

Department of Public Safety

Bauman Telecommunications Building

5800 West Friendly Ave., Greensboro, NC 27410

(336) 316-2908

Parking and Traffic Information

Administrative office hours are Monday through Friday, 8:30 a.m. - 5 p.m. Public Safety Officers are on duty 24 hours a day and can be reached by calling (336) 316-2909 (extension 2909 from any campus phone). All parking and ticket problems or concerns must be handled during normal business hours in the Office of Public Safety. All students and employees of the College are responsible for obtaining an up to date parking permit and knowing, and adhering to, the policies outlined in this handbook.

General Policies

1. **Traffic and parking regulations are enforced 24 hours a day throughout the calendar year**, including all breaks, holidays and summer months. These regulations apply whether or not classes are in session.
2. All Guilford College employees and students must obtain and properly display a current parking permit for their vehicle(s) parked on the campus.
 - a. Students must obtain a current parking permit every academic school year. The cost of parking is billed to the student's account through the office of Student Financial Services. Students may only display their permits on the bottom left corner (exterior) of the rear windshield.
 - b. Faculty/staff may display permit on bottom left corner (interior) of the rear windshield, or front windshield if window tinting interferes with permit visibility. Faculty/staff parking permits do not expire and do not need to be renewed.
3. **A parking permit DOES NOT guarantee the holder a reserved space, only the opportunity to park within a specified area. Lack of space is NOT a valid excuse for illegal parking.**
4. A permit may **only** be affixed to the vehicle which it is assigned to. Permits are not transferable. A new permit is needed for any change in vehicle or license plates. Failure to do so may result in an unregistered vehicle citation.
5. Temporary permits are available from the Office of Public Safety free of charge. A note affixed to the vehicle is not accepted as a temporary decal.
6. Spaces designated "handicapped" are for vehicles properly displaying an official handicapped-parking permit/hangtag by the Department of Motor Vehicles. A Guilford College parking permit is also required to park in these spaces.
7. Parking is not allowed in handicapped spaces (without permit), fire lanes, loading zones, driving portion of road, sidewalks, in front of (or blocking) dumpsters, grassy areas, lake area, athletic fields and any other space not designated for parking. Any violation of these restrictions may result in the vehicle being towed.
8. Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the making of any repairs is the responsibility of the person making such repairs.
9. Any person experiencing difficulty with a vehicle that is disabled or malfunctioning must notify Public Safety at the time of the problem. The party calling may be required to furnish proof that the vehicle is actually disabled. **Notes affixed to the vehicle are not acceptable.**
10. Written permission from the Director of Public Safety must be obtained before parking trailers or mobile campers on campus property.
11. The speed limit on any Guilford College roadway or parking area is 20 miles per hour.
12. Careless, reckless driving and/or speeding will not be tolerated and may result in judicial charges, a citation and/or the barring of the driver from operating motor vehicles on campus property.
13. All motor vehicles must yield to pedestrians at all times.
14. Public Safety officers are not empowered to void a written citation.

15. Commuter and Residential students may park in Faculty and staff between the hours of 5:30pm and 7am on weekdays, and between 5:30pm Friday and 7:00am Monday.
16. The loading zone behind Mary Hobbs may only be used for a maximum of 15 minutes and vehicles may not block the dumpsters or interfere with the flow of traffic.
17. **Visitor spaces are not to be used by faculty, staff, or students for any reason.**
18. The row of spaces closest to the New Garden Hall entrance is reserved for guests of the Office of Admissions (both traditional and the Center for Continuing Education).

Parking Locations

Residential Student Parking (Red permit)

- a. Residential students may **ONLY** park in lots or spaces assigned to their permits, including the following lots: North and South Apartment lots, Milner lot, the row closest to English Hall, and Bryan lot. Residential Students may not park in Alternative Housing lots.
- b. Students living in Alternative Housing (Pines, Cobb, and Pope) will be issued a **brown permit** that will allow them to park in the spaces designated to their house, and in other residential lots.
- c. Visitor spaces are **not** to be used by students for any reason.

Commuter Student Parking (Blue permit)

- a. Commuter students may **ONLY** park in lots or spaces assigned to their permits, including the following lots: Binford/Hendricks lot, CCE/Northwest lot, Bryan lot, Dana Auditorium lot, and the lower level by the P.E. Center.
- b. Visitor spaces are **not** to be used by students for any reason.

Faculty/Staff Parking (Green permit)

- a. Faculty and Staff may park in lots or spaces assigned to their permits as well as park in any residential or commuter lot as additional parking.
- b. Faculty/Staff may **not** park in visitor spaces for any reason.

Visitor Parking

- a. Visitor spaces are **not** to be used by faculty, staff, or students for any reason.
- b. Frequent or overnight visitors are required to have a temporary parking permit. Students, Faculty, and Staff can obtain these permits in the Public Safety office and are responsible for their guests.
- c. The row of spaces closest to the New Garden Hall entrance is reserved for guests of the Office of Admissions (both traditional and the Center for Continuing Education).

Violations and Fines

All offenses warrant a fine (a portion of which is applied to the Student Loan Fund):

<i>Offense</i>	<i>Fine</i>	<i>Offense</i>	<i>Fine</i>
01 - Parking in Staff area	\$20	07 - Unregistered vehicle*	\$100
02 - Parking in reserved space or area	\$20	08 - Speeding/reckless driving	\$100
03 - Parking in a non-marked space	\$25	09 - Parking in handicapped space	\$250
04 - Parking on the grass	\$25	10 - Exceeding time limit	\$20
05 - Blocking another vehicle	\$25	11 - Improper display of parking permit	\$20
06 - Parking in fire lane (towing enforced)	\$50		

***An unregistered vehicle is any vehicle not displaying a current parking permit, or displaying a permit registered to another vehicle.**

1. The Director of Public Safety reserves the right to tow a vehicle or revoke any on-campus parking and driving privileges for the following reasons: outstanding citations in excess of four (4) per academic year, use of fraudulent permits (permits issued to another vehicle or person), careless and/or reckless driving, causing property damage, or verbal or physical abuse or threats directed at any Public Safety officer during the performance of his/her duties -- which is a detriment or safety concern to the community.
2. Citations may be appealed for review by the Director of Public Safety **if the contention is that the cited regulations were not violated. This is the only appropriate basis for an appeal.** Appeals must be made in writing to the Director of

Public Safety within fourteen (14) days of the date of the citation. Forms are available in the Public Safety office, Guilford.edu or Guilford's intranet. **Telephone and email appeals will not be accepted.**

3. Students with any unpaid citations will have a hold placed upon their account and will be unable to access grades and transcripts, and will be unable to register for classes.
4. Students, faculty and staff are responsible for their visitors and will be held financially responsible for citations issued to them.

Towing and Wheel Boot Policy

1. Any Public Safety officer may order the towing or immobilization of a vehicle in violation of the following parking regulations on the Guilford campus:
 - a. Failure to respond to four (4) parking violations summons.
 - b. Parking an unauthorized vehicle in a HANDICAPPED, FIRE LANE, or RESERVED space (including the President's space).
 - c. Parking in the traveled portion of a roadway or in a No Parking/Tow Zone.
 - d. Blocking a dumpster, or otherwise interfering with waste removal.
 - e. Parking in a space reserved for the President.
2. Persons wishing to secure the release of a vehicle that has been booted or impounded should report to the Office of Public Safety between the hours of 8:30 a.m. - 5 p.m. Once fines have been resolved, Public Safety will release the boot. The cost to the owner of a booted car will be \$45 plus all parking fines. The person has up to 48 hours to resolve all fines and citations. After 48 hours, the vehicle will be towed, incurring additional costs at the owner's expense. If a vehicle has been towed, Public Safety will issue a Stored Vehicle Release Authorization Certificate, which the person will present to the towing company. The towing company will release the vehicle after collecting any accrued fees.
3. Abandoned or disabled vehicles are subject to towing at the owner's expense, unless the owner notifies the Office of Public Safety in writing at the time the vehicle becomes disabled. Vehicles that do not have a current state-issued license plate or current Guilford College registration permit may be treated as an abandoned vehicle. The Director of Public Safety will determine whether a vehicle is disabled and allowed to remain on campus.

Bicycle, Motorcycle, and Scooter Registration Policy

Students are required to register their bicycles, motorcycles, and scooters. Students will be given a registration sticker (free of cost), which must be prominently displayed. Bicycles, scooters, or motorcycles found on campus without a registration sticker will be confiscated by Public Safety. Bicycles that are not secured to approve bicycle racks will also be confiscated by Public Safety. Confiscation incurs a \$25 storage and recovery fee. Reimbursements will NOT be issued for locks removed or cut during the confiscation process. Public Safety is not responsible for any damages that occur during the confiscation or storage process. If confiscated items are not retrieved by the student within thirty (30) days, they will be donated to the Guilford College Bike Shop or a local charity. Disassembled bikes (or parts) will be removed. Scooters and motorcycles may NOT be driven on any sidewalks, but may be secured to approve bike racks. In keeping with North Carolina state law, operators and passengers of motorcycles/scooters must wear a safety helmet. Students may not leave bikes, motorcycles or scooters attached to bike racks beyond the end of the spring semester. Any bike left after the end of the spring semester will be confiscated. The only exception to this policy is for students returning for summer school. These students must arrange for their bike to be stored by security until they return for the start of their summer session.