkness, will do so with the head and tail lamps lighted.
21. Persons are not permitted to store their vehicles on the campus. Persons will be allowed 14 days to have vehicles operational before the vehicle is towed at the owner's expense. Should the vehicle be towed and the owner fails to redeem it from the towing agency, storage expenses may be added to the student's Northwest College billing account. Should the student need an extension, arrangements may be made with the Security Supervisor; an extension may be granted in special cases.
22. If you are a RETURNING student, your vehicle may remain on campus during the non-school months if you have received authorization from Security to do so. A permit to park/store your vehicle on the campus between semesters must be obtained from Security and posted in the vehicle so that it can be clearly readable from outside the vehicle. Failure to do so may result in the vehicle being towed. If you are not returning to the college for the next semester, the vehicle cannot be stored on the campus. You must remove the vehicle or risk it being towed from the campus.
23. Vehicle repairs will not be accomplished on campus streets. All repairs must be completed within 14 days. Authorization to accomplish repairs on the campus is by permit. A vehicle repair permit must be obtained from Security. The permit will be dated (start and finish date) and must be posted on the vehicle so that it is readable from the outside of the vehicle. The repair area must be kept clean of vehicle parts, junk, debris and vehicle fluids. The repair site must be completely clean when the work is done. Vehicles repaired without a permit are subject to being cited and or being towed. Should the clean up process fail to be completed by the student, clean up may be facilitated by maintenance and the clean up costs passed on to the student.

### **FIR'S APARTMENT RESIDENCE PARKING POLICIES**

1. Motorcycles should be parked in the Fir's parking lot as assigned by the Fir's management.
2. No tenant is allowed more than two vehicles parked in the Fir's lot at any one time.
3. Any vehicle parked in a fire lane may be towed at the owner's expense.

## **UNABLE TO LOCATE VEHICLE PARKED ON CAMPUS**

Should you discover that your vehicle is missing from where you last parked it, please contact Security for status. If the vehicle had been towed by Security, Security will provide information as to its location. If the vehicle has been stolen, Security will prepare an incident report. You should also report the stolen Vehicle to the Kirkland Police Department.

## **INFORMATION PERTAINING TO OUT-OF-STATE VEHICLE/OUT-OF-STATE DRIVER'S LICENSES**

Listed below is information from the Washington State Codes relative to out-of-state vehicles and out-of-state driver's license policies. Based on information that we have received from the Washington State Department of Licensing Department, we have concluded:

1. If you operate a vehicle that is licensed from another state, you must be in full time attendance and maintain a legal home of record outside the state of Washington. The vehicle must be registered in your name or the parent/legal guardian's name and the parent/legal guardian must have a legal address of record in the state of registration.
2. If you are married and living in the State of Washington, full time status does not exempt you from out-of-state vehicle registration. You are required by law to change your vehicle registration to the State of Washington; failure do so could result in a fine.
3. If you have a driver's license from another state, you must maintain your legal residence within that state. If you remain in the State of Washington beyond the school year, two semesters, you must secure a Washington State driver's license. In addition, you must carry in your vehicle, a notarized letter from Northwest College, stating that you are a full time student maintaining a nonresident legal home address in another state. Once you become a resident of the State of Washington, you have 30 days to obtain a Washington driver's license. A 30-day time period is also mandated for obtaining Washington State registration for your vehicles.