

Lincoln University Mission

Lincoln University, the nation's first degree-granting Historically Black College and University (HBCU), educates and empowers students to lead their communities and change the world.

Lincoln University Vision

Lincoln University will be a national model for both 21st century liberal arts undergraduate education and innovative graduate and professional programs.

Learn more at www.lincoln.edu/mission.



Lincoln University Department of Public Safety

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CAMPUS PARKING

RULES & REGULATIONS

2022-2023

Department of Public Safety



Lincoln University

LEARN. LIBERATE. LEAD.

PARKING VIOLATIONS

In as much as the roads on campus are used for pedestrian and vehicular traffic, it is necessary that vehicles be operated at or below **15 MPH**.

It is the responsibility of the registered vehicle owner that the vehicle, regardless of the operator, is parked in conformance with University parking regulations.

Violations:

1. Double parking.
2. Parking in “**No Parking**” zones.
3. Parking alongside any curb that is painted yellow.
4. Parking in a “**Handicapped**” space without a State issued placard or license plate.
5. Blocking fire lanes, fire exits, or within (15) feet of a fire hydrant.
6. Parking in “**Loading Zones,**” unless loading or unloading. Flashers must be on, and time is limited to fifteen minutes.
7. Parking along or over walkways.
8. Parking in any grassy area.
9. Blocking driveways.
10. Parking in unauthorized parking lots
11. Parking in “**Reserved For**” areas without proper authorization.

All areas within the campus not lined or otherwise designated for parking are considered fire lanes and parking is prohibited.

REPEAT VIOLATORS WILL BE TOWED

WARNING: After Labor Day of each year, any vehicle not properly registered with the University will be ticketed at the owner's expense

VEHICLE REGISTRATION

The following information is an outline of some of the vehicle registration and parking policies of Lincoln University.

Parking at Lincoln University is limited. All motor vehicles operated on Lincoln University property must be registered with the Department of Public Safety. Students will have decals placed on their vehicles by Public Safety officers. Student decals will be assigned to vehicles; they will not be given to individuals. Decals and stickers are available at the Department of Public Safety located in the International Cultural Center (ICC). Keep in mind that all student vehicles must be registered at the beginning of each school year. Decals from previous school years are no longer valid.

In order to register a motor vehicle on campus, you must provide the following:

1. Current driver's license
2. Current registration
3. Transcript – proof of 30 credits
4. Current inspection sticker
5. Valid proof of insurance
6. Letter from vehicle owner giving permission to drive the vehicle.

Students may not register vehicles belonging to other students.

NOTE: FRESHMEN ARE NOT PERMITTED TO HAVE VEHICLES ON CAMPUS

Possession of a permit does not guarantee a parking space. Lack of available parking is not a valid excuse for violating parking regulations. Parking is permitted only in approved spaces. Areas not specifically designated for parking will be considered as **no parking** areas. All travel lanes within the campus are considered fire lanes and parking is prohibited. Illegally parked vehicles will be ticketed and towed at the owner's expense.

FACULTY & STAFF PARKING

Faculty and staff parking permits are available in the Department of Public Safety located in the International Cultural Center (ICC). All faculty and staff permits issued in previous years are still valid. New employees or faculty must come to the Department of Public Safety to obtain a permit.

One (1) parking permit (hangtag) will be issued to each employee of the University, not to a specific vehicle. There is no fee for these hangtags, but there is a one-time registration form that must be completed prior to the issuance of a parking permit. The hang tag is to be displayed on the rear view mirror at all times while on Lincoln University property. These hang tags can be transferred from vehicle to vehicle, eliminating the need for multiple permits. **There is a replacement charge of \$15.00 for lost tags.**

Lincoln University employees who repeatedly violate parking and/or traffic regulations on campus may be subject to having their parking privileges revoked or their vehicle booted or towed.

Remember, parking on Lincoln University property is a privilege not a right.

ACCESS CONTROL PROCEDURES

To address concerns regarding unauthorized individuals and illegal parking on Lincoln University property, and to ensure the safety of faculty, staff, students and visitors to our campus, the Department of Public Safety has implemented the following procedures.

All vehicular and pedestrian access to the main campus will be conducted as follows:

- The Gym Gate will be open 24-7. Persons entering any gates are subject to vehicle and personal identification checks.
- Other gates and entrances will only be open during special events, activities, etc. All pedestrians and vehicles entering the campus must comply with established procedures and instructions received from public safety officers.
- All student, faculty and staff vehicles must display an authorized parking permit issued by the Department of Public Safety.
- Public Safety personnel will place student decals on the vehicle. It is a violation to transfer these permits to another vehicle.
- Faculty and staff permits should be hung on the rear view mirror and are transferable between vehicles driven by the same faculty/staff member.
- All visitors must obtain a visitor's pass issued by the Department of Public Safety and present this pass whenever requested by any University official. Visitors must also stop at the Department of Public Safety and obtain a temporary parking permit to be hung on the rear view mirror.
- To gain access to the campus, a valid Lincoln University identification card must be presented to the public safety officer at the point of entry. All occupants must be identified.

- It is the responsibility of the person being visited to ensure that visitors comply with all access control procedures. Failure to comply with access control procedures will result in denial of access to Lincoln University property.
- Unauthorized individuals found on Lincoln University's campus can be prosecuted for trespassing.

Lincoln University assumes no liability for granting access to University property.

PENALTIES & APPEALS

- Parking fines will be automatically added to students' accounts. Faculty and staff may pay parking fines at the Office of the Bursar.
- Anyone with more than three parking violations during a school year will have their vehicle booted or towed. Vehicles with more than three unpaid parking violations may be subject to having their parking privilege revoked.
- Appeals should be directed in writing to the Director of Public Safety/Chief of Police within five days of receiving the citation.

AUTHORIZED PARKING AREAS

The following is a list of the University parking lots and those persons authorized to park in each lot. Large maps are located on signs throughout the campus.

<u>Lot</u>	<u>Location/Permit</u>
A.	Behind Lincoln Hall/Visitors Only
B.	Alumni House - Staff/faculty only
C.	Admissions (rear) –Staff/Visitors only
D.	Chapel – Faculty/Staff only
E.	Ware Center/University Hall Handicapped Parking Only
F.	Dickey Hall - Open Parking when available Library – Faculty & Staff Only
G.	Physical Plant/Wellness Center Faculty/Staff only
H.	ASL (east side) – Student Parking Nelson Science Center (west side) Staff/faculty only
I.	Azikiwe Nkrumah Hall (rear lot) Staff/faculty only
J.	Athletic Courts – Open Parking
K.	Hansberry Hall – Student Parking
L.	Hansberry Hall – RC
M.	ICC - Faculty/staff/patrons
N.	Manuel Rivero Hall–Student parking
O.	Douglass Hall (front) – RC's
P.	LLC (Men's) - Open Parking
Q.	Douglass Hall (rear) – Open Parking
R.	Main Gate grass field–Special Events
S.	Middle Gate grass field–Special Events

SAFETY IS EVERYBODY'S BUSINESS.

Vehicles parked on campus are at the owner's risk.

The University assumes no liability for vehicles parked on Lincoln University's property.