The College of Wooster's Motor Vehicle Regulations are outlined in detail on the reverse side of this map. Questions should be directed to Campus Safety, 602 East Wayne Ave., 330-263-2590 (Campus extension 2590).
**MOTOR VEHICLE REGULATIONS**

**INTRODUCTION**

The College of Wooster Campus Safety Office is responsible for the administration and enforcement of all motor vehicle regulations on the campus. This pamphlet will acquaint you with the regulations. The motor vehicle regulations have been developed to maximize efficiency of our parking areas and to create a safe and orderly environment so that all members of this community and visitors to the campus can enjoy their stay. Campus Safety personnel must endorse Federal and State Laws, city ordinances, and College regulations; therefore, your cooperation is imperative and appreciated.

It is expected that NO VEHICLE will be parked on College property without a valid parking permit. We have established a 24-hour visitor permit. Please register them to exist in this. Individuals must come to the Campus Safety Office to get a permit before parking a vehicle on College property.

If you encounter any problems arising from a traffic situation or have questions concerning parking, parking citations or parking permits, please contact the Campus Safety Office, Monday through Friday, 8 a.m. to 4 p.m. The Campus Safety Office is located at 602 East Wayne Ave. The phone number is 330-263-2590 (campus extension 2590).

The College of Wooster
Department of Campus Safety

**DEFINITION OF TERMS**

- **Motor Vehicle** includes automobiles, trucks, motorcycles, motor scooters, motor bikes, motorcycles, and any other powered vehicle designed for land operation.

- **Student** refers to all persons enrolled in a course(s) for credit.

- **Staff** designates any member of the College community (except students) who is employed by the College. The term does not include sub-contracted employees (not directly employed).

- **Visitor** defines any person, other than staff or student, who parks or drives a vehicle on campus. This group (visitors) includes participants in any summer programs.

- **Immobilizer** describes the device placed on a vehicle's tire to prevent moving of the vehicle.

**VEHICLE REGISTRATION REQUIREMENTS**

**Student:** Any student registered at The College who wishes to register a vehicle on College property must register their vehicle with the Campus Safety Office and display a valid parking permit. A student may register only one vehicle. They must be the owner or primary operator of that vehicle and be a student or a member of another student. Permits (including Temporary Permits) are limited to the number of parking spaces available on campus. Permits are sold on a first-come, first-served basis. At the end of each spring semester, returning students are offered the opportunity to purchase permits for the following academic year.

**At the time of registration, a student must be prepared to show proof of registered ownership (copy or original of valid state registration papers) and a College of Wooster Identification Card.**

**PERMIT REPLACEMENT**

A lost, damaged, or destroyed permit may be replaced at the Campus Safety Office for a $10 fee. Damaged permits may be returned when applying for a replacement.

**BICYCLES**

Bicycles may not be stored or parked in any residence hall public area which has not been explicitly designated for bicycle storage. All bicycles should be adequately secured when not in use. For the purpose of theft protection, individuals bringing bicycles to campus are strongly encouraged to take advantage of the registration service offered by the College Campus Safety Office or the Wooster City Police Department. The Campus Safety Office will retain unclaimed or abandoned bicycles for three (3) months, after which time they will be donated or disposed of.

**REGULATIONS**

The College assumes no responsibility or liability for any vehicle or its contents while it is operated or parked on the campus. Every member of the campus community driving or parking a motor vehicle on or around the campus is responsible for knowing and observing the State of Ohio and College of Wooster motor vehicle regulations. Campus regulations are as follows:

1. No Parking Zones are indicated by signs, yellow curbs, or white and yellow lines.
2. Loading or unloading of items into or from vehicles parked in designated loading/unloading zones must be limited to no more than 15 minutes.
3. Vehicles parked in excess of 15 minutes and/or not having their flashers working will be subject to enforcement actions. Handicapped parking areas and crosswalks may not be used for loading or unloading purposes at any time.
4. Streets in the area of the campus in the area of the campus which is governed by the Wooster Police Department regulations. However, the University Street is controlled and governed by the College. Students are prohibited from parking on both sides of University Street, and are advised to use the parking lots to the north and south of University Street. Violators, for vehicles owned by chronic off-campus residents, may be used for vehicles owned by chronic off-campus residents. Owners of vehicles that have been immobilized must come to the Campus Safety Office for removal. NEVER ATTEMPT TO MOVE AN IMMOBILIZED VEHICLE. Attempting to move an immobilized vehicle will result in damage. All outstanding fines must be paid, in addition to the $25 removal fee prior to the immobilizer being removed.

**TOWING/IMMOBILIZATION**

Any vehicle that inhibits traffic flow (including access for emergency and service vehicles), is parked in a no parking zone (including blocks or a “dumpper”) will be towed immediately. A vehicle may also be towed or immobilized for parking in areas other than reserved for students who have been assigned or for parking on lawns. In addition, towing and immobilization may be used for vehicles owned by chronic off-campus residents, for vehicles owned by individuals denied campus parking privileges, and for all vehicles not displaying a valid parking permit. Vehicles may be towed or immobilized for other reasons deemed necessary by the Campus Safety. Information on a vehicle that has been towed may be obtained by calling the Campus Safety Office, Extension 2590. The violator will be required to pay all towing expenses prior to the release of the vehicle. Owners of vehicles that have been immobilized must come to the Campus Safety Office for removal.

**PARKING APPEALS**

Because The College of Wooster is concerned with the individual rights of its community members, an appeals process has been established for parking complaints. If an individual wishes to file an appeal for a parking violation, they should contact the Campus Safety Office, located at 602 East Wayne Ave., during the normal business hours. The appeal must be filed within five (5) working days of the violation being issued. The citation must accompany the appeal form. None of the fines reflected on the appeal form will be processed until the appeal has been reviewed and decided upon by the Parking Appeal Review Committee (PARC). The PARC decision will be final. It is the responsibility of the vehicle/permit owner to check their vehicle daily to make sure no citations have been issued to the vehicle.

**PARKING LOTS**

All campus parking lots are indicated by a parking sign posted at or near the entrance to the lot. The sign is marked with a symbol indicating who is permitted to park in the lot as follows: North student parking lots ... Light blue South student parking lots ... Gold Staff parking lots/spaces ... Dark blue Visitor parking lots/spaces ... Green Service/emergency vehicle spaces ... Red It is the responsibility of the vehicle/permit owner to know where they are permitted to park. If you are unable to find a space in your designated lot, please contact Campus Safety (330-263-2590) immediately. Otherwise, you may find you a space. No open spaces in your designated lot is not an acceptable reason for parking illegally. Violators will be cited, immobilized, and/or towed.