

Muhlenberg College Parking FAQs

I have resisted sticking anything to the outside of my car, because I am concerned with damage to the paint or glass for the sticker's removal. I understand that this is a Campus Safety policy, but it's a very real issue for me personally. I drive a lease vehicle and the lease agreement prohibits anything placed on the vehicle windows. I am concerned about violating the lease agreement. Can I put it inside the back window?

The parking sticker used at Muhlenberg College is designed to be semi-permanently affixed to the exterior of the rear window glass of the vehicle. The same style of sticker has been used here for over 10 years and there has never been a report of any vehicle damage as a result of the sticker. If a sticker is removed and an adhesive residue remains on the glass, it can easily be removed with rubbing alcohol. Anyone experiencing difficulty removing a sticker can contact Campus Safety for assistance. Additionally, stickers placed on the inside of the glass may inhibit the ability to scan the bar code.

I do not want to attach a sticker to the outside of my vehicle. My sticker is attached to the inside of the lower left back window, and when I drive my car anywhere other than to work, I remove the sticker from my window. My place of employment is no one's business but mine. As long as I am parked where my sticker allows me, why would an officer need to scan the sticker's bar code?

The truth is that the vast majority of faculty and staff do follow the vehicle registration and parking rules. However, there are some employees that do not and it is impossible to predict which vehicle sticker may need to be scanned at any given time. In order to address those instances, it is important to the Campus Safety officer that the parking sticker is properly situated on the vehicle so it can be located and scanned. Scanning is a much more efficient way to carry out the task of parking enforcement.

What is the plan, and what are the rules for having vehicles moved from campus lots for snow removal in inclement weather? Every year there are cars parked in lots (and on surrounding streets) that are not cleared off, and plowed around, which means parking spaces are lost due to the build-up of snow around the cars. Those vehicles left on the street without being cleaned, allow snow and ice to build up, creating a one-lane road.

Campus Safety is working with Plant Operations on developing a plan to improve the efficiency of snow removal from campus parking lots. This is a difficult task and there are many variables involving snow amounts, icy conditions, time of day, day of week and duration of the snow event. Any plan will require flexibility and cooperation on the part of the entire campus community regarding moving vehicles or finding short term alternative parking, such as the Allentown Fairgrounds.

Concerning legally parked vehicles on the city streets, the College has no authority to address this situation except to educate faculty, staff and students regarding the 72 hour parking rule enforced by the City of Allentown. We also routinely identify vehicle owners via the Muhlenberg College parking sticker when it becomes necessary to make contact regarding the moving of vehicles.

Shouldn't vehicles be required to pull forward into parking spaces to aid in the identification of parking permits?

Parking a vehicle by pulling forward into the space is beneficial to Campus Safety officers by allowing them to quickly identify properly registered vehicles for a particular parking area. Proper sticker placement lends itself to this identification, particularly at times of inclement weather, such as snow. However, there is no requirement for how a vehicle is oriented within the appropriate space.

I have noticed that we have parking for handicapped employees, and I've also noticed that some of the employees with handicapped tags do not have a Muhlenberg parking permit. Do they not need to register their vehicles?

All employees of the College are required by policy to register their vehicle if they are parked in any of the College owned lots. This includes disabled individuals with placards or license plates designating the nationally recognized handicapped registration.

Is there a procedure for verifying that someone parking in a handicapped space (and displaying a handicapped placard) is legitimately parked there for the benefit of the person to whom the placard was issued, rather than by someone using a family member's placard?

The Parking Rules and Regulations Policy does not account for verification of a faculty or staff member's disability. Students who register their vehicle and request handicapped parking must provide documentation to Disability Services and Campus Safety.

As I understand it, I will only receive one parking permit, and this must be permanently affixed to one vehicle. Many days I am juggling childcare, which means I am juggling vehicles. Though I know which vehicle I will be driving most often, on any given day I could be taking one of four different vehicles to campus. Please let me know what I should do if I'm driving one of the other cars. Do I need to contact someone to let him/her know I brought another vehicle to campus? Do I need to register the other non-main vehicles?

This year we are issuing only one parking sticker to those who have been assigned to Back Drive. On days when you must take a vehicle other than the one(s) with a new sticker affixed you should park in your designated lot and call or send an email to the Campus Safety Group with the following information: name, vehicle make, vehicle model, color, registration plate # and location parked.

I have a question as to why the sudden shift to only one parking permit issued per person on campus. I assume the shift is due to people abusing the system. Rather than punishing everyone, why not instead issue a "once notified, then all your parking privileges on campus are revoked for two years" sort of a system? That seems fair; it doesn't penalize those of us who abide by the rules but have a 2-car family and have different "jobs" and car needs (alternating kid drop-offs and driving solo). If only one permit can be issued, why can't it be a hang tag, which the employee could move between cars?

This year we are issuing only one parking sticker to those who have been assigned to Back Drive. This change was necessary because it was discovered that some individuals who registered several

vehicles for Back Drive “abused the system” by parking more than one vehicle at a time (spouses, children, etc). This contributed to the lot overcrowding and frustration by vehicle owners in finding a parking spot for their properly registered vehicles. Detecting multiple vehicle users in a single lot is very difficult and once it occurs, the person with a properly registered vehicle has been denied a space. It was felt that preserving a parking space for every properly registered vehicle was a priority.

Hang tags are not the preferred vehicle registration method for a number of reasons:

Difficulty in the officer’s ability to identify properly registered vehicles in a particular lot, potentially contributing to overcrowding. Properly displayed parking stickers are more quickly identifiable.

Unlike hang tags, registration stickers identify a specific vehicle and owner. Hang tags only identify the person the tag was issued to. Hang tags could be moved from vehicle to vehicle making it impossible to identify the owner of the vehicle. This could contribute to misuse.

Hang tags would be unidentifiable during times of inclement weather; snow, ice, rain.

Hang tags are easily removed and subject to theft.

My daughter and I alternate between two vehicles. How do I move the sticker from car to car?

The current registration sticker design does not allow for transfer from one vehicle to another. If the need arises to use a different car, notify Campus Safety by calling or emailing to provide the following information: name, vehicle make, vehicle model, color, registration plate # and location parked.

It used to be that if you got a permit to park behind the building one year, it switched off the following year, and those who parked out on Liberty Street for one academic year would then be able to park in back of the building next year. Why did it go to a lottery? Now that it’s a lottery, there is the possibility that some may not be able to park behind the building many years in a row, while others are lucky enough to park there every year. I don’t think it’s fair for people to park out back year after year; we should all take turns. What happened to every other year allowing us to park out back?

Back Drive parking is the single most contentious parking lot on campus. This year Campus Safety received 302 requests for the 95 available spaces on Back Drive. The lottery system was put into place approximately six years ago because the old system’s potential for favoritism. The lottery is administered by use of a computer generated random number applied to all back drive permit applicants. This completely random method eliminates the possibility of favoritism.

Can Campus Safety provide some reasons, or rationale, for this tougher approach on parking? How does this approach support collaboration and promote safety?

The Parking Rules and Regulations Policy has been largely unchanged in the past 10 years. In response to increased complaints the past few years, Campus Safety has placed a higher degree of importance on ensuring that properly registered vehicle owners are able to find a parking space in their assigned

lot. Campus Safety has also been responsive to the goal of making the College a welcoming place for guests and visitors by ensuring there are parking spaces available for them on the front drive. These efforts translate into increased enforcement of parking regulations resulting from collaboration with The President's Office, Admissions, and Dean of Students.

If a staff member has a special circumstance that requires him/her to "get closer to his/her building," how does one obtain special permission from Campus Safety, keeping in mind that these are often unplanned and quick events? What if a person with a vehicle registered for "Lot A" needs to temporarily park in "Lot B" to drop off a large box to the mail room, travel with a small child, transport supplies to an office, etc.?

When circumstances arise that require a person to park a vehicle temporarily and for a short duration (10-15 minutes) in a parking lot to which the vehicle is not registered, Campus Safety must be notified by calling or emailing to provide the reason, vehicle make, model, color and registration number.

The rules distributed begin by noting "the following approved regulations." By whom were these regulations approved? Was input solicited from faculty, students, and staff? If not, why not?

The Department of Campus Safety falls under the Division of Student Affairs (DOSA). DOSA is managed by the Dean of Students, the approving body for the Parking Rules and Regulations Policy. This policy has been in effect, largely unchanged, for over 10 years. Input on parking issues was most recently solicited at the 2015 Spring Campus Safety Advisory Committee (CSAC) meeting. The CSAC is comprised of faculty, staff and students. Comments, suggestions and recommendations, both solicited and unsolicited, are also routinely received from the campus community.

How will the rules be "finalized" and distributed such that all members of the College community are fully aware of them and their implications?

Each year the Parking Rules and Regulations Policy is posted on the College website under the link for the Department of Campus Safety as well as the Dean of Students website under the Student Policy and Resource Guide.

How does Campus safety expect to form the Parking Appeals Committee? Will these individuals volunteer? Be elected? For how long?

The Parking Appeals Committee has been formed from campus community volunteers: 1 faculty member, 1 staff member, 2 students from the Student Government Association (SGA) and 1 student who also serve as a Resident Advisor (RA). All are volunteers. The 2 SGA students were recommended by the SGA President and student RA was recommended by the Director of Residential Services. The Committee will meet monthly. The expected term of a committee member is one year; however they can serve for more than one term. This model was chosen after conducting some informal benchmarking with institutions of similar size.

Can Campus Safety provide some examples of legitimate reasons that an appeal might be granted?

The Appeals Parking Committee will have three options available to them: the appeal will be granted, amended or denied. Possible reasons for an appeal to be granted may be 1) the ticketed vehicle was a loaner car parked in place of a properly registered vehicle and the ticket was issued before Campus Safety was notified of this temporary situation or 2) The vehicle owner had permission to *temporarily* park in a lot other than their assigned lot (ex. to transport items too heavy to carry) and the vehicle was ticketed prior to the officer receiving this notice.

Can you explain how parking appeals will be anonymous?

A Campus Safety officer will present the parking ticket/violation and read the appeal to the Committee. The identity of the person submitting an appeal will be known only by the officer presenting the parking ticket and not the Committee. The officer will notify the individual of the Committee's decision.

The penalties seem severe. What explanations can be offered for these penalties rather than less severe penalties?

Parking fines were established over 10 years ago after benchmarking other like institutions. Fines were increased by \$5.00 this year to cover the cost of an anticipated change allowing online payment of vehicle registration (students) and fines (everyone).

Can you clarify the rules pertaining to violations that would cause a vehicle to be booted?

Vehicles are typically "booted" when the owner/operator of a registered or unregistered vehicle repeatedly parks in violation of parking rules and regulations and/or has two or more unpaid parking violations.