



Parking and Traffic Handbook

Department of Campus Safety
2018-19

900 East Washington Street
Greensboro, North Carolina 27401
(336) 370-8621 phone
(336) 370-8718 fax

campussafety@bennett.edu

Operational Hours: 24 hours a day / 7 days a week
Business Hours: Monday-Friday 9:00 AM to 5:00 PM

The goal of the Department of Campus Safety is to provide safe and fair parking for employees, students, and visitors to our campus.

Permits and Vehicle Registration

Faculty, Staff, and Students are required to properly display a valid current year Bennett College parking permit. All vehicles on campus must be properly registered in a state or province. Permits are issued based on the student's registered status. Permits are to be displayed where the patrolling officer can clearly see it without searching for it. Decals are to be obtained anytime during normal business hours at the Department of Campus Safety Office. A grace period is applicable during the first two weeks of the fall semester.

Price of Decals for Students/Faculty/Staff

Beginning August of each academic school year, the price for student decals are **\$60.00 per year** and \$30.00 for each additional decal. Faculty and staff decal permits are free for primary vehicle registered. Each additional decal for faculty and staff is a fee of \$30.00.

Temporary Parking Permit

Temporary permits are mandatory when a student or employee will have a substitute vehicle on campus. These passes must be displayed as directed by the Campus Safety officer(s). A temporary pass must be completely visible (hanging on the rearview mirror with the wording displayed towards the windshield.) A temporary permit is considered to be invalid as soon as it exceeds its expiration date.

Designated Parking Lots

All students with vehicles on campus are restricted to parking in designated area/lots. The absence of signage denoting specific lot designation is not a valid excuse for parking illegally. Parking lots are routinely patrolled for violators. Violations will appear as "Parked in Faculty space" or "Other" with an explanation on the issued citation.

Students are restricted to designated lots on Mondays through Fridays - 24 hours a day. Please refer to signs posted at lot entrances. Lot designation is determined by the registered status of a student as listed with Student Affairs. Parking is limited and your cooperation is appreciated. Below is the appropriate parking area for STUDENTS.

1. Spaces behind Merner and Black Hall: **FACULTY and STAFF ONLY!**
2. Gravel Lot between Pfeiffer Science and the Enrollment Management Center (Admissions): **FACULTY AND STAFF ONLY!**
3. Black Hall Lot: Faculty and Staff and Commuter Students.
4. Washington Lot – behind the Chapel: **FACULTY and STAFF ONLY!**
5. Maintenance Lot (paved): Resident Students, Commuter Students and Staff
6. Unpaved Lot across from the Campus Safety: Students and Staff
7. Spaces near the Campus Safety Office: Staff and Faculty
8. Union Drive: **Designated Staff only**
9. Wellness Center / Gymnasium parking lot: Faculty, Staff, and Middle College.
10. The Middle College Administration Lot will be used for Commuter Student Parking and Middle College during the daytime. Lot closes daily at 6:00 PM.
11. Lot for Global Learning Center / Honor's Hall: Monday-Friday 7:00 AM -6:00 PM **Faculty and Staff Only. Residential Students are permitted to park from 7:00 PM – 7:00 AM with valid decal.**

12. Spaces behind Black Hall are reserved for specific Administrators and Faculty Only.

Faculty and Staff Parking Spaces

Faculty and Staff with the proper parking permit may park their vehicles in areas designated and marked for faculty. All areas restricted for faculty and/or staff are identified by a sign that states faculty and staff parking only. Unless otherwise posted, all staff spaces are reserved Monday thru Friday from 7:00 AM to 7:00 PM. All faculty and staff are expected to abide by all applicable parking regulations. A student working in a specific building is not considered staff and is restricted to park in a designated lot.

Visitors and Visitors' Parking Spaces

All visitors must check in with Campus Safety and obtain a Bennett College Visitor's Parking hang tag. Any space marked as "visitor" is restricted to non-student use. During special circumstances, employees may park in these spaces for abbreviated periods if a space is not available. A student visiting a building is NOT considered a visitor and must park in the Northwoods lot only. Visitor spaces are located at the front of the Campus Safety Office.

Reserved Spaces

There are various areas on the Bennett College campus where parking spaces are posted with a "Reserved" Sign. These types of spaces are reserved 24 hours a day and 7 days a week / 365 days a year. **Violators are subject to a citation, and/or towing at the owner's expense.**

Handicapped Parking

Parking in handicapped spaces are restricted to those with proper vehicle ID, either a placard or license plate. Vehicle handicapped identification's must be current in accordance with the Department of Motor Vehicles issued within the state in which the tags were issued. Violators are subject to citation and/or tow. Students with a temporary disability requesting "handicapped parking" must have a valid state permit to park in handicapped spaces. No temporary handicap passes will be issued via Campus Safety. Temporary state permits can be obtained through the state's Department of Motor Vehicles Agency.

Students who are temporarily disabled may also obtain a special parking pass to park closer to selected areas. This should be requested via the Director of Campus Safety and/or Supervisor on Duty with proper documentation provided by a medical provider, athletic trainer or the Health Center Director.

Consortium Parking

Consortium hangers are available for students that take courses/classes at another institution. In order to receive a consortium hanger, you must have a current Bennett College parking decal. Both decals needs to be displayed while parked.

Guest Parking

All off campus guest of students as well a faculty and staff, whether a peer or a family member, who parks a vehicle on this campus must notify and register the vehicle with the Campus Safety Department and display an issued permit. The permit is free. The vehicle(s) is restricted to parking only in the lot assigned by the issuing officer. A host can be held responsible for any guest violation. Those not affiliated with the college who receive five (5) citations during the current school year are subject to towing at the owners expense.

Special Events

Students, faculty and staff may be requested to relocate their vehicles due to a special function on campus. This is a temporary request and proper and timely notification is provided. Violators are subject to relocation via tow truck. It is expected that all parties will do their best not to park as to impede traffic to create a safety hazard due to patrons of a special event utilizing available parking spaces.

Speed Limit

The posted speed limit on the Bennett College campus is five (5) miles per hour. At no time shall any vehicle other than emergency vehicles exceed this speed. This speed limit is to help maintain roadway safety in all regards

Service Vehicles

Official Service Vehicles both college and private are permitted to temporarily park in areas not otherwise intended for parking. At no time should a thru-way be made hazardous due to "temporary parking." Service vehicles are not permitted to occupy a "handicapped" space without proper identification. Student vehicles making deliveries are not considered as "service vehicles".

No Parking Zones

There are numerous areas on the campus designated as NO PARKING zones. Students, Faculty, Staff and Guest are to abide by areas that have this rule posted and/or marked on the pavement. An "X" or slash marks on pavement indicate a No Parking Area. If you are not parked between two lines, you will be cited. Examples of NO PARKING Zones: On Grass, Sidewalks, Fields, Medians, in front of dumpsters, Fire Lanes, Fire Hydrants or any other area not marked for parking.

Warnings

Written warnings are issued on a discretionary basis. Though students, faculty or staff do not receive a monetary fine, the citation does remain on file and counts against the violator when considered "total citations received."

Tow Policy

Utilizing tow trucks is not a primary means for enforcing parking regulations. Justification for a tow truck include, but aren't limited to: concerns for Campus Safety or parking offenses such as handicap violations, vehicles remaining immobilized in an excess of 24 hours or for being a habitual parking violator. When a tow truck is utilized, the violator is responsible for all related fees.

Moving (Civil) Motor Vehicles Infractions

As authorized by the Director of Campus Safety, Officers are authorized to stop vehicles on the Bennett College campus for moving civil and criminal infractions. Citations issued are not state citations. Excessive moving violations may result in having a motor vehicle on campus revoked. The operator of the vehicle is responsible for the issued citation. All citations issued to a vehicle counts towards that particular vehicle's "total citations" received for the year. Examples of moving civil infractions include, but are not limited to: excessive speed driving through campus and operating a vehicle where it is not intended for vehicle travel (fields, grass, sidewalks and etc.)

Voided Tickets

Only the Director of Campus Safety or the shift supervisors are authorized to void a ticket. A voided ticket means that the ticket virtually disappears from the student's or faculty and/or staff record. There is no charge for a voided ticket.

Snow Policy

There may be times during the winter season where vehicles will be requested to relocate so that the snow removal operations may take place. The Director of Campus Safety and/or the Director of Facilities will notify the campus community. Those vehicles that violate this request will be subject to relocation via tow truck at the owner's expense.

Motorcycles/Mopeds/Scooters

Any student, faculty, staff or guest parking a motorcycle, moped or motorized scooter on campus must register with the Department of Campus Safety. The permit is to be displayed on the front glass, deflector or other visible area. These vehicles must be parked in a marked space and not on sidewalks, grass or porches.

Disabled Motor Vehicles

Any vehicle that becomes disabled while on campus property should be reported to the Department of Campus Safety. Unless otherwise documented, the owner of a disabled vehicle has 48 hours to repair and/or remove the vehicle from the college property. After 48 hours, the vehicle will be subjected to being towed at the owner's expense. Disabled status includes dead battery, flat tire, and mechanical failure or involved in a vehicular accident.

Abandoned Vehicles

Any vehicle left on campus without the permission of the Department of Campus Safety which is in such an extreme or obvious state of disrepair, or which is no longer properly registered or licensed shall be deemed as abandoned. If there is no response from the violator within 72 hours, either in person or by phone, the vehicle will be towed and impounded at the owner's expense.

Accidents

Motor vehicle accidents on college property should be reported to the Department of Campus Safety for an incident report to be completed. Greensboro Police Department should be notified of on-campus accidents. Accidents with damages of \$1,000 or more require a North Carolina Motor Vehicle Crash Report to be completed. Incident reports generated by the Department of Campus Safety can be obtained per request by the insurance provider by faxing (336) 370-8718 on an official letterhead requesting the involved individual's information.

Appeals

All motor vehicle violations may be appealed. Appeal forms are to be obtained at the Department of Campus Safety. Appeals must be submitted with all necessary paperwork within 7 calendar days of the citation date. Necessary paperwork includes the appeals form (completed in its entirety), a written statement or email, and a copy of the violator's ticket. An incomplete submission may result in a denial. Appeal decisions are final.

Billing

All citations will be sent to the Business Office. The actual date of the violation may not appear on the bill. Unpaid parking fines may result in delays for processing of transcripts, diplomas and/or registration. Billing inquiries should be directed to the business office. Questions regarding citations should be directed to the Director of Campus Safety.

Fines

Parking violations range from \$25 to \$250 depending on the violation. The following are parking violations and associated fines:

Handicap Violation: \$250

Unauthorized Parking: \$25

Reserved Parking: \$25

Speeding and Reckless Driving: \$50

Double Parked: \$25

Unregistered Vehicle: \$25

Fire Lane: \$25

Failure to Comply: \$25

Immobilized Vehicle: \$25

Invalid License Plate: \$25

Littering: \$25

Parked on Grass: \$25

Note: If you loan your vehicle to someone to someone and they illegally park, it is the registered owner's responsibility to pay and/or make arrangements to appeal the citation. The owner is determined by the displayed current year parking permit.

Criminal Motor Vehicle Infractions

Criminal Motor Vehicle offenses that are committed in or upon lands occupied by Bennett College are enforced by the Department of Campus Safety and/or the Greensboro Police Department (GPD).

Vehicles Remaining on Campus for College Trips and Vacations

Vehicles that are left at the college for such reasons as holiday trips, business trips out of town, etc. are to be parked in the Washington Street Lot, due to limited parking spaces for guest and visitors. This area is frequently patrolled by officers and has a closed gate that is normally secured at 10:00 PM.



Bennett College Traffic and Parking Map

Figure 4.2: Phase I Master Plan



- A: Global Learning Center / Honors Dorm Lot
- B: Dixon Intergenerational Children's Center Lot
- C: Bennett College Middle College Lot
- D: Black Hall Lot
- E: Pfeiffer and Merner Lot

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- G: Maintenance Lot
- H: Northwoods Lot
- I: Campus Safety Lot
- J: Union Drive Lot
- K: Goode Gym/Wellness Lot

Bennett College
Department of Campus Safety
Towing Policy

Bennett College is experiencing growth in all areas including the student body and faculty/staff. This growth brings about a pressing need to reconfigure all on campus parking and institute a towing policy with the concentration on safety and traffic control.

The towing of vehicles is not to be viewed as a punitive measure against the owner or owners. The intended purpose is the removal of vehicles that are creating hazards or need to be removed so campus activity can proceed without unnecessary delay.

Bennett College reserves the right to remove motor vehicles at the owner's expense for any of, but not limited to the following:

- Vehicles parked in designated no parking areas that are impeding the flow of traffic by pedestrians or other vehicles.
- Vehicles that pose a hazard such as leaking gas or impeding/blocking necessary campus maintenance such as debris removal (snow, ice, leaf pick up, mowing etc.).
- Vehicles that are not displaying a current registration plate and have their vehicle identification number covered so as to hinder immediate identification.
- Vehicles that incur five or more parking violations during a semester.
- Vehicles parked in disabled spaces without the proper permits.
- Vehicles parked in reserved spaces/areas without the proper permits.
- Vehicles parked in areas that are not designated parking areas.
- The college is not responsible for any claims as a result of the above-mentioned actions.

*****Private impound for towing will be at the owner's expense.*****

Gotcha Towing
4100 Burlington Road
Greensboro, NC 27405
(336) 558-2746

****Service calls \$180; Storage \$40 (per day); Driveline \$8. Total of \$228 to recover vehicle**