

LINFIELD UNIVERSITY TRAFFIC AND PARKING REGULATIONS

Policy Applicability:

Students, staff, faculty and visitors to Linfield University

Permits:

Linfield University properties are private and the University reserves the right to control access at all times. To protect the community and to provide optimal use of parking resources for community members, campus access is controlled via parking by permit only. Parking at Linfield University is privilege and regulations are strictly enforced. The University reserves the right to change access and parking regulations based upon major events of the University.

Linfield University requires any motor vehicle that will be used as transportation on campus, or to and from campus, be registered with Linfield Public Safety, regardless of whether or not the vehicle will park on campus property, or whether or not the owner of the vehicle lives on campus. ***All Linfield community members parking within the Linfield campus must display a current parking permit at all times.***

Students are required to register their vehicles yearly. There is a ninety-five (\$97.00) dollar annual fee for this registration. This fee is assessed at the time the vehicle is registered and will be posted to the student's account.

- For an annual renewal the student must submit their request online on the LPS website.
- A single parking permit will be issued to each individual registering a vehicle.
- The parking permit **MUST** be displayed on the driver's side of the rear-view window, facing outward and readily visible. No other location is acceptable.

Faculty and Staff are required to register their vehicles only once, updating as needed due to vehicle sale or purchase. There is no fee for faculty or staff permits.

By registering your vehicle with Linfield Public Safety, you accept responsibility for reading and abiding by all Linfield University Traffic and Parking Regulations.

Guest Parking:

Linfield Public Safety requires all vehicles on campus to be registered if they will be parked overnight on campus. If you have a visitor on campus, you may come to Cozine Hall and have a Temporary/Guest Permit issued to your visitor, Monday-Friday from 8am-5pm. If your guest arrives after 5pm or on a weekend, you may also e-mail lps@linfield.edu with the guest's name, vehicle make, model, license plate, and color along with the duration of the stay. The issued permit is to be displayed on the driver's side dash with the information clearly visible.

As long as your guest is parked in accordance with Oregon state law and the Linfield Traffic and Parking Regulations, there should be no problem. Your guest may park in any regular parking space. Should your guest receive a citation, contact the Linfield Public Safety office immediately for further instructions.

Definitions:

Linfield University owned streets include Founder's Way, Pioneer Way, Oak Grove Lane, Cozine Lane, Blaine, Renshaw, Lever, Boardman, Everson, Brumback Streets, Library Court, Ford Drive and Keck and Wildcat Circle(s). The area also includes all campus-controlled parking lots.

For the purpose of these regulations, the word “parked” means any vehicle which is stopped and/or waiting *regardless of the period of time the vehicle is stopped or whether a driver is present*, except for vehicles immobilized by traffic control officers, congestion, or accident.

Furthermore, the words “motor vehicle” or “vehicle” means any type of motor powered conveyance including, but not limited to, automobiles, trucks, motorcycles, and motor scooters.

Driving and Parking Regulations for Linfield University Community members (On Campus):

Linfield University enforces all motor vehicle laws as defined in the Oregon Revised Statutes, as applicable to campus. Law enforcement agencies also patrol campus streets and may assess violations of Oregon law as they see fit.

- Any motor vehicle driven on Linfield property shall be operated by a legally licensed and insured driver. The driver will have the license in their possession at all times when operating their vehicle.
- Anyone operating a motor vehicle on campus shall observe speed limits, barricades, stop signs, and all other parking and traffic regulations, and shall drive in a safe and prudent manner.
- Drivers will comply with all lawful directions given by Linfield University LPS and/or law enforcement.
- The **speed limit** on all campus streets is **15 MPH**, unless otherwise posted.
- Parking in **FIRE LANES** is prohibited.
- Parking in **DISABLED** stalls without current and valid disabled permits is prohibited for any length of time.
 - ♦ *Be aware that parking in a striped disabled loading zone adjacent to disabled parking space counts as a disabled parking violation.*
- Vehicles parked or standing for any length time in areas marked by red curbs, fire lanes, loading zones, crosswalks, landscaped areas, sidewalks, areas needed for truck access to trash dumpsters, or areas marked by “No Parking” signs are considered illegally parked.
- Parking in “Reserved” parking spaces is prohibited at all times.
- Linfield community members may not park in visitor parking areas at any time.

- Responsibility for locating a legal parking space rests with the operator of the motor vehicle.
 - ♦ *Lack of space will not be considered a valid reason for violating any Linfield parking regulation.*

Overnight Parking:

Overnight parking is prohibited in the following areas:

- Founders' Way
- Ford Drive
- Library Court (the Library's west parking lot)
- Bull Music Center parking lot (other than marked spaces)
- Marked areas on the north end of Renshaw Avenue
- The small lot adjacent to Cook Hall

Parking overnight is also prohibited in loading zones, 15 minute parking areas, and visitor parking areas. *Overnight parking violations will be issued to vehicles parked in these areas between 2 a.m. and 5 a.m.*

Other Notices:

- Parking on Founder's Way (in front of TJ Day, Melrose, and Riley Halls) is restricted to visitors, disabled parking, and two 15-minute short-term parking zones.
- Parking behind Dillin Hall is prohibited for students; this area is reserved for Dillin/Sodexo employees only.
- No parking, except for service vehicles, is allowed in the area directly behind Newby Hall.
- Special authorization is needed to park in the area adjacent to the football field (by the concession stands). *Unauthorized vehicles are subject to tow at the owner's expense.*
- Permits are not required on Library Court while the library is open to the public. After 9pm, permits ARE required.

You are completely responsible for the vehicle you register with Linfield Public Safety. Any and all violations, citations, etc., issued to your vehicle are your responsibility, no matter who was operating the vehicle at the time the violation occurred.

Violations, Penalties and Towing:

Disregard of regulations render the owner and/or operator of a vehicle liable to fines and/or disciplinary actions. Citations may be delivered to the driver of an offending vehicle or mailed to the owner or person responsible for the vehicle, but in most instances will be left on the offending vehicle.

Linfield is a private institution. Vehicles on Linfield property may be towed due to extenuating circumstances. Efforts will be made to contact the responsible person(s) to move a vehicle prior to the department having them towed.

Vehicles may be towed at the owner's risk and expense for any violation of University traffic or parking violations. Towing of a vehicle does not relieve the owner of responsibility for payment of any fines.

How to Appeal a Citation

The appeal process is in place for use by those who wish to dispute or request leniency for a parking ticket they have received. This process allows for the resolution of any misunderstanding regarding the parking rules and regulations.

The process is a Parking Appeal review which affords the opportunity to explain the circumstances that made it necessary to park in violation. For example:

- Improper citation
- Extenuating circumstances

In order to be a valid Appeal:

- An Appeal form must be filled out or a written explanation containing the following information must be submitted to Linfield Public Safety Parking Appeals located in Cozine Hall:

• Citation Number
• Copy of the original citation
• Date of Violation
• Vehicle license plate information
• Linfield ID number
• Full name
• Address
• Brief explanation of circumstances

- Appeals must be filed within fifteen (15) days of the citation issue date.
- Appeals can be hand delivered to Cozine Hall, interoffice mail delivered, or mailed to:

Linfield University
 Parking Appeals
 Unit A502
 McMinnville, Oregon 97128

Parking Appeals may uphold the original violation decision; dismiss the violation; increase the fine; or reduce the fine.

A review of a citation appeal will be completed within four weeks of receipt and a letter of response will be sent to your Linfield email account or by US Postal Service.

Fines for citations issued to Linfield students will be charged to the student's account. Students, faculty and staff may make payments to their account at the Cashier's office in Melrose Hall.

These regulations are subject to change and amendment as the need arises.

With the exception of move-in and move-out times, traffic and parking regulations are enforced 24 hours a day, 7 days a week.

If you have questions or concerns about any of these regulations, please contact the Linfield Public Safety Director, Dennis Marks, dmarks@linfield.edu

For More Information

For answers to frequently asked questions regarding parking at Linfield contact us at:

lps@linfield.edu or call us at (503) 883-7233

Linfield LPS	Phone Number – (503) 883-SAFE (7233)
Linfield Extension –	x7233
McMinnville Police	Department
Emergency Number	(From Campus) - 911
Non-Emergency Number -	(503) 434-6500