

MOTOR  
VEHICLE  
POLICY  
+  
PARKING  
INFORMATION



ROANOKE COLLEGE



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Campus parking is a privilege, and faculty, staff and students are expected to abide by the parking regulations as well as local and state motor vehicle laws. The following rules and procedures provide for the orderly and safe operation of vehicles on campus. The College assumes no responsibility or liability for the care or protection of any vehicle or its contents while operated or parked on college property.



## REGISTRATION OF MOTOR VEHICLES

All vehicles must be registered with the Office of Campus Safety located at 9 North College Avenue within 72 hours of students and faculty/staff arriving on campus. Visitors must register immediately upon arrival on campus. Information needed for vehicle registration includes: make, model, color, year of vehicle, and license plate number/state. The Roanoke College Maroon ID number and a local address are also required.

### A. Registration Requirements

1. A student must be enrolled for the current academic session at Roanoke College. Faculty and staff must be current employees.
2. The vehicle must comply with all state inspection and registration requirements of the owner's state of residence.
3. All vehicles must be covered by liability insurance consistent with the minimum requirements of the Commonwealth of Virginia.
4. Operator must have a valid operator's license from their state of residence.
5. The operator's motor vehicle privileges must not be in a revoked status by the College.
6. All vehicles, including mopeds and scooters, must be registered. All campus parking and vehicle operation policies apply.

### B. Parking Fee and Decals

There is an annual, **non-refundable** registration fee of \$150 for each residential and commuter student's vehicle utilizing college parking facilities. The fee must be paid at the time the student's vehicle is registered. A \$5 fee will be assessed for a second student decal if the student is no longer using the first registered vehicle. A parking decal will be issued after payment of the parking fee. **Students may only register one vehicle.** Faculty/staff decals are free, and they are permitted two active decals. Parking regulations are in effect year-round, including semester breaks.

Students and faculty/staff may register their vehicle by going to [roanoke.edu/safety](http://roanoke.edu/safety) and clicking on the appropriate link, or coming to the Office of Campus Safety between 8am–8pm, Monday–Friday. Dependents of Roanoke College employees are entitled to one free vehicle decal per academic year. Student decals are valid from August through July of each year. **Payment of the annual parking fee does not guarantee a parking space or a space in a particular lot.** Parking lots are for the use of students during the terms in which they are enrolled. Vehicles must be moved within 5 days after the end of the term. Faculty/staff decals are only valid for the term of employment. Decals may not be shared between vehicles. It is the decal holder's responsibility to ensure that all information regarding their vehicle, including license plate, is up to date. Updates can be made by emailing or calling the Office of Campus Safety.

Use of campus parking lots for long-term storage of disabled or surplus vehicles is not permitted. If a current student wishes to leave his or her vehicle in a parking lot during breaks between college terms, notification must be made to and permission granted by the Office of Campus Safety. Inoperable vehicles parked in a lot for which the vehicle is not authorized to park must be moved within 72 hours to an appropriate location or towed.

A vehicle operator registering a vehicle is responsible for the decal until the date of expiration or the date the Office of Campus Safety is notified of the loss or destruction of the decal. The Roanoke College parking decal must be removed from the vehicle upon graduation, leaving college, leaving employment, trade of vehicles, or any change in vehicle status.

**PARKING DECALS MUST BE PLACED IN A VISIBLE POSITION ON THE LEFT-HAND SIDE OF THE VEHICLE'S REAR BUMPER, LEFT-HAND SIDE OF THE REAR OUTSIDE WINDOW, OR SECURELY ATTACHED TO THE LEFT-HAND INSIDE REAR GLASS OF THE VEHICLE.**

### C. Guests and Temporary Permits

Guests and visitors of the campus community must obtain a guest permit through the Office of Campus Safety immediately upon arrive on campus. Temporary permits are issued for valid reasons such as borrowed or rented cars, overnight visitors or visitors on campus during normal business hours. Guest and temporary permits are issued for limited, specific periods of time at no charge, and drivers must adhere to the same regulations as those with permanent registrations. Hosts are responsible for seeing that guests are familiar with and abide by campus parking regulations.

Campus departments with visitors are provided with a temporary permit for the visitor to display on the dashboard of their vehicle.

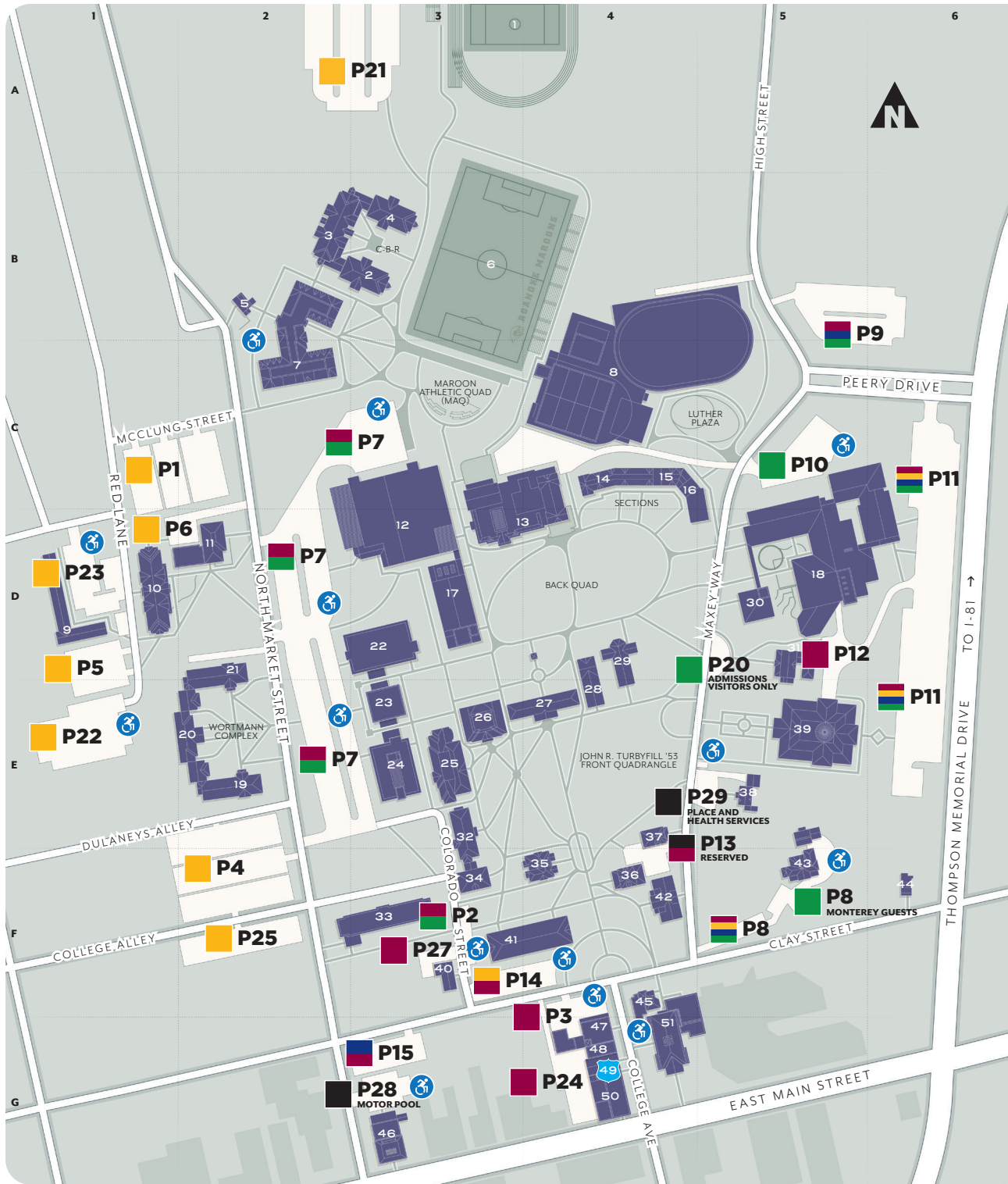
### D. Parking Zones

College parking lots have color-coded signage at the entrance of each lot and are numbered to identify the designation for a particular lot. Parking decals are color-coded accordingly. Students may only park in lots that correspond to their status as either a residential or commuter student. The College reserves the right to temporarily close any campus parking lot or to change its designation, with any changes being communicated via announcements, email, social media and appropriate signage.

- Blue Lots** Commuter students\* (Students who do not live in College-owned housing)
- Yellow Lots** Residential students (Students who live in College-owned housing)
- Maroon Lots** Faculty and Staff only, 24/7 (No student parking)
- Green Lots** Reserved 24/7 for visitors

\*Commuter students may park in all blue or yellow lots.





# CAMPUS PARKING

## Main Campus Parking Lots by Zone

All lots have signage indicating who may park there.

## College Buildings

BUILDING NAME	NO. ON MAP	COORDINATES
Administration Building	27	E4
Alumni Gym	17	D3
Alumni Field	1	A3
Antrim Chapel	30	D5
Ayres Hall	47	G4
Bank Building	50	G4
Bast Center	12	D3
Belk Fitness Center (in the Cregger Center)	8	C4
Bittle Memorial Hall	29	D4
Campus Safety (Available 24/7)	49	G4
Clay Street House	44	F6
College Hall	35	F4
Colket Center & Sutton Commons	13	D3/4
Courthouse Annex	45	F4
Cregger Center	8	C4
Fintel Library	39	E5
Fowler House	38	E5
Freshens	48	G4
Health Services	37	E4
Kerr Stadium	6	B3
Life Science	24	E3
Lucas Hall	25	E3
Massengill Auditorium	23	E3
Miller Hall	26	E3
Monterey	43	F5
Morehead Hall	36	F4
Old Post Office	46	G3
Olin Hall	18	D5
Residence Life and Housing	40	F3
Roselawn (Admissions Office)	31	D5
Trexler Hall	22	D3
Trout Hall	28	E4
West Hall	51	G4

## Residence Halls

BUILDING NAME	NO. ON MAP	COORDINATES
Afton Hall	9	D1
Augusta Hall	5	B2
Bartlett Hall	32	E3
Beamer Hall	3	B2
Blue Ridge Hall	19	E2
Caldwell Hall	2	B3
Catawba Hall	11	D2
C-B-R (Caldwell, Beamer, Ritter Halls)		B5
Chalmers Hall	42	F4
Chesapeake Hall	10	D1
Crawford Hall	41	F3
Fox Hall (Sections)	16	C4
Marion Hall	33	F3
Maxey Hall	7	C2
Ritter Hall	4	B3
Sections (Fox, Wells, Yonce Halls)		C4
Shenandoah Hall	20	E2
Smith Hall	34	F3
Tabor Hall	21	D2
Wells Hall 1, 2, & 3 (Sections)	14	C4
Wortmann Complex		E2
Yonce Hall (Sections)	15	C4

## GREEN LOTS VISITORS AND GUESTS

- P2 ..... Crawford Hall (along Colorado St.)
- P7 ..... Life Science, Trexler, Bast (N. Market St.)
- P8 ..... Monterey Guests
- P9 ..... High St. north of Cregger Center
- P10 ..... Upper Olin Hall (Maxey Way)
- P11 ..... Lower Olin Hall (Thompson Memorial Dr.)
- P20 ..... Roselawn: Admissions Guests (Maxey Way)
- P26 ..... Elizabeth Campus Tennis Courts

## YELLOW LOTS ALL STUDENTS

- P1 ..... Intersection of McClung and N. Market Sts.
- P4 ..... N. Market St.
- P5 ..... Red Ln.
- P6 ..... Catawba Hall
- P8 ..... Monterey (except the five 24/7 reserved spaces)
- P11 ..... Lower Olin Hall (Thompson Memorial Dr.)
- P14 ..... Crawford Hall (row facing building only)
- P16-19 ..... Elizabeth Campus
- P21 ..... Hawthorn Rd.
- P22 ..... Red Ln. (at Chesapeake Hall)
- P23 ..... Afton Hall
- P25 ..... N. Market St.

## BLUE LOTS COMMUTER STUDENTS

- P9 ..... High St. north of Cregger Center
- P15 ..... Clay and N. Market Sts. (row closest to the street)

## MAROON LOTS FACULTY AND STAFF

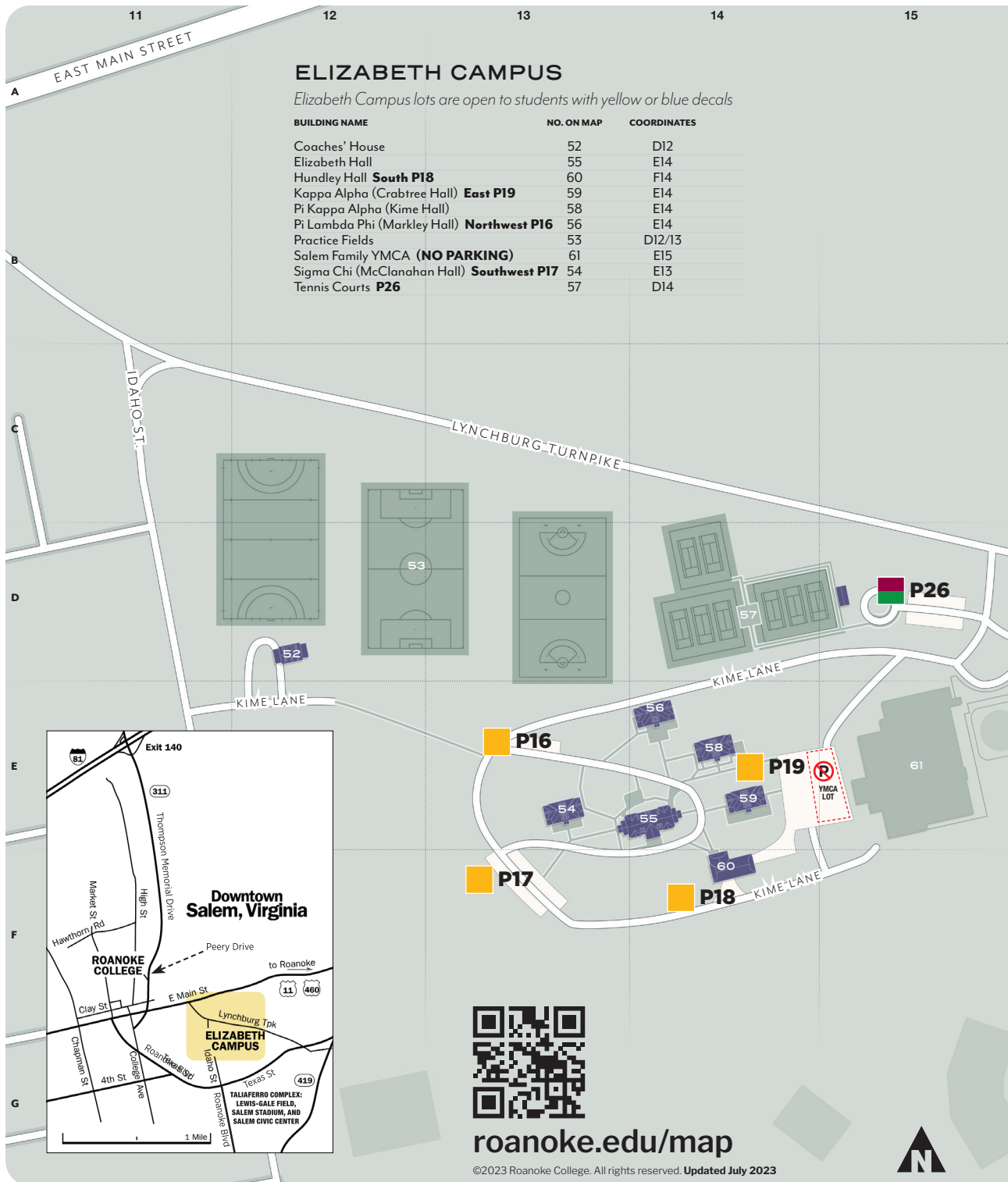
- P2 ..... Crawford Hall (along Colorado St.)
- P3 ..... Clay St. and College Ave.
- P7 ..... Life Science, Trexler, Bast (N. Market St.)
- ↳ **No student parking**
- P8 ..... Monterey (except the five 24/7 reserved spaces)
- P9 ..... High St. north of Cregger Center
- P11 ..... Lower Olin Hall (Thompson Memorial Dr.)
- P12 ..... Roselawn: east side, rear lot
- P13 ..... Chalmers Hall
- P14 ..... Crawford Hall (the row facing Clay St. only)
- P15 ..... Clay and N. Market Sts. (back row, adj. to Motor Pool)
- P24 ..... Behind College Ave. Bldgs. (Access from Clay St.)
- P26 ..... Elizabeth Campus Tennis Courts
- P27 ..... Residence Life Lot (105 N. Colorado St.)

## PLACE AND HEALTH SERVICES

- P29 ..... Fowler House is reserved for those with appointments at PLACE or Health Services

## WHEELCHAIR-ACCESSIBLE

- P2 ..... Crawford Hall (west)
- P3 ..... Intersection of Clay St. and College Ave.
- P7 ..... Bast Center / Trexler / Life Science
- P10 ..... Upper Olin Hall
- P14 ..... Crawford Hall (south)
- P22 ..... Red Ln. (Chesapeake Hall)
- P23 ..... Afton Hall
- N/A ..... Fintel Library, West Hall, and Maxey Hall



## VIOLATIONS

Operators of motor vehicles on the property of Roanoke College are expected to obey all signs and rules regulating traffic flow and parking as well as directives/instructions given by Campus Safety staff. The campus speed limit is 10 miles per hour. The College enforces campus motor vehicle policies by issuance of citations for violations. As Special Conservators of the Peace appointed by the Salem Circuit Court, Campus Safety Officers have certain police powers and arrest authority on the campus. Officers can enforce state and local traffic law violations that occur on campus.

### A. Parking and Operational Violations and Fines

- These violations carry a **\$50** fine:
  - Parking in a lot or parking space for which the decal issued does not apply
  - Parking in such a manner as to take up more than one space
  - Motorcycles or other gasoline-powered vehicles may not be stored inside any building
  - Blocking a dumpster
  - Blocking where prohibited by sign or yellow marking on the pavement
  - Blocking another vehicle
  - Improperly displayed decal
  - Parking outside of a properly defined parking space
  - Parking in the grass
- These violations carry a **\$100** fine:
  - Driving too fast for conditions. The campus speed limit is 10 m.p.h.
  - Driving the wrong way on a one-way road
  - Operating a vehicle in areas other than parking lots and roadways
  - Reckless driving (see #5)
  - Unauthorized service road use
  - Grass area operation
- These violations carry a **\$200** fine:
  - Failure to register vehicle and pay annual parking fee
  - Parking in a handicap-accessible space without displaying a state-issued handicapped permit
  - Driving on the running track or athletic fields
  - Parking in a fire lane
- Due to the level of seriousness, these moving violations are violations of the **Student Conduct Code**, and students may be referred immediately to the College's conduct system for adjudication:
  - Reckless driving or operating a vehicle in an unsafe manner
  - Driving under the influence of alcohol or drugs (DUI)

*[Drunk driving and reckless driving on private property (the campus) are violations of Virginia State traffic laws, and student violators are subject to arrest by Campus Safety or Salem Police Officers.]*

### B. Multiple Violations

Multiple citations may be issued for continuous violations on the same calendar day.

### C. Repeat Violations / Revocation of Parking Privileges

Accrual of four or more violations within one academic year (August 1 through July 31 of the following year) will place a student's parking privileges in jeopardy. **Upon receipt of the fourth ticket, students will receive an email advising them that receipt of a fifth ticket will result in a referral to the Student Conduct Council.** Sanctions may include fines, use of a vehicle immobilization device or revocation of parking privileges. Vehicles in a revoked status will be towed from the campus at the owner's expense. (Section H below). Serious moving violations such as DUI may result in immediate revocation.



roanoke.edu/map

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## D. Payment of Fines

The placing of the issue copy of the citation on a vehicle is considered proof that the operator received the citation and serves as the only notice for payment of fines. Operators are responsible for all violations accrued by their registered vehicles regardless of who drove or parked the vehicle. Fines are paid at the college Business Office (located on the first floor of College Hall) between the hours of 8 a.m. and 4 p.m. on weekdays or by using the citation envelope via US or campus mail. After fines are posted to a student's account (usually within 4 business days), payment may also be made online through the student portal.

## E. Appeals

Appeals must be submitted via an appeals form to the Parking Appeals Committee within 14 days of receiving the citation. Appeals must be based on facts and include the citation number. You will be informed of the action on your appeal by a Student Affairs administrator. If the appeal is accepted, your record of citations will be changed accordingly.

## F. Right to Tow / Immobilize Vehicles

The College reserves the right to tow vehicles/employ immobilization devices on vehicles from Roanoke College property at any time, with or without prior notice, and at the owner's expense. Violations where towing/immobilization could result are:

1. Blocking service or emergency lanes
2. Vehicles not registered with the College
3. Vehicles in a revoked status
4. Blocking dumpsters
5. Parking in a handicap-accessible parking space without a permit
6. All abandoned or disabled vehicles that remain on the premises in excess of five days unless otherwise permitted by the Office of Campus Safety (see Section B under 'Registration of Motor Vehicles')
7. Virginia State Law allows for the seizure and sale of abandoned vehicles

To have the immobilization device removed, all outstanding fines must be paid in the Business Office during regular business hours as well as a \$40 device removal fee. Receipt of payment must be brought to the Office of Campus Safety during regular business hours and presented to the Campus Safety Officer, who will then remove the device. Damage occurring to the device from an unauthorized attempt to remove it will incur a \$500 fine and a referral to the Student Conduct Council for students or Human Resources for employees. If the fines have not been paid within 3 business days, Roanoke College reserves the right to have the vehicle towed at the owner's expense.

## G. Taxation Notice

Roanoke College resident students who are from Virginia may be subject to personal property taxes on their vehicle to the City of Salem. It is recommended that such students contact the Commissioner of Revenue's Office for the City of Salem at 540-375-3019 to determine their tax status.



**ROANOKE COLLEGE**  
Office of Campus Safety

221 College Lane, Salem, Virginia 24153-3794  
540-375-2310 or 540-375-2500 | CampusSafety@roanoke.edu | roanoke.edu/safety