



**MOTOR VEHICLE
RULES & REGULATIONS**

2023 – 2024

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IMPORTANT CHANGES FOR 2023-2024

RULES AND REGULATIONS – PLEASE READ

There have been changes to some of the rules and regulations pertaining to parking on campus. Please read and make sure you understand them.

1. Parking Permits will not be prorated on a monthly or daily basis. Permits will be sold on an Annual or Semester basis only and can only be refunded on a semester basis. Fall Permits will only be issued for special circumstances and approved by the Chief of Public Safety.
2. Electric vehicle charging stations in Lot G (Disney Field) are for electric vehicles only and can only be used for the purpose of charging a vehicle. All day parking in these parking spaces is prohibited. Once your vehicle is completely charged, you must remove your vehicle.
3. The cost for a temporary Parking Permit (24 hrs.+) is \$20.00 for a maximum time frame of two weeks. Temporary passes may not be extended beyond two weeks and cannot be renewed. A fee is charged to students who have not purchased a parking permit.
4. Vehicle traffic will only be allowed on the UP between the hours of 7:00 a.m. and 9:00 p.m., seven days a week, with permission of NU Public Safety for the sole purpose of unloading and loading your vehicle ONLY. Please plan ahead and conduct your business during those hours.
5. If, for any reason, any part of the academic year is suspended or held remotely, refunds for parking permits will be determined by Norwich University's Administration.
6. Any student who habitually violates the motor vehicle regulations, or receives more than a total of 10 parking violations in an academic year, may have their vehicle operating privileges revoked by the Chief of Public Safety. ***Any student who receives more than 15 parking tickets a year may lose their privilege the following academic year.***

HOW TO AVOID A TICKET OR TOWED VEHICLE

1. **ALWAYS** park in the area that corresponds to your registration. Residential students cannot park at any time in the Faculty/Staff/Commuter parking.
2. **NEVER** park in a reserved parking space, unless you are that person (i.e., a carpool space, in the President's space).
3. **NEVER** park in a spot not specifically designated for parking (i.e., in the grass, along the road, and in fire lanes).
4. **ALWAYS** follow the campus-wide speed limit of 15 mph.
5. **NEVER** obstruct a gate or fire lane (i.e. Jackman, Goodyear, and South Hall Gates).
6. **ALWAYS** check my.norwich.edu and your school email for notices of parking changes. This is especially critical during the winter months.

7. **NEVER** park an unregistered vehicle on campus, unless you have prior approval from a Public Safety Officer. This includes all visitors.
8. **CALL** Public Safety when you need permission to park in a restricted area for a short time.
9. **PARKING** citations will be charged to your account in the Bursar's Office.
10. **VEHICLES** parked illegally with a permit will be towed to a spot on campus; those without a permit will be towed to an off-campus location. If towed, please call Public Safety to be advised accordingly.
11. Any guest/guests of students must park in Lot G and request a temporary pass. **REMEMBER**, it is **YOUR** responsibility to read and understand the university Motor Vehicle Rules and Regulations prior to bringing a vehicle on campus. Failure to comply will result in a ticket and could also result in the vehicle being towed without notice at the owner/operator's expense. Be a safe and courteous driver. Norwich University has pedestrian traffic on all roads accessible by vehicles. Cadet formations, students, and joggers, to list but a few, are everywhere.

PARKING REGULATIONS ARE IN EFFECT 24/7, 365 DAYS A YEAR.

Need help with parking your car? Call Norwich Public Safety: Non-emergencies (Business Hours): 1 (802) 485-2499, (802) 485-2525 and press "0" for the dispatcher.

A. VEHICLE REGISTRATION

Senior, junior, and sophomore students (to include student teachers) are authorized to maintain and operate motor vehicles at the university provided they properly register their vehicle and obtain a NU Student Parking Permit with Norwich University Public Safety. Students must provide a valid driver's license, vehicle registration, and proof of insurance to obtain a parking pass. Commuter students are asked to fill out additional address and contact information during the online registration process.

The permit is a decal which must be affixed to the motor vehicle for which it was issued. In certain cases, freshmen may register their car on campus but must be pre-approved by the Commandant or Dean of Students before applying for a permit.

Students must apply for a permit through the Department of Public Safety webpage: norwich.edu/public-safety/. All students must pick up their permit in person at the Public Safety Office within 15 days, or risk forfeiting their permit to park on campus. Permits will be charged to their student's account.

The cost of parking for 2023-2024 is \$425.00 for a year and \$212.50 for a semester. Once registrations are sold out, you must email the Chief of the Public Safety to be put on a waitlist and wait to be notified. You must apply within 24 hours of being notified. Once the permit is processed, you will be notified to pick it up at the Public Safety Office. Parking permits will not be prorated on a monthly or daily basis. Permits will

be sold on an Annual or Semester basis only and can only be refunded on a semester basis, or otherwise as directed by the Administration. Fall Permits will only be issued for special circumstances and approved by the Chief of Public Safety.

NOTE: The ability to register a vehicle is not guaranteed. Everyone needs to register no matter what your position or relationship is to the University. The number of student registrations issued may be subject to change, dependent upon the availability of student parking. Students working for the university are not eligible for an employee permit.

Students registering motor vehicles at any time during the first semester will be charged the annual fee and must affix a Norwich University registration decal on front windshield. If a student registers their vehicle at any time during the second semester, a prorated fee will be charged. Any student registering a vehicle during the second semester that was ticketed while unregistered during the first semester will be charged the annual fee. No cash is required at the time of registration, but the fees will be billed to your student account. Registration fees are outlined in detail in Section C (FEES).

Students are prohibited from registering a motor vehicle that is state-registered to another Norwich University student. Failure to register within the first two weeks of the academic semester will result in tickets, towing at the owner's/operator's expense, and possible forfeiture of vehicle privileges. Vehicle permits are non-transferable. A vehicle that is registered under false pretenses is considered a disciplinary or honor violation, depending on the circumstances. The Chief of Public Safety will report such incidents to the Commandant/Vice President of Student Affairs as appropriate. Unregistered vehicles will be ticketed and towed at the owner's/operator's expense and without notice.

B. TEMPORARY REGISTRATION

Temporary registration for an enrolled student's vehicle is defined as two weeks or less. There is a charge of \$20.00 for a temporary registration for more than one day, when available. No one is allowed to have two vehicles on campus at one time. Students who apply for temporary registration must satisfy the requirements for regular registration and are required to display a temporary registration Hanger in their motor vehicle at all times when on university grounds. This charge will be billed to your student account. Students who have a parking permit seeking temporary registration, e.g. for loaner vehicles, or as allowed by the Chief of Public Safety will not be charged. Vehicles on campus longer than two weeks will need to be registered as delineated in Section A (VEHICLE REGISTRATION). Temporary registration permits cannot be renewed or extended. All vehicles with a temporary permit are to park in Lot G (Disney Field).

NOTE: Temporary parking space is NOT guaranteed. It is best to contact Public Safety prior to bringing a car to campus.

FEES

RAs and Cadet Rank of MAJ and above	NO FEE
Vehicle registration for the academic year	\$425.00
Vehicle registration for a semester	\$212.50
Temporary registration (two weeks or less)	\$20.00
Visitor/Guest temporary registration	NO FEE
Parking/Traffic violation ticket	\$30.00
On-campus parking ticket plus tow (registered vehicle)	\$30.00 + cost of tow
Lost vehicle registration sticker	\$100.00
Faculty/Staff registration	NO FEE
Summer Semester Registration	\$50.00

D. VISITORS/GUESTS

Students are responsible for ensuring their visitors/guests park in student lots or as permitted by the on-duty Public Safety Officer. Visitor registrations (free of charge) are provided by Norwich University Public Safety. Please complete appropriate visitor forms at time of issuing the temporary registration. Visitor/guest vehicles parked in unauthorized areas will be ticketed and/or towed without notification. On the day of their arrival, visitors and guests must apply in person or have their host request temporary registration. Students may be held responsible for any fines incurred by their visitors/guests. All visitor/guest will park in Lot G. All guests and visitors must follow the Norwich University visitor and guest policy to get a temporary parking permit.

E. ABANDONED VEHICLES

An unregistered vehicle left unattended on campus for more than fourteen (14) days will be considered abandoned and will be removed from university property at the owner/operator's expense.

F. VEHICLE CONDITION/WINTER CONDITIONS

Central Vermont is susceptible to weather extremes, particularly in the winter months. Students are expected to maintain their cars in good working order. Be prepared for difficult, and at times dangerous, weather conditions and winter driving conditions. Norwich University strongly recommends that ALL vehicles (including front wheel and all-wheel drive vehicles) be equipped with snow tires from October 15 through April 15. It is also recommended that all vehicles be equipped with a collapsible snow shovel. Students are urged to start their vehicle periodically to ensure their batteries will not die due to the cold weather.

G. SNOW REMOVAL

Norwich University clears snow in a strict order as follows:

1. Campus safety roads to permit access for maintenance and emergency vehicles.
2. Pedestrian routes and stairs.
3. Campus roads.
4. Faculty/Staff parking lots.
5. Commuter parking lots.
6. Residential student parking.

Clearing snow from the residential student parking lots requires communication and coordination. Car owners are expected to read and heed ALL notices and instructions posted on my.norwich.edu. Clearing snow from the residential lots requires students, when instructed, to move their cars to temporary parking. Facilities Operations will plow the lot and Public Safety will announce when the parking lot is open/closed for parking. This process will repeat itself until all the student lots are cleared of snow. Any car that fails to move out of the lot per the posted notice will be ticketed and towed at owner/operator's expense. Permit holders will be towed to an on-campus lot. Unregistered vehicles will be towed off-campus.

H. TRANSFER OR SALE OF MOTOR VEHICLES BETWEEN STUDENTS

Prior to transfer of ownership or sale of a vehicle from one student to another the original owner will:

1. Remove the student registration decal and return it into Public Safety.
2. Inform Norwich University Public Safety of the transfer of ownership.

The new owner will:

1. Register the vehicle with Norwich University Public Safety at a prorated cost.
2. Affix the new student registration decal.

I. CHANGES IN MOTOR VEHICLE REGISTRATION FOR PERMIT HOLDERS

Students must advise Public Safety of any vehicle changes as soon as possible. If your vehicle is sold, involved in an accident resulting in it being totaled, or under repair or involved in any unforeseen circumstance and you have a replacement vehicle, you must come to the Public Safety Office with your old permit as proof of registration. If the permit was destroyed, please provide a bill of sale, accident report, or supporting documentation affirming you are the owner or operator. The \$100.00 fee will be charged if you cannot provide proof of ownership. If you are driving a temporary vehicle, you must obtain a temporary permit.

J. VEHICLE SEARCHES

The Norwich University Administration reserves the right to search student vehicles whenever reasonable suspicion exists that university policies or state laws are in

violation. For more detailed information, reference the Norwich University Student Rules and Regulations (NUSRR), Chapter 4, Section XII: Room, Vehicle and Personal Area Searches.

K. ACCIDENTS

Students, faculty, or staff involved in an on-campus motor vehicle accident MUST immediately notify Norwich University Public Safety.

L. DISCIPLINARY ACTION

Disciplinary action for motor vehicle violations may be imposed as follows:

- a. A student who is arrested and convicted by the civil authorities for a motor vehicle violation may be denied the privilege of operating or maintaining a motor vehicle at the university for a period to be determined by the Vice President of Academic Affairs/Commandant. The Chief of Public Safety is to be consulted.
- b. A student who operates a motor vehicle on campus in a careless, reckless, or negligent manner may, in addition to any disciplinary action assessed by the Dean of Students or Commandant, be denied the privilege to operate or maintain a motor vehicle at the university for a period to be determined by the Chief of Public Safety.
- c. Any student who habitually violates the motor vehicle regulations, or receives more than a total of 10 parking violations in an academic year, may have their vehicle operating privileges revoked by the Chief of Public Safety. Any student who receives more than 15 parking tickets a year may lose their privilege the follow year.
- d. Appeals to parking and traffic violations are made to the Chief of Public Safety. Appeals must be submitted on the appeal form available online at: <http://www.norwich.edu/search-result/161-public-safety/1645-appeal-a-parking-violation> Appeals must be submitted within 15 days after the violation has occurred.
- e. The Vice President of Facilities Operations is the final authority on all disputed appeals.

M. MISCELLANEOUS INFORMATION

Norwich University Public Safety reserves the right to block off any parking area at any time as deemed necessary by the Administration. The campus is a busy community. Students must be aware that parking schemes change due to construction, weather, and events. All changes in campus parking schemes, winter parking rules, or any other motor vehicle notices are posted on my.norwich.edu.

Students are expected to read and comply with these notices. The university uses video surveillance in and around many campus parking lots for safety and security purposes. Loitering in any parking areas owned by Norwich University is not permitted.

N. STUDENT PARKING AREAS

Authorized parking areas for residential students are Lots B, C, D & E. Commuter students may park in Lots F and G (Disney Field). Commuters may also park in Plumley Armory and Kreitzberg Arena lots. Commuter students may park in "Visitor Parking" at Jackman Hall only for the purpose of conducting business at Jackman Hall. It is the responsibility of the owner/operator to properly park in designated parking areas. Students requiring assistance for parking in any other authorized parking areas must first request and receive permission from the Chief of Public Safety. A list of parking lots and who may park in the lots is detailed in Section O, (DESIGNATED PARKING). Students can only park in student lots.

O. DESIGNATED PARKING

Listed on page 8 are the University parking lots and those designated to park in these lots. All members of the university are expected to park in accordance with the Norwich University Motor Vehicle Rules and Regulations and signage as posted at the entrances to these parking lots. These parking areas are available 24 hours a day/ 7 days a week/ 365 days a year (see chart on page 8).

Parking Lot	Faculty/Staff	Commuter Student	Resident Student	Temporary/Visitor
Jackman Hill	X			
Jackman North	X			
Jackman West	X			X
Sabine Strip	X			
Wise Campus Center	X			
Roberts/Crawford	X			
Hayden	X			
Communications	X			
Alumni House	X			
Library Crescent	X			
Army Supply	X			
Plumley Lot	X	X		
Lot A	X			
Lot B			X	
Lot C			X	
Lot D			X	
Lot E			X	
Lot F	X	X		
Lot G (Disney)	X	X		X
Kreitzberg Arena	X	X		
Mack Hall	X			

A. Between October 15 and April 15, there is no overnight parking in Commuter and Faculty/Staff lots. This will expedite snow removal. Commuter vehicles parked elsewhere and hampering plowing will be ticketed/towed at the owner/operator's expense.

B. The area due north of the old North Gate, adjacent to Central Street and Garrison House, is not a parking area. Students parked in this area will be ticketed and/or towed at the owner's/operator's expense.

P. RESTRICTED AREAS

Vehicular traffic is restricted to established roads and drives. Driving or parking vehicles on grassed areas or walkways is prohibited. Student-owned or -operated vehicles are not permitted on the Upper Parade Ground (UP) or in front of South Hall

unless granted permission by a Public Safety Officer. If students or employees need access to the UP and South Hall, it will only be allowed between the hours of 7:00 a.m. and 9:00 p.m. or on days announced by the Vice President of Student Affairs/Commandant or their designee and the Dept. of Public Safety. When UP access is granted, it will be for the express purpose of loading or unloading baggage, provided the vehicle does not block the roadway. Vehicles will depart the area immediately following loading/unloading.

Overnight parking on the UP or in front of South Hall is prohibited. For the purposes of clarification of the Motor Vehicle Section, the UP is designated as all university property inside the Goodyear and Jackman Gates. Residential students are not permitted to park in the Jackman Lot without permission from the on-duty Public Safety Officer, and will not exceed one hour. Vehicles violating these restrictions may be ticketed and towed at the owner/operator's expense.

Electric vehicle charging stations in Lot G (Disney Field) are for electric vehicles only and can only be used for the purpose of charging a vehicle. All day parking in these parking spaces is prohibited. Once your vehicle is completely charged, you must remove your vehicle.

Q. PRIVATELY OWNED TRANSPORTATION

All students should be aware that when they elect to use their own vehicle for transportation to or from university-sponsored events, or to supplement university-provided vehicles at those events, students do so on their own and remain wholly responsible for their actions. Norwich University does not agree to indemnify nor hold harmless the student driver in those circumstances where the student elects to drive his or her vehicle to the university-sponsored event and an accident occurs.

IMPORTANT NOTICE

1. 15 MPH speed limit on campus. Drive with courtesy, there are numerous pedestrians.
2. Norwich University is NOT responsible for damage, theft, vandalism, or breakage to vehicles parked on university premises; nor shall the university be responsible for articles lost or stolen from said vehicles



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