

Northwest Nazarene University 2021-2022 University Vehicle Code

Authority and Purpose

Northwest Nazarene University's Cabinet designates the Northwest Nazarene University Department of Campus Safety Department to enforce traffic rules and regulations on campus. These rules and regulations apply to all faculty, staff, students, and visitors at any NNU campus or property. It is each individual's responsibility to know, understand, and abide by the requirements of the University Vehicle Code (UVC) and the Idaho Department of Transportation.

1. Registration Information

1.1 All Vehicles

- 1.1.1 NNU's Vehicle registration is a privilege and not a right.
- 1.1.2 All Vehicles must be registered with the Northwest Nazarene University Campus Safety Department.
- 1.1.3 Current registration grants a person vehicular access to university property. Registration does not guarantee a parking space.
- 1.1.4 All permits are the property of Northwest Nazarene University. The Northwest Nazarene University Department of Campus Safety reserves the right to deny or revoke a permit.
- 1.1.5 Permits must be adhered to the bottom left of the front windshield.
- 1.1.6 Removal or defacing a parking permit will invalidate registration. All parking permits must be visible from the outside of the vehicle at all times.
- 1.1.7 The registered owner of the vehicle is responsible for notifying the Northwest Nazarene University Campus Safety Department on any sale or registration change and updating his/her vehicle information at the employee/student Portal.

1.2 Student Vehicles

- 1.2.1 Eligible students may only register and operate one vehicle on Northwest Nazarene University's campus at any given time.
- 1.2.2 Student permits are valid from the date of issuance until deactivated by the Northwest Nazarene University Campus Safety Department.

1.3 Faculty & Staff Vehicles

- 1.3.1 Employee permits are valid from the date of issuance until deactivated by the Northwest Nazarene University Campus Safety Department.

1.4 Visitors

- 1.4.1 Visitors of Northwest Nazarene University's campus are permitted to park in any of the commuter parking lots. The commuter lots are located between the Johnson's Sports Center and the Wiley Learning Center, gravel parking lot across from the Thomas Family Health & Science Center, and the commuter lot west of the Admissions Welcome Center.
- 1.4.2 Approved overnight visitors on Northwest Nazarene University's campus must obtain permission from the Northwest Nazarene University Campus Safety Department prior to leaving the vehicle overnight.

1.5 Freshman Vehicle Policy

- 1.5.1 Northwest Nazarene University does not currently have a policy against freshman residents maintaining vehicle registration on campus. Northwest Nazarene University allows freshman to have a vehicle on campus.

2. Parking and Driving

2.1 Main Campus

- 2.1.1 Northwest Nazarene University shall assume no liability or responsibility for theft, damage, or loss that may occur during the use of parking facilities or services. Individuals choosing to park anywhere on NNU's campus do so at their own risk. Damage to, misuse, or defacing of NNU property or facilities is prohibited and subject to citation and/or criminal prosecution.
- 2.1.2 Vehicles must be parked in designated parking spaces. Parking spaces are marked by painted lines and/or posted signage.
- 2.1.3 Handicap parking spaces are reserved for those vehicles with a handicap hangtag/license plate.
- 2.1.4 Resident Director (RD) spaces are marked by signage and are reserved entirely for the RD of the specified building. Parking in the RD parking space will result in fines and/or immobilization.
- 2.1.5 Parking in any fire lane is not permitted and is subject to fines and/or immobilization.
- 2.1.6 All parking lots are enforced from 6:30 AM to 5:00 PM Monday through Fridays.

2.2 Motorcycles

- 2.2.1 All motorcycles must be registered the same as any other vehicle on campus. All motorcycles will be held to the same standard as any other cars or trucks.

- 2.2.2 Motorcyclists must adhere to all motor vehicle regulations on campus.
- 2.2.3 No motorcycles/Mopeds are to be parked in breezeways, sidewalks, or porches.

2.3 Abandoned/Broken Down Vehicle Policy

- 2.3.1 A vehicle is considered abandoned or broken down if the vehicle has not moved in the last 10 days and/or shows signs of abandonment (flat tires, expired tags, no tags, grass growing around tires, etc.). If a resident will be off campus leaving a vehicle for an extended period of time they must notify the NNU Campus Safety Department.
- 2.3.2 If a vehicle is determined abandoned or broken down, and is **not** registered with the NNU Campus Safety Department the vehicle will be marked with a notice advising the owner that their vehicle will be removed from campus ten (10) days from the date of the notice.
- 2.3.3 If a vehicle is determined to be abandoned and is registered with the NNU Campus Safety Department the registered owner will be contacted and given a ten (10) day notice to remove the vehicle themselves from campus, or repair the vehicle to working order. Failure to comply will result in the vehicle being towed at the owner's expense.
- 2.3.4 All vehicles are towed at the owner's expense.

3. Enforcement and appeals

3.1 Citations

- 3.1.1 Northwest Nazarene University reserves the right to ticket, and/or tow any vehicle in violation of any established parking regulations at the owner's expense. Persistent violators may also have their parking privileges denied or revoked.
- 3.1.2 Citations may be issued by NNU Campus Safety Officers in person, by leaving a ticket on a vehicle, or by email.
- 3.1.3 Citations are issued at the discretion of the issuing officer. An officer may choose to issue a verbal or written warning in lieu of a citation or fine. Warnings will be attached to the registrants account but carry no fine.
- 3.1.4 The vehicle registrant is responsible for all citations issued against their vehicle.
- 3.1.5 Citation fees are charged to the student accounts. Fees can be paid by going to the basement of the Administration building in the Financial Aid Office.

3.2 Tow Policy

- 3.2.1 Vehicles found without a valid parking permit or parked in violation of the Northwest Nazarene University Vehicle Code are subject to citation and/or being towed at the owner's expense.

3.3 Appeal Process

- 3.3.1 Appeals for citations are submitted to Director of Campus Safety Scott Chandler by email at scottchandler@nnu.edu.

- 3.3.2 Appeals for citations must be submitted within ten days of the violation to be considered for reduction of fine.
- 3.3.3 Decisions on appeals are typically rendered in two-three weeks. However, this process can take longer during winter and summer breaks.

4. Bicycles

4.1 Registration

- 4.1.1 Bicycles are not required to be registered on Northwest Nazarene University.
- 4.1.2 Bicycles are to be locked to a bike rack if one is available.
- 4.1.3 Bicycles are not allowed inside any buildings. If any bicycle is found chained inside a building will be removed and held by the NNU Campus Safety Department.
- 4.1.4 At the end of every spring semester any bicycles left on campus will be removed from campus and donated to a local charity.
- 4.1.5 Bicycles are permitted to stay on campus during summer break, provided the owner of the bicycle notifies NNU Campus Safety two weeks prior to the end of spring semester with the name of the owner, make, and a picture of the bicycle.

5. Fine Schedule

5.1 Parking Violations

- Illegally Parked in a Handicap Space \$50.00
- Illegally Parked in a Handicap Space (Second Violation) \$70.00
- Parked in a Fire Lane (Second Violation) \$50.00
- Parked in a Fire Lane (Second Violation) \$70.00
- Parking Permit Violation \$30.00
- Parking Permit Violation (Second Violation) \$40.00
- Parking in Unassigned Lot \$30.00
- Parking in Unassigned Lot (Second Violation) \$40.00
- Parking in a Reserved Space \$30.00
- Parking in a Reserved Space (Second Violation) \$40.00
- Blocking Sidewalk or Drive \$30.00
- Blocking Sidewalk or Drive (Second Violation) \$40.00
- Parking on Grass \$30.00
- Parking on Grass (Second Violation) \$40.00
- Parked in a No-Parking Zone \$30.00
- Parked in a No-Parking Zone (Second Violation) \$40.00
- Other Violation (See Notes) \$30.00
- Other Violation (Second Violation) \$40.00

5.2 Moving Violations

- Reckless Driving or Speeding \$30.00
- Reckless Driving or Speeding (Second Violation) \$40.00
- Other Violation \$30.00

- Other Violation (Second Violation) \$40.00