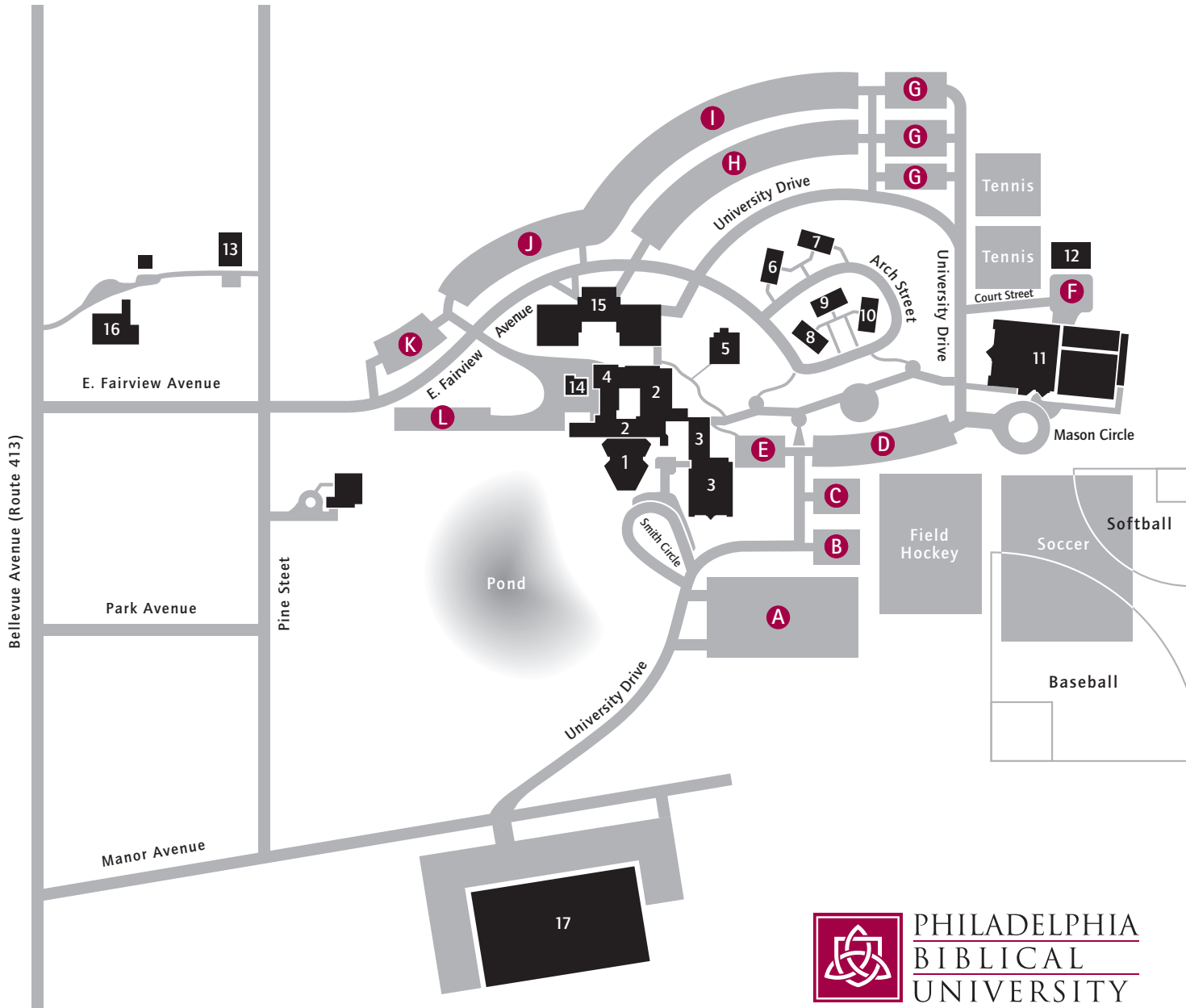


> Campus Map Key

1. Chatlos Chapel
2. Smith Administration Building (includes Stearns Missions Center, Education Wing and Admissions)
3. Masland Learning Resource Center
4. Mailroom
5. Music Building
6. Souder Residence Hall
7. Stillman Residence Hall
8. Schofield Residence Hall
9. Memorial Residence Hall
10. Davis Residence Hall
11. Mason Activity Center (includes Furman Dining Commons, gymnasium, fitness center, bookstore, Eagle's Nest Grill and Café)
12. Maintenance Building
13. Security
14. Communications Building
15. Biblical Learning Center
16. Fairview Manor
17. Heritage Hall



Motor Vehicle

RULES AND REGULATIONS



PHILADELPHIA
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200 Manor Avenue, Langhorne, PA 19047-2990
Office of Safety and Security • 215.702.4350
www.pbu.edu • www.pbu.edu/info/security
parking@pbu.edu



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SECTION 1. SCOPE OF AUTHORITY

The Office of Safety and Security (OSS) has been charged by the Administration of Philadelphia Biblical University with the enforcement of the Motor Vehicle Rules and Regulations. The use of our roadways and parking lots is a privilege extended to all who observe our rules and regulations. Any violations of these rules and regulations may result in a citation and applicable fine(s) for the offense(s) committed.

SECTION 2. GENERAL REGULATIONS

- A. All current students, faculty, and staff must register their vehicle with the Office of Safety and Security.
- B. Operators of motor vehicles on campus are expected to observe all posted signage, street markings, and/or curb markings.
- C. Each registrant is responsible for any and all violations involving his/her registered vehicle, whether or not he/she is the operator of the vehicle.
- D. In addition to the University's motor vehicle rules and regulations, local ordinances and state laws are also enforced on campus.
- E. In accordance with Pennsylvania statutes, only properly licensed and inspected vehicles in operable condition are allowed on campus. Vehicles that do not meet this standard will be reported as abandoned and subsequently removed from campus at the expense of the owner/operator.
- F. Vehicle storage or long-term parking is not permitted on campus.
- G. The University is not responsible for damages or thefts that occur to vehicles parked on campus. All individuals park at their own risk. All vehicle accidents, theft, or damage that occurs on University property must be reported to the OSS immediately.
- H. The University reserves the right to change these motor vehicle rules and regulations at any time. Changes in the rules and regulations may be communicated via University publications, e-mail, posted flyers, and other appropriate media.
- I. The University reserves the right to tow, impound, or immobilize any vehicle found to be in violation of University regulations and to impose such citations, fines, and/or penalties as deemed necessary.

SECTION 3. VEHICLE REGISTRATION

- A. In order to register a vehicle, individuals must present a valid state registration, proof of current insurance, and their University-issued ID card. Registrations may be obtained at OSS headquarters

located at the Carriage House, 708 Pine Street, Monday through Friday from 8 a.m. - 4 p.m.

- B. An annual registration fee is charged as listed below; additional or replacement parking permits may be purchased for a \$1 fee.

Students	Color	Cost
Commuters	White	\$20/year
Manor Campus	Blue	\$40/year
Heritage Hall	Orange	\$40/year
Penndel Dorms	Green	\$40/year
Faculty/Staff	Red	No Charge

- C. A parking permit in the form of a window decal is issued for every valid registration. Decals are to be placed on the driver's side, rear window of the vehicle. If the decal is obscured by car design, tint, etc., it may be placed on the driver's side, upper corner of the windshield.
- D. Only one parking permit may be displayed on a vehicle at any given time.
- E. Students who reside in a residence hall on campus shall obtain a properly designated decal for their specific dorm.
- F. Students who do not reside in a residence hall on campus shall obtain a white commuter decal. Some Penndel residents will receive white commuter decals due to parking limitations.
- G. A student parking permit is **valid until August 1 of the last year printed on the permit**. Students must surrender their parking permits upon any change in University status (e.g., graduation or transfer). Faculty/Staff parking permits are valid until termination of employment, at which time they must be surrendered to the OSS.
- H. Vehicles must be registered within five (5) days of the vehicle's arrival on campus.
- I. Registrants are responsible for notifying the OSS within five (5) business days of any change in University status (e.g., moving off campus, withdrawal, etc.), vehicle ownership, or license plate.
- J. Temporary parking permits are available free of charge from the OSS for durations up to seven (7) days.

SECTION 4. PARKING LOT REGULATIONS

Where May I Park?

Manor Campus Dorms (blue decal)

- > Lot G **only** at all times

Heritage Hall (orange decal)

- > Heritage Hall lot or Lot A **only** at all times

Commuter (white decal)

- > B, C, H, I, and J at all times
- > E and D on weekends and after 5 p.m. on weekdays

Penndel (green decal)

- > Penndel lot at all times
- > B, C, H, I, and J at all times
- > E and D on weekends and after 5 p.m. on weekdays

Faculty/Staff (red decal)

- > B, C, D, H, I, J, and K at all times
- > E on weekends and after 5 p.m. on weekdays

Fire Lanes

Fire lanes include areas marked with signage, yellow curbs, or yellow hash marks as well as areas adjacent to any building not clearly marked for parking. Parking in fire lanes and/or within 15 feet of a fire hydrant is strictly prohibited.

Handicap Parking

Signs and/or painted lines designate handicap parking spaces. Vehicles parked in handicap spaces must display a state-issued handicap license plate or placard.

Penndel Dorms Parking

- > Parking spaces are limited at the Penndel Dorms.
- > Penndel residents who receive green resident decals may park in the Penndel lot at all times.
- > Penndel residents who receive white commuter decals may park in the Penndel lot only between 6 a.m. and 6 p.m. daily. At all other times, the vehicles are to be parked on the Main Campus or be subject to a citation.
- > Students are not permitted to park on streets or in the various local business parking lots in the Langhorne and Penndel communities including, but not limited to, Manor Avenue, Robbins Avenue, and the Oxford Grant Apartments.
- > Students are not permitted to park in the area reserved for renters nor any of the reserved parking as indicated by signage and/or curb markings.

Reserved Parking

Lot L (behind the Communications building) and Lot F (behind the Mason Activity Center) are designated as assigned parking only at all times.

SECTION 5. FINES

- A. Fines must be paid at the Carriage House within fourteen (14) days of the date the citation was issued. All fines not paid within fourteen (14) days of issue will double in the amount owed.
- B. All fines are cumulative until paid.

SECTION 6. SANCTIONS

- A. In response to habitual offenders with five (5) or more outstanding citations or a total amount of \$100 or more in outstanding fines, the OSS is authorized to utilize a vehicle-immobilizing device, tow at vehicle owner's expense, revoke parking privileges, and place holds on student accounts.
- B. Vehicle-immobilizing devices will not be removed until outstanding fines are paid in full.
- C. Any individual attempting the unauthorized removal of a vehicle-immobilizing device will be subject to a citation, a fine, and/or Administrative action.

SECTION 7. APPEALS

- A. Citations may be appealed by completing the appeal form on the back of the citation. Once completed, the appeal form must be taken to the Carriage House, Monday through Friday only, from 8 a.m. - 4 p.m. The OSS must receive all citation appeals within fourteen (14) days of the date the citation was issued. Any citation appeal received after this time period will not be considered. The appeal is then submitted to the University Administrative Appeals Committee for review, during which time the citation is considered to be pending. The committee will deliver its ruling—which is final—to the OSS. The OSS then notifies the appellant of the decision.
- B. The following are unacceptable grounds for appeals:
 - > Ignorance of regulations.
 - > Unavailable parking spaces.
 - > Improper display of decal.
 - > Failure to purchase an appropriate decal.
 - > Inclement weather.
 - > Late arrival for a class or meeting.

ADDITIONAL INFORMATION

- A. These motor vehicle rules and regulations have been approved as stated in this publication by the University's Administration (July 2008).
- B. For questions or additional information regarding the motor vehicle rules and regulations, please visit our department's website at:

www.pbu.edu/info/security;

call us at: **215.702.4350**;

or e-mail us at: parking@pbu.edu.