DRIVING POLICY

CAREFUL DRIVING:
Every person operating a motor vehicle on campus shall drive the vehicle in a careful and prudent manner and at a rate of speed so as not to endanger the property of another or the life or limb of any person and shall exercise the highest degree of care.

TRAFFIC LAWS:
Operating a motor vehicle on campus is required to follow all traffic laws including but not limited to campus speed limit of 20 MPH on main roads and 10 MPH in parking lots and come to a complete stop at every stop sign.

DRIVING VIOLATIONS
Parking regulations are enforced 24 hours a day, 7 days a week. Tickets will be issued for the offenses listed below. Other violations may be issued tickets that are not listed below.

STOP SIGN VIOLATION:
Vehicles must come to a complete stop at a Stop sign.

NEGLIGENT DRIVING:
Any person operating a motor vehicle on campus in a careless and non-prudent manner and at a rate of speed so as to endanger the property of another or the life or limb of any person and failing to exercises the highest degree of care.

VIOLATION OF CURRENT CITY AND STATE TRAFFIC LAWS ON SEMINARY PROPERTY:
Speeding (all speed limits are 20 MPH, on main roads and 10 MPH in parking lots) failure to honor stop signs, parking on wrong side of streets, driving wrong way, etc.
DRIVING FINES
It is up to the discretion of the security officer whether to enforce the violation fee or whether to issue a Courtesy Ticket for a driving violation.

CITY, STATE TRAFFIC LAW VIOLATIONS - $50
1. Stop Sign Violation
2. Negligent Driving/Speeding
3. Wrong way on one way street

All fines are to be paid at the Financial Services office.

VEHICLE REGISTRATION POLICY

POLICY STATEMENT:
Any vehicle that will be driven/parked on campus is required to be registered and have a Midwestern Seminary Parking Decal. Parking Decals must be affixed to a clean, dry surface on the rear windshield on the lower left corner of glass.

PURPOSE OF POLICY:
Decals allow the security department to determine whether the occupants of a vehicle have a legitimate purpose at Midwestern Seminary verses someone who may be on campus with criminal intent. In addition, decals allow the security department access to the registration information if contact with the owner is necessary.

SCOPE:
Any person who drives or parks a vehicle at Midwestern Seminary must have a decal for their vehicle. This includes day students, night students, full-time, part-time, doctoral students, faculty, and staff. This requirement also applies to guests who will have their vehicles on campus overnight (see Guest Parking Hanger below).

REGISTRATION

REGISTRATION PROCESS:
Vehicle Registration can be completed in two different ways:

1. Going to https://sp2.mbts.edu/security and clicking on the link “Vehicle Registration.” After the form is completed the individual will receive an email with instructions of when they can pick up their decal in the Security Office.
2. Register the vehicle in the Security Office in person during regular business hours.

REGISTRATION REQUIREMENTS:
The following information is required during the registration process:

- Student/Staff ID #
- Make of vehicle
• Model
• Color
• Year
• Plate #
• State Licensed in

PARKING PERMITS/ DECALS

GOLD/RED DECAL:
A gold/red parking decal is designed for students. Students may park anywhere not marked as a black/blue or reserved parking marked by paint and/or signs. However, students may park in black/blue decal areas after 5:00PM on weekdays and anytime on weekends. See restricted parking areas below for more information. Gold/red decals have a one-time charge of $10; this fee is charged to student accounts.

BLACK/BLUE DECAL:
A black/blue parking decal is designed for faculty and staff. Black/blue decals can park anywhere other than reserved parking marked by paint and/or signs. There is no cost for black/blue decals.

GUEST PARKING HANGER:
Guest parking hangers and designed for guest’s who will be on campus overnight at no cost. Guest Parking Hangers may be obtained by a resident prior to their guest arrival. The hanger must be displayed by hanging from the rear view mirror when driven/parked on campus. Hangers may be thrown away after their expiration date.

TEMPORARY PARKING HANGER:
Temporary parking hangers are designed for borrowed vehicles, rentals, and new vehicles that have temporary plates. The hanger must be displayed by hanging from the rear view mirror when driven/parked on campus. Hangers may be thrown away after their expiration date.

PLACEMENT OF DECALS:
Decals must be displayed on the rear windshield on the lower left corner of the glass. Vehicles with plastic windows or a soft top may place decal on the lower left corner of rear bumper. Decal must be visible from a distance of at least twenty (20) feet.

VALIDATION TIMEFRAME:
Currently there is no renewal period for decals. Decals will remain valid for active student/staff/faculty and their families. Decals cannot be switched from vehicle to vehicle.

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TYPES OF PARKING

VISITOR PARKING:
Visitor parking is designated for guests who are visiting Midwestern Seminary. Gold/red or black/blue decals are not considered guests and are prohibited from parking in Visitors Parking spaces between 8:00AM - 5:00PM, Monday - Friday.

30 MINUTE PARKING:
30 Minute parking is designated for “in and out” traffic. Vehicles may be parked in these areas for up to 30 minutes between 8:00AM - 5:00PM, Monday - Friday.

HANDICAP PARKING:
Handicap parking is designated ONLY for vehicles with a Handicap tag or Handicap Placard hanging from the rear view mirror.

CUSTOMER PARKING:
Customer parking is found in front of the Lifeway Store and is reserved ONLY for those who are conducting business inside Lifeway. No decaled vehicles are allowed to park in this area between 8:00AM - 5:00PM, Monday - Friday.

RESTRICTED PARKING AREAS

LOT 1
This lot is reserved for handicap, visitors, and 30 minute parking. No decaled vehicles can park in the guest parking between 8:00AM - 5:00PM, Monday - Friday.

LOT 3
This lot has reserved parking for Lifeway customers/staff. This parking is reserved ONLY for those who are conducting business inside Lifeway. No decaled vehicles are allowed to park
in this area between 8:00AM - 5:00PM, Monday - Friday. This lot has reserved spots for handicap. All non-marked spaces are for general parking.

**LOT 4**
This lot is reserved for Faculty and Staff only between the hours of 8:00AM - 5:00PM, Monday - Friday. This lot has reserved spots for visitors and handicap.

**LOT 6**
This lot will have reserved parking for designated staff members and visitors. All non-marked spaces are for general parking.

**PARKING VIOLATIONS**
Parking regulations are enforced 24 hours a day, 7 days a week. Tickets will be issued for the offenses listed below. Other violations may be issued tickets that are not listed below.

**NO VALID PARKING PERMIT:**
Any vehicle that will be driven/parked on campus is required to be registered and have a Midwestern Seminary Parking Decal.

**DECAL IMPROPERLY AFFIXED:**
Decals must be displayed on the rear windshield on the lower left corner of the glass. Vehicles with plastic windows or a soft top may place decal on the lower lifter corner of rear bumper. Decal must be visible from a distance of at least twenty (20) feet. This requirement also applies to guests who will have their vehicles on campus overnight. Temporary parking permits can be obtained in the security office.

**IMPROPER DECAL:**
Parking in lots/spaces where not authorized such as a Gold decal parking in faculty/staff lot between the hours reserved for faculty/staff.

**NO HANDICAP PLACARD DISPLAYED:**
Handicap parking is designated ONLY for vehicles with a Handicap tag or Handicap Placard hanging from the rear view mirror.

**RESERVED PARKING SPACE:**
Parking in lots/spaces that are clearly marked reserved such as customer parking or designated spaces for staff members.

**NOT A PARKING SPACE**
Parking in an area that is not clearly marked for parking.

**VISITOR/LOADING ZONE:**
Parking in a loading zone only long enough to load or unload the vehicle is permitted.
**GRASS AREA, DRIVES, CURBS:**
Parking in grass, drives, or on a curb that is not clearly marked for parking is prohibited (excluding special events when directed to park in grass or along curbs).

**PARKED ACROSS 2 SPACES:**
Parking in such a manner than any portion of the vehicle extends over the lines defining the approved parking space is prohibited.

**FIRE LANE:**
Parking or stopping for any reason in a fire lane is not permitted. This includes parking or stopping in front of a fire hydrant.

**PARKING BEYOND A SPECIFIED TIME LIMIT:**
Parking in a 30 Minute parking space beyond 30 minutes.

**PARKING OR STORING OF VEHICLES WHICH ARE NOT OPERATIONAL:**
Vehicles that are not operational and have expired license plates are not permitted. Vehicles may be towed according to Midwestern Seminary Tow Policy at the owner’s expense.

**CHANGING OIL OR WORKING ON VEHICLES:**
Changing of oil or working on vehicles in on campus or in areas of student housing is not allowed.

**PARKING FINES**
It is up to the discretion of the security officer whether to enforce the violation fee or whether to issue a Courtesy Ticket for a parking violation.

**GENERAL PARKING FINES - $10**
1. Parked Across 2 Spaces

**DECAL VIOLATIONS - $10**
1. No Valid Parking Permit
2. Decal Improperly Affixed
3. Improper Decal

**RESERVED PARKING VIOLATIONS - $25**
1. Reserved Parking Space
2. Not A Parking Space
3. Visitor/Loading Zone
4. Grass Area, Drives, Curbs

**HANDICAP PARKING VIOLATIONS - $50**
1. No placard or license plate displaced, non-handicap in handicap space.
PARKING SAFETY VIOLATIONS - $50

1. Fire Lane
2. Fire Hydrant

All fines are to be paid at the Financial Services office.

No decal is needed for guest (non-student related) parking in any lot.

NOTE: Loading zones – 10 minute limit in all areas.

Vehicle Towing Policy can be found at https://sp2.mbts.edu/security and clicking “Vehicle Towing Policy”.

APPEALS

APPEAL FORM:

If a driver/owner feels they have received a ticket in error, the individual may fill out a ticket appeal form within (7) days of the ticket being issued online at https://sp2.mbts.edu/security and clicking on “Ticket Appeal.” Fill out Appeal form completely and correctly to ensure a quick and fair response.

PARKING APPEALS COMMITTEE:

The Parking Appeals Committee will consider the appeal on a regular basis. You will be notified via email of your status of your appeal. Appeal Committee decisions will be final.

APPEAL GUIDELINES:

- Inclement weather will not excuse parking regulations.
- Not having read the parking regulations will not be accepted as a reason for having a parking violation excused.
- A parking ticket will not be excused if it violates one of the existing parking regulations.
- Excessive parking regulations may result in the revocation of parking privileges on Midwestern Seminary.
- Faculty and staff are not permitted to excuse tickets or authorize the violation of any parking regulation.
- Parking regulations apply to all drivers of vehicles and are subject to change without notice.