



**MOTOR VEHICLE
REGULATIONS
&
PARKING
INFORMATION
BOOKLET**

2010 - 2011

HAVERFORD COLLEGE
SAFETY AND SECURITY
DEPARTMENT

PLEASE PAY PARTICULAR ATTENTION TO THESE PARKING AREAS:

1. **LLOYD LOT:** Students often forget to move their cars when parked here overnight; cars must be moved by **8:00am**; there is strict enforcement here and cars are towed if the registered owner cannot be found. It is not possible for Security to locate the owner of an unregistered car.
2. **CARTER ROAD:** The Blue Bus "sweeper" waiting area, located just east of Walton Road, is an area that must be clear for the second bus. Again, there is strict enforcement here and illegally parked cars are towed.
3. **CARTER ROAD:** All of the parking between Stokes and the Yarnall footbridge is reserved for registered cars belonging to students, faculty, and staff. Once past the spaces nearest to Stokes, there is no parallel parking on the road between the parking bays.
4. **COURSEY ROAD AT WHITEHEAD CAMPUS CENTER:** These spaces are **reserved for Admissions visitors**, Monday - Friday from 8 am - 5 pm, and on Saturday from 8 am - Noon. Please respect this regulation; our Admissions visitors are very important to the College and this area will have strict enforcement. (Outside these hours this small parking bay can be utilized by other vehicles).
5. **WHITEHEAD CAMPUS CENTER LOADING DOCK:** This is a no parking area. It must be clear of parked cars at all times.
6. **HALL DRIVE:** Hall Drive is intended for pedestrians only. There is a 15 minute loading or unloading area at the rear of Hall Building for faculty and staff, and Athletic Department staff can utilize the area next to the Fieldhouse for loading upon proper notification to Security. Only visiting teams' buses or vans may park on Hall Drive; all other vehicles are prohibited from parking here 24 hours a day. (Hall Drive is the principal walkway for visitors' access to the center of campus). There are three special permit and one handicapped space on the drive.
7. **YARNALL:** There is no parking on the driveway or rear of Yarnall for student residents. This is a fire lane and the garage must be accessible for service vehicles.
8. **OFF CAMPUS, NEIGHBORHOOD STREETS:** Students, faculty, and staff are expected to park on campus, not on adjacent local streets. This includes Ardmore Avenue, Walnut Lane, Oakley Road, and Panmure Road. We need to maintain good relations and cooperate with our neighbors in the community. Please respect their rights.

PLEASE NOTE THESE ISSUES ABOUT PARKING

1. **Hannum Drive** is a private campus road, maintained by the College, open only from Ardmore Avenue. Parking enforcement on Hannum Drive and in the HCA lots is the responsibility of the Safety & Security Department. **Parking permits are required every day of the calendar year.**
2. The **HCA Trail** is both a pedestrian path and a service road linking Hannum Drive to McIntosh Drive. It is not to be driven upon by the public nor the College community except during special events when the gates will be supervised by Security officers.
3. **Bryn Mawr College resident students' vehicles may not be parked at Haverford College**, Monday through Friday from 8 am to 5 pm, unless a special parking permit has been issued upon authorization from the BMC Dean as a "hardship case". Haverford College students may not park at BMC, Monday through Friday from 8 am to 5 pm unless a special parking permit is obtained upon authorization from the HC Dean as a "hardship case".
4. **Swarthmore College students** can park in the South Lot only as visitors during regular business hours.
5. Haverford students may not park on the **public residential streets** surrounding the Bryn Mawr College campus. Public Safety officers will ticket the vehicles and student accounts will be billed for the violations. (This is done to maintain good relations with BMC's neighbors).
6. Parking **regulations are enforced during break periods** when College employees are at work (e.g., Fall Break). Students may not park their cars in areas that are reserved for faculty and staff, such as Lloyd Lot, during normal business hours of such break periods.
7. **Vehicles which receive four violations in any academic year or those who drive in a manner that endangers others will have their parking permits revoked. Failure to remove a vehicle from the campus or College property within 24 hours of receipt of a revocation letter is cause to have the vehicle towed and stored at the owner's expense.**
8. Faculty and staff will not be required to obtain a new parking decal for 2010-2011, **unless a new or replacement vehicle is being used.** A parking registration renewal card will be sent via campus mail asking for confirmation or correction of previous information, to be returned to the Safety & Security Office. (Vehicle registration will also be available on the Safety & Security website – <http://www.haverford.edu/security/>)
9. Parking stickers may not be laminated or taped to the window of the vehicle – they must be permanently affixed.

IF YOU RECEIVE A PARKING CITATION:

1. Fines will be **reduced by 50%** if the ticket is paid or returned for billing **within 7 days** of issuance.
2. **Appeals** must be received **within 5 days** of issuance. Appeal forms are available at the Safety & Security Office and/or at <http://www.haverford.edu/security/>.
3. Students' unpaid tickets will be billed automatically to their account.

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MOTOR VEHICLE REGULATIONS

The roads on campus are private lanes maintained by the College for the convenience of its personnel, students, and their invited guests. These roads are used for both pedestrians and vehicles; all vehicles must be operated at or below the posted **speed limit of 13 MPH**. Applicable Pennsylvania Motor Vehicle Laws are enforced.

ADMINISTRATION OF PARKING

The Safety and Security Department is responsible for the registration of motor vehicles which park on College property, for the issuing of parking permits, for the collection of parking fees and fines, and for the enforcement of parking regulations.

The College cannot be responsible for the safety or protection of motor vehicles, or their contents, while parked on College property.

'Motor vehicle' refers to any motorized conveyance as described by the Vehicles Law of Pennsylvania. The term includes cars, trucks, campers, motorcycles, and motor scooters.

THE PARKING PRIVILEGE

The parking system is designed to administer and protect the parking privileges of duly registered permittees. Eligibility is restricted to faculty, students, staff, and tenants of College property, sponsored visitors, Bryn Mawr College faculty and staff, and Bryn Mawr College students who have received permission from their Dean as "special or hardship" permittees.

Vehicles not displaying a valid parking permit or decal are subject to towing at all times unless special arrangements have been made with Security.

While the parking privilege for permittees can be protected (through enforcement of rules), they cannot be guaranteed. The College reserves the right to suspend parking privileges for cause at any time.

From time to time, special meetings and situations may demand use of certain College parking lots/spaces; i.e., meetings of the Corporation, Board of Managers, Commencement, Alumni Reunion, construction, snow removal, etc. Notice of such events will be given whenever possible to reduce inconvenience to regular users of such lots.

By signing an application for parking (or acknowledging acceptance via website <http://www.haverford.edu/security/>), each person who applies for parking privileges agrees that neither Haverford College nor any of its officers or employees is responsible for injury to persons nor for the theft of, or damage to, vehicles or their contents, while parked on College property. Each person agrees, further, to follow the parking regulations of Bryn Mawr College when utilizing the reciprocal parking available there.

Vehicles must be operated in a prudent manner relative to conditions of the road or lot, weather, time of day, etc., while on College property. Responsibility for any liability resulting from the location or operation of a motor vehicle on College property rests with the operator or owner and not with the College. The person who registers a vehicle is responsible for assuring that the vehicle, *regardless of who drives it*, is driven in accordance with these regulations.

APPLICATION FOR PARKING PERMIT

All persons who wish to park a motor vehicle on College property must complete a parking application or verification form and return it to Safety and Security. Forms are available at Security, the Personnel Office, or on the website (<http://www.haverford.edu/security/>). **Application must be made within 24 hours of bringing a motor vehicle to campus. Vehicles awaiting registration must park in the South Lot or the Orchard Field Lot.** Renewal/verification forms will be mailed out to all faculty and staff prior to a new registration year to reduce inconvenience. Annual application forms will be mailed to students' homes for completion and mail-in and will also be available at the Safety and Security table on both Non-Academic Registration days.

ISSUANCE OF PARKING PERMITS

Parking permits will be issued from the Safety and Security Department located on the 1st floor of the Gardner Integrated Athletic Center (GIAC) only on **weekdays between 8:30 am and 3:30 pm**, as well as at Non-Academic Registration.

DISPLAY OF PARKING PERMITS

The parking permit identification is a window decal. It must be placed on the **driver's side, rearmost SIDE window** of most vehicles. Pickup trucks or vans may display the permit on the driver's door window or the rear window. Displaying the permit anywhere else on the vehicle may result in its being overlooked by Security officers and the subsequent towing of the vehicle. **A vehicle is not considered registered until the permit is displayed, even if an application is on file.** The decal must be permanently affixed to the window. Special "H" permits should be affixed to the left side of the rear bumper.

NOTIFICATION OF CHANGE IN VEHICLE

Persons who change the vehicle that they have at Haverford, either temporarily or permanently, must register that new vehicle at the Security Office. A new parking decal (either permanent or temporary) will be issued at NO additional fee.

CANCELLATION OF PARKING PERMIT

A pro-rated refund, if applicable, will be given to students who cancel their parking permit prior to the end of the academic year. A student's privilege to park is considered canceled only when the permit has been removed from the vehicle and returned to the Safety and Security Office. Refunds will be made by check and a minimum of two weeks should be allowed for processing.

FACULTY AND STAFF PARKING

Faculty and staff parking permits are free. **Parking for faculty and staff only is reserved from 8 am to 5 pm Monday through Friday** in the following areas:

1. Lloyd Lot
2. Walton Road bays from Carter Road to the fountain
3. Walton Road bays south of Featherbed Lane

Faculty and staff may also park in Carter Road parking bays between the Blue Bus stop at Stokes Hall and Harris Road, as well as in the South and Orchard Field Lots. These areas are unreserved. See the campus parking map in this booklet.

Facilities' Complex parking areas are reserved 24 hours a day, 7 days a week for Physical Plant employees only.

Faculty and staff may not park in areas reserved for students during the academic year, except during Mid-Year Break.

STUDENT PARKING

Student parking fees are **\$40.00** for the academic year, payable by check to Haverford College or by charge to a student's account. Cash is not accepted. Parking fees are \$5.00 per week for temporary permits if no other vehicle has already been registered. A temporary permit for a vehicle is free if the fee for a first vehicle has already been paid. Parking fees will not be pro-rated until the beginning of second semester. **Resident first year students are not permitted to have a vehicle at the College.** The fee for student parking at Bryn Mawr College is now \$35.00 for the year. Students who reside in commercial tenant apartments at HCA must obtain a student parking decal and may not receive a commercial tenant decal as well.

Student parking stickers expire at the end of the spring semester. Student parking areas are re-assigned to faculty/staff or to the conference office for camp use during the summer.

Parking for students only is reserved 24 hours a day in the following areas:

1. Walton Road parking bays across from Leeds
2. Walton Road parking bays across from Drinker
3. Carter Road parking bays opposite North dorms
4. Hannum Drive, excluding large parking lot (except for the first seven spaces on the left side and the first 8 spaces on the right side, just inside the entrance.)
5. PECO Lot

If no legal spaces are available, cars must be parked in the South Lot or the Orchard Field Lot.

Students may also park in Carter Road parking bays between the Blue Bus stop at Stokes Hall and Harris Road, or in the South Lot and Orchard Field Lot. These spaces are unreserved and also open to faculty and staff. See the campus parking map.

Students may not park in areas reserved for faculty and staff from 8 am to 5 pm, Monday through Friday. This includes periods such as fall and spring break when College employees are at work. Outside these hours students may park in reserved areas but take a risk of being towed if the vehicle has not been moved by 8 am the next working day.

During the summer, students working on campus can only park in the South Lot or the Orchard Field Lot, unless they are residing at HCA. HCA residents may park in student spaces on Hannum Drive, but not in the large lot (except for the first seven clearly marked student spaces on the left and the first eight spaces on the right, as the lot is entered). If there are no legal spaces available, use the South Lot, Orchard Field Lot or the PECO Lot (first row closest to the apartments).

SPECIAL PARKING

There is special and handicapped parking on Walton Road across from the Infirmary; at the south end of Stokes Hall; in the Lloyd Lot; on Harris Road near Jones Hall; in the South Lot, in the Orchard Field Lot, in the two spaces in the rear of the INSC, and on Hall Drive. These areas are clearly marked with posted signs, and are restricted 24 hours a day, 7 days a week. This parking is reserved for individuals who have demonstrated a particular need, based on their work requirements or physical condition.

Conference parking, special events parking, and all of the temporary parking requirements of the College must be scheduled and approved through the Safety and Security Department by the College sponsor or host.

Parking for prospective students and parents who are visiting the Admission Office is reserved on Coursey Road adjacent to the Whitehead Campus Center. This area is reserved on weekdays from 8 am until 5 pm, and on Saturdays from 8 am until Noon. No faculty, staff, or students are permitted to park here during these hours, and towing will be strictly enforced.

With the exception of the marked Handicapped and Special Permit spaces, Hall Drive is a pedestrian walkway, drivable by service and emergency vehicles only. No driving or parking is allowed on the brick walkway from the South Lot to Hall Drive.

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At the rear of the Dining Center, there is special parking for assigned Dining Center staff. There is no parking allowed in the Dining Center Circle at any time and vehicles there will be towed.

Parking at student residence houses is limited. Where parking does exist, it is for the residents of that house only. (However, there is no parking allowed at any time at Yarnall).

Parking for Haverford College Apartments (HCA) non-student commercial tenants is reserved in the parking lot off Hannum Drive near Ardmore Avenue. **Summer tenants may not park in the year round commercial tenant areas.**

Special green "H" decals are issued to faculty or staff whose work requires them to use their personal vehicle to transport equipment, tools, or other items around the campus. These persons are permitted to park in areas where vehicles are normally prohibited, but only while completing their work.

Special red "H" decals are issued to members of the Corporation and the Board of Managers.

VISITOR PARKING

Parking arrangements for guests and visitors to the campus are the responsibility of the College sponsor or host. Visitors must be directed to use the South Lot or the Orchard Field Lot.

ENFORCEMENT

Any parking program requires the attention and consideration of the rules of all participants. Registered vehicles found in violation of published regulations will be ticketed or towed, depending on the nature of the violation, regardless of the existence of posted signs at the exact point of the violation. If signs are missing, unregistered vehicles will only be ticketed, except in extreme cases or where there are repeated violations.

These regulations will be enforced 24 hours a day, except as noted above. **Regulations will primarily be enforced during normal business hours for the regular parking areas, but will be enforced in fire lanes, traffic lanes, and unpaved areas at all times.**

Students receiving four violations in any academic year or those who drive in a manner that endangers others will have their parking permits revoked. Failure to remove a vehicle from the campus or College property within 24 hours of receipt of a revocation letter is cause to have the vehicle towed and stored at the owner's expense.

Anyone having unpaid fines will not be issued a new parking permit for the following year until such fines are paid.

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All fines must be paid, either by check (payable to Haverford College), or by billing to a student account or deduction from an employee's paycheck. This may be done in person at the Security Office between 8:30 am and 3:30 pm Monday - Friday, or by returning the parking ticket to Security by campus mail after checking off an appropriate box for billing purposes, or by sending a check along with the ticket to Security. Unpaid fines are automatically billed to students' accounts.

The College reserves the right to remove and have impounded any abandoned vehicle; any vehicle found on campus or College-owned property in violation of posted parking signs or published regulations; any vehicle with an altered, unauthorized, or revoked permit; any vehicle parked in a fire lane or reserved space; any vehicle blocking a loading area or trash dumpster; any vehicle parked on lawns or walkways; any vehicle determined to be a health or safety hazard. The owner or operator will be responsible for the costs involved in removing, impounding, and storing such a vehicle.

PARKING YOUR VEHICLE

All vehicles must be parked within the boundaries of the parking spaces. The fact that other vehicles are parked improperly shall not constitute a valid excuse for parking with any part of the motor vehicle over any line.

Vehicles must be parked in a way that will not constitute a serious hazard nor impede vehicular or pedestrian traffic, emergency vehicles, or the making of essential repairs. The fact that a person parked in violation of a regulation and did not receive a citation does not authorize other to engage in such parking, nor does it mean that the regulation is no longer in effect.

DISABLED VEHICLES

Disabled vehicles in College parking lots should be reported to Security immediately. The owner of a disabled vehicle is responsible for its removal. Should the vehicle not be removed within an agreed time, or if it creates a problem for normal parking, it will be towed and stored at the owner's expense.

Security can try jump-starting a vehicle. Students will be charged \$10 for jump-starts – after they have received four – in any academic year.

SNOW

Efforts will be made to have lots plowed and sanded as soon as possible after a snowstorm. To permit proper plowing, vehicles must be removed from lots and those spaces not used until they are plowed. Parking spaces will be cleared in the South Lot, so that vehicles may be moved there while the others lots or spaces are cleared.

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DRIVING ON FOUNDERS GREEN AREA

The operation of motor vehicles in the area of Founders Green, including Harris Road, is prohibited, except by special permission. Only College vehicles may be operated in this area on a regular basis. Owners of other vehicles must first contact Safety and Security for special permission.

VIOLATIONS AND PENALTIES

A written notice of parking violation (ticket or citation) shall be affixed to each vehicle which is parked in violation of these published regulations (and any other regulations which may be promulgated during the year with community-wide notification). The following action will be taken for violations:

- | | |
|---|-------------------------------------|
| 1. Illegally Parked in Reserved Space | \$30 FINE or TOW |
| 2. Illegally Parked in Handicapped Space | \$50 FINE or TOW |
| 3. Non-Display of Current Decal | \$20 FINE and
REGISTRATION COSTS |
| 4. Improper Display of Decal | \$5 FINE |
| 5. Illegally Parked in Fire Lane | \$30 FINE or TOW |
| 6. Improper Parking, Outside Marked Lines | \$10 FINE |
| 7. Failure to Obey Stop Sign | \$20 FINE |
| 8. No Parking Zone | \$20 FINE or TOW |
| 9. Parking or Driving on Walkway | \$10 FINE or TOW |
| 10. Parking or Driving on Grass | \$20 FINE or TOW
+ Damages |

- | | |
|----------------------------|-----------|
| 11. Speeding (Over 15 mph) | \$25 FINE |
| 12. _____ | \$25 |

All fines will be reduced by 50% if they are paid or if the ticket is returned to Safety & Security for billing or payroll deduction within **seven** days of issuance. In the case of an appeal, this seven day period will begin at the end of the appeal process

APPEALS

Any ticket may be appealed by completing an appeal form at the Safety and Security Office or on the website at <http://www.haverford.edu/security/>. This form must be received within **five** working days of the violation date in order to be considered. While under consideration, all fines will be held in abeyance. A response to an appeal will be made within **ten** working days.

Parking for personal convenience will **not** be considered a valid reason for appeal.

A second appeal or review may be requested following a denial of a first appeal. The Vice President for Finance and Administration will conduct this review. The decision of the Vice President is final.

Fines are due (50%) within **seven** days of notice of an appeal decision. Failure to pay a fine may result in the revocation of parking privileges.

TOWING POLICY

Acting at the request of Haverford College, a bonded towing service (Tommy's Main Line Towing or others to be designated) will remove from College property any vehicle designated by the Safety and Security Department. The owners of the towed vehicles may recover their vehicles from the towing company upon payment of the appropriate charge. The Safety and Security Department will have information on all vehicles towed from College property and the owners should contact Security at 896-1111 prior to recovering their vehicle.

Before towing any registered vehicle, one attempt will be made by the Safety and Security Department to notify a registered owner by telephone. The notice of violation will be written and affixed immediately. If the owner responds within five minutes and moves the vehicle, no tow will be requested and only the citation and fine will remain. If the owner cannot be contacted, or does not respond within five minutes, the towing service will be requested to respond to tow the vehicle. If the vehicle is towed, the College fine will be waived and the owner must pay the towing fee and any storage fees directly to the towing service. If the owner responds after the tow truck has arrived but before the vehicle is towed, the owner will still be liable for the College fine, and for one-half of the towing fee, which is payable immediately to the towing service.

GENERAL PARKING INFORMATION

Haverford College and Bryn Mawr College students participating in the Residence Exchange program and residing on the other campus, must register their vehicles on the campus on which they reside. **Vehicles with Bryn Mawr College resident student permits will not be permitted to park on the Haverford College campus between 8 am and 5 pm Monday through Friday. Vehicles with Haverford College student permits will not be allowed to park on the Bryn Mawr College campus during these same hours and days.**

Students at both colleges may request special permission of their dean to park on the other campus during normal business hours as a "Hardship" situation. This special permission will not be easily granted. Bryn Mawr students with this special permit must park in the South Lot or Orchard Lot at Haverford. Bryn Mawr resident student vehicles without this special permit are unauthorized and will be towed during normal business hours.

Bryn Mawr, Swarthmore, and Haverford Colleges have full reciprocal parking arrangements for faculty and staff. All motor vehicle operators must display the parking permit of their own campus. No additional permit is required. Haverford College faculty and staff may park **ONLY** in lots designated as reserved for faculty and staff on the other campuses. They may **NOT** park in spaces reserved for visitors at Bryn Mawr. Note that this differs from the policy on the Haverford campus.

Students should **use the Blue Bus** to travel between the Haverford and Bryn Mawr campuses between 8 am and 5 pm Monday through Friday. Parking a vehicle with a Haverford College decal on the roads near the Bryn Mawr campus will subject the vehicle to a citation and fine from Bryn Mawr College Public Safety.

The PECO Lot is divided into three sections. The beginning of the lot, as one enters, is reserved for a local community group. Once past that area, the spaces to the right, (marked with a red circle in each space), are reserved for a local community group as well. All the spaces to the left (closest to the apartments) are reserved for student parking.

REMEMBER

THE RESPONSIBILITY FOR FINDING A LEGAL PARKING SPACE RESTS WITH THE MOTOR VEHICLE OPERATOR. LACK OF SPACE IS NOT CONSIDERED A VALID EXCUSE FOR VIOLATION OF THE PARKING REGULATIONS.

For further information or questions about the motor vehicle and parking regulations, please contact the Haverford College Safety and Security Department, located at the GIAC (Gardner Integrated Athletic Building, 1st floor), or call (610) 896-1111.

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