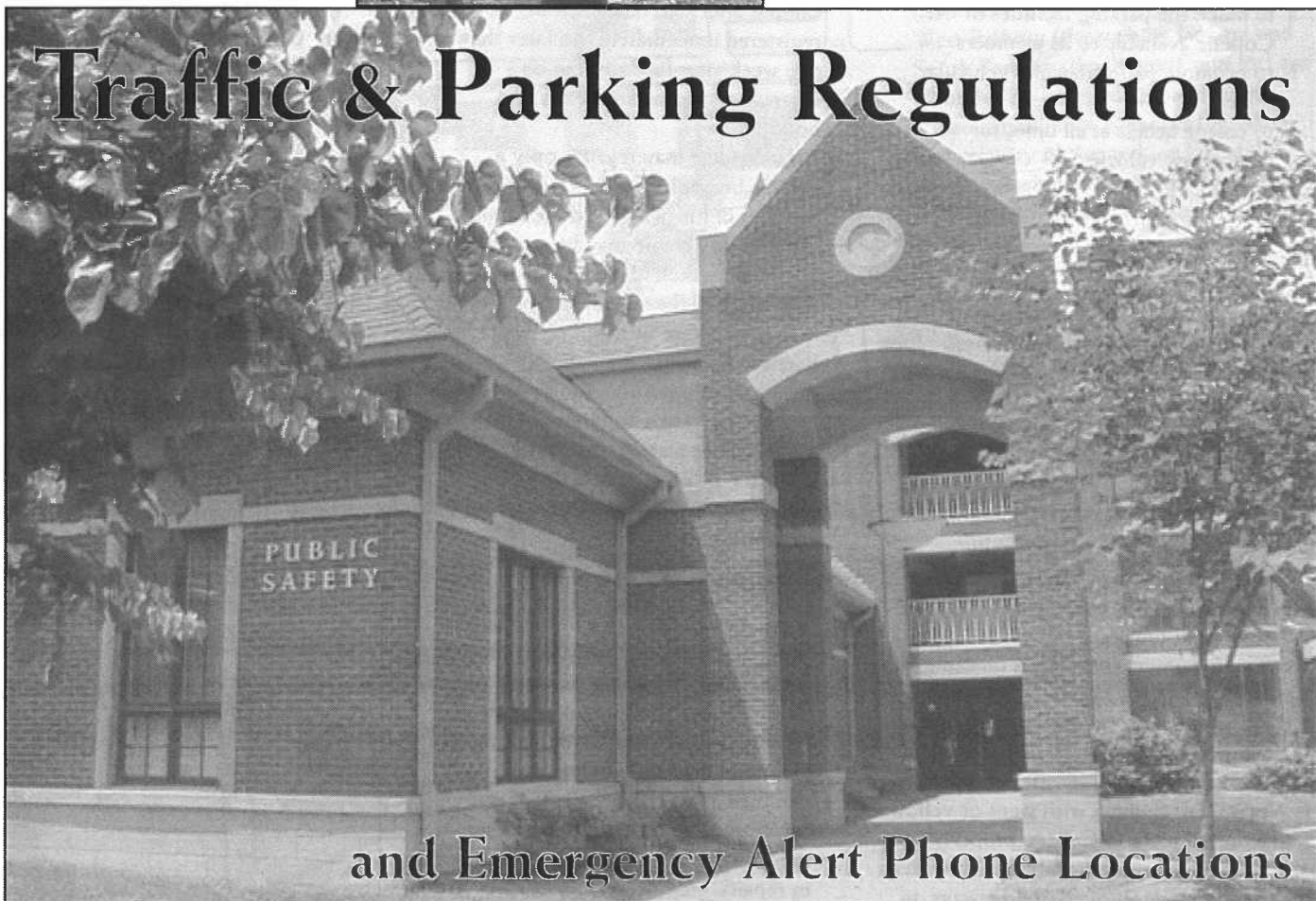


THE WORLD FOR WOMEN

Agnes Scott

Traffic & Parking Regulations



and Emergency Alert Phone Locations

The Agnes Scott College Department of Public Safety has the authority to enforce rules and regulations relating to the operation of motor vehicles on campus. The responsibility of obtaining knowledge of parking regulations rests with the motor vehicle operator.

These rules and regulations are subject to enforcement on a year-round basis regardless of whether or not school is in session.

Agnes Scott Officers can write campus or City of Decatur tickets for parking offenses on campus. We can also write citations for moving violations within our jurisdiction.

Registration does not guarantee the availability of a parking space.

These regulations are subject to change during the academic year. Notification of changes will be made in The Profile and by e-mail.

1 Why We Need Regulations

These regulations are intended:

- to make the parking facilities of the College available to its members.
- to promote pedestrian and vehicular safety.
- to ensure access at all times for emergency vehicles.

2 The Basics

All vehicle operators are subject to College parking and traffic regulations while on College property and are responsible for knowledge of these regulations.

- State of Georgia statutes and City of Decatur ordinances are in effect, and reference Georgia Code, Chapter 40-6-221 through 225 will apply for spaces designated for generally disabled person parking.
- Pedestrians will be given the right-of-way at all times.
- The maximum speed limit on campus is 15 m.p.h.
- All traffic and parking signs (including painted curbs, spaces and hatchings) must be obeyed. It is not possible (or practical) to mark with signs or yellow paint all areas of College property where parking is prohibited. However, parking is prohibited in driveways, in spaces designated for disabled persons, and on pedestrian paths, crosswalks, sidewalks, grassy areas, construction

areas, fire lanes, service areas or any place where parking or driving would create a safety hazard, obstruct traffic or interfere with the use of College facilities.

- The person registering the vehicle is responsible for all parking violations by that vehicle. If the vehicle is loaned to another person, proper observance of these regulations shall remain the responsibility of the registrant, except in the case of a moving violation for which the operator is responsible.

3 Signing In and Paying Fees

Any member of the College faculty, student body or staff using College roadways or parking spaces at any time at any place (on campus property) must register his/her vehicle with the Department of Public Safety.

- Faculty and staff will register annually between Aug. 15 and Sept. 1. Students will register at the time of registration for classes. Any vehicle brought on campus after that date must be registered immediately (no later than one week after first arriving on campus, excluding weekends and holidays).
- An individual may register only a vehicle belonging to the registrant or a member of his/her immediate family. Proof of ownership may be any official document which identifies the owner and driver of the vehicle. Items which may be used are title, bill of sale, license tax receipt, warranty or insurance information. Requests for exceptions to this requirement may be granted on a case-by-case basis.
- PERMIT FEES (students, staff and faculty) must be paid at time of registration:
 - ANNUAL - \$100
 - SEMESTER - \$60
- Temporary permit - \$5 for two weeks (maximum of two (2) renewals, during last six weeks of spring semester, one renewal only). Temporary permits may be obtained for short-term parking. A temporary parking permit may be obtained at no cost for persons with current year vehicle registration while they are driving a different vehicle due to repairs, etc.
- Multiple Registration: The registrant may purchase an additional permit for \$10 provided only one vehicle is on

campus at a time. If family members drive separate vehicles to campus, the vehicles must be registered separately and the applicable registration fee paid for each.

- A permit is valid only for the vehicle for which it is issued. The permit must be affixed with its own adhesive. The permit must be in plain view from the rear of the vehicle. No registration is

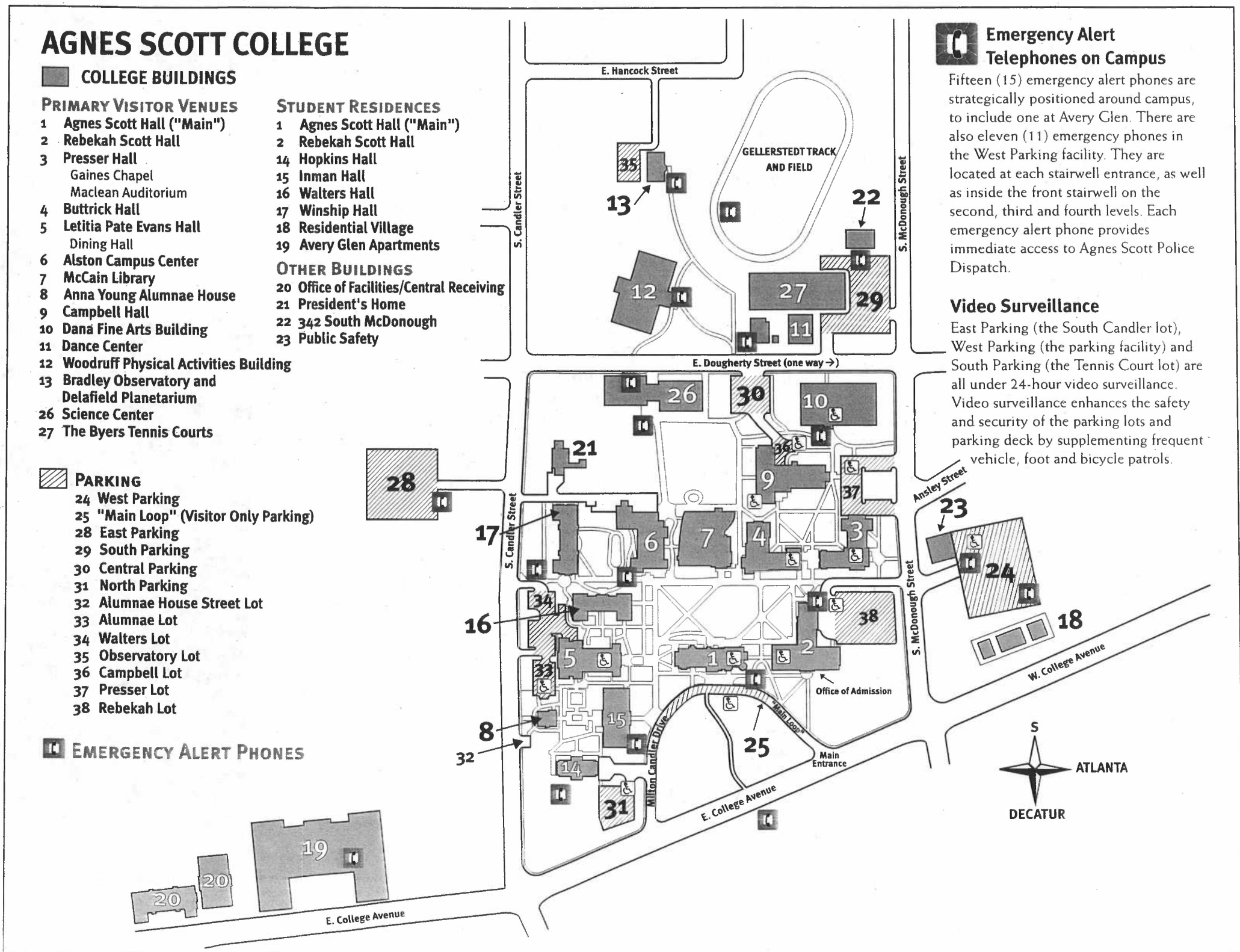
complete until the permit is affixed in accordance with these instructions.

- Placement of permit:
FACULTY/STAFF - Hang-tags are placed over the rearview mirror.
STUDENTS - Right rear bumper of automobile.
- If an individual has an unpaid fine that is 30 or more days overdue, he/she will not be able to register any vehicle until

the fine is paid. This restriction also includes re-registration of a previously registered vehicle. For additional information concerning vehicle registration guidelines, contact the Department of Public Safety.

- It is the responsibility of the registrant to notify the public safety office within 48 hours of a change of license plates.
- Registration Fee Refunds: Currently

enrolled students (fall or spring semester) are eligible for a refund of the vehicle registration fee, less \$10, upon application and return of an identifiable portion of the decal(s) within the first two (2) weeks following class registration. Students leaving the College for any reason during or at the end of FALL semester may receive a \$25 refund. The proper application



Emergency Alert Telephones on Campus

Fifteen (15) emergency alert phones are strategically positioned around campus, to include one at Avery Glen. There are also eleven (11) emergency phones in the West Parking facility. They are located at each stairwell entrance, as well as inside the front stairwell on the second, third and fourth levels. Each emergency alert phone provides immediate access to Agnes Scott Police Dispatch.

Video Surveillance

East Parking (the South Candler lot), West Parking (the parking facility) and South Parking (the Tennis Court lot) are all under 24-hour video surveillance. Video surveillance enhances the safety and security of the parking lots and parking deck by supplementing frequent vehicle, foot and bicycle patrols.

form (available at the Department of Public Safety) and part/all of the decal(s) must be returned PRIOR to registration for spring semester if a refund is requested. Refunds will be processed after available amounts are credited to any outstanding fine balances. These deadlines must be observed; there will be no exceptions.

4 Parking: Locations and Availability

Below is a list of all on-campus parking lots, including the restrictions for each lot and times the restrictions are in place.

- **North Parking (Hopkins Lot)**
No restrictions on student spaces
 - **East Parking (South Candler Lot)**
No restrictions on student spaces
 - **South Parking (Tennis Court Lot)**
No restrictions on student spaces
 - **Central Parking (Science Center Lot)**
No restrictions on student spaces
 - **West Parking (Parking Facility)**
No restrictions.
-
- **Area A (Milton Candler Loop)**
Two hour visitor parking only between the hours of 8 a.m. and 5 p.m. each weekday (no restrictions on weekends, holidays and between the hours of 5 p.m. and 8 a.m.).
 - **Lot B (Alumnae House Street Lot)**
Alumnae visitors/guests only
 - **Lot C (Alumnae Lot)**
No restrictions on student spaces
 - **Lot D (Walters Lot)**
No restrictions on student spaces
 - **Lot E (Observatory Lot)**
No restrictions on student spaces

- **Lot F (Campbell Lot)**
Service vehicles only between the hours of 8 a.m. and 5 p.m. each weekday.
- **Lot G (Presser Lot)**
Faculty and Staff parking *only* between the hours of 8 a.m. and 5 p.m. each weekday. No restrictions on weekends, holidays and between the hours of 5 p.m. and 8 a.m.
- **Lot H (Rebekah Lot)**
No restrictions on student spaces.
Reserved spaces are enforced 24 hours a day, 7 days a week.

5 The Price You Pay

A fine of \$10 is assessed to the registrant of a vehicle upon receipt of the first written parking citation. The second offense is \$25; the third citation and any citation received thereafter is \$50. At the time of a fourth citation, and with any citation received thereafter, the vehicle may be wheel-locked in addition to the \$50 fine. Removal of wheel-lock costs \$35, which must be paid prior to removal of the locking device. Upon receiving five citations, the vehicle is subject to immediate impoundment or wheel-locking (if devices are available) in addition to fine(s) as stated above.

Certain more serious parking infractions carry a fixed fine and exceed the fines as stated above. These include the following infractions:

- **Handicapped Parking:** first offense \$100; second offense \$150 and wheel lock; third offense \$250 and immediate impoundment.
- **Fire lane:** \$60.

When ticketed, a vehicle's registrant has 30 days in which to pay the fine to the Accounting Office or 10 business days (excluding weekends and holidays) to appeal, in writing, to the Department of Public Safety. A registrant who fails to pay the fine or to appeal within the required time frame(s) will be restricted from parking on the campus until the fine(s) is paid. In the interim before payment, the vehicle is subject to wheel-lock or impoundment at:

S&W Wrecker Service
4489 Hugh Howell Rd.
Tucker, GA 30084
770 493-9083

or

Hunts Wrecker Service
154 Olive St.
Avondale Estates, GA 30002
404 292-6697

at the registrant's expense any time the vehicle is parked on campus property.

Additionally, students with unpaid fines will not be permitted to register for the next term or receive a diploma, transcript of record or official grades.

6 How to Appeal

If a registrant believes a citation to be unfair or illegal (with regard to parking regulations as stated), he/she can appeal, in writing, within 10 days to the Department of Public Safety. The Department will be responsible for notifying the registrant of their decision, in writing, within 10 business days after receipt of the appeal. If the appeal is denied, the registrant will have 15 days from the time of notification in which to pay the original fine or face the same restrictions and penalties as they apply to non-payment over 30 days.



AGNES SCOTT COLLEGE
THE WORLD FOR WOMEN

Department of Public Safety
141 E. College Ave., Decatur, GA 30030-3797
www.agnesscott.edu

Revised August 2003