



Student Parking Regulations

Updated
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Keystone College 2017-2018 Student Parking Regulations

These regulations have been established so as to enhance the safety of the Keystone College community.

As a general rule, all motor vehicles parked on the Keystone College campus must be registered with the Department of Campus Safety, and display a valid parking permit. Parking permits are issued to students, faculty, and employees upon registration via *MyKC*. All persons parking a vehicle on College property are expected to observe signage posted on and throughout the campus.

1. Motor Vehicles and Parking – Overview

- 1.1 All parking lots and parking areas are designated for use in accordance with signage and/or other posted marking(s).
- 1.2 Persons parking on campus must park within space lines.
- 1.3 During the period Monday through Friday, 7:00 am to 5:00 pm all employee and student lots are restricted to valid corresponding permits. All other parking rules and regulations are enforced at all times.
- 1.4 Street parking from 39 College Avenue to the College Road tennis courts is prohibited at all times and may result in a citation/fine, 'booting' and/or towing.
 - 1.4.1 Please note that College Avenue-College Road is a public highway and citations may be issued by state or local law enforcement.
- 1.5 During special events, parking permit privileges may be restricted as needed to accommodate the event(s).
- 1.6 Vehicles may not be double-parked on any campus roadway.
- 1.7 Persons needing to park temporarily near a building to load or unload a vehicle should contact the Campus Safety department in advance.
- 1.8 Keystone College reserves the right to immobilize (boot) or have towed, any vehicle that is parked in violation of College parking regulations, at the owner's/operator's expense.
- 1.9 Vehicles parked on campus must be in operable condition and display a current state registration and inspection certificate where required.
- 1.10 Vehicles may not be "stored" on campus. Abandoned vehicles may be removed at the owner's expense.
- 1.11 Vehicles may not be used as overnight lodging.
- 1.12 For the safety of everyone in the College community, the maximum speed limit for all inner campus roadways is 10 mph.
- 1.13 An appeals process is available for violations. However, ignorance of College vehicle and parking regulations will not be considered as a valid basis for appeal.
- 1.14 Vehicle owners/operators assume all responsibility for their respective vehicles, and park on campus at their own risk. Keystone College assumes no liability for any loss of, damage to, or theft from vehicles parked or driven on our campus.
- 1.15 Students assume all responsibility for any vehicle registered with the College even if the registered vehicle is not owned by the student.

- 1.16 Students are responsible for informing family members and/or guests of the College parking rules and regulations.
- 1.17 Students may not park in spaces marked for guests at any time.
- 1.18 Campus Safety officers are authorized to enforce all campus parking rules and regulations. Enforcement action includes the issuance of written warnings and/or citations, the use of *parking immobilization devices*, commonly known as a “boot”, and under certain circumstances, the towing of vehicles.

2. Parking for Persons with Disabilities

In accordance with the Americans with Disabilities Act (ADA) and the Pennsylvania Vehicles Law, the following information applies to parking for persons with disabilities.

- 2.1 Parking in spaces designated for use by persons with disabilities is regulated by Pennsylvania law. The Department of Campus Safety cannot allow for any person to make improper use of any such space.
 - 2.1.1 Except for persons parking vehicles lawfully bearing proper state-issued ‘persons with disabilities’ registration plates or placards, and when such vehicles are being operated by or for the transportation of qualifying persons with disabilities, no persons shall park vehicles in spaces reserved for persons with disabilities where such spaces have been so posted.
- 2.2 Students or other persons with temporary disabilities (without state-issued permits) will be required to park in accordance with College and state regulations; they may request assistance from the Campus Safety Department by calling (570) 945-8989.
- 2.3 Display of a ‘persons with disabilities’ registration plate or placard does not guarantee the availability of a designated parking space.
- 2.4 Students may apply for a ‘person with a disability’ registration or placard through their respective states. For additional information, please see information provided by your state’s department of motor vehicles. For example:

[Pennsylvania](#) [New York](#) [New Jersey](#) [Connecticut](#) [Delaware](#) [Ohio](#)

3. Student Parking Permits

What Students Should Know

- 3.1 Student permits are valid through the academic year indicated on the permit.
- 3.2 It is not necessary to re-register the same vehicle each semester.
- 3.3 Student permits are not valid during any time where the parking fee has not been paid, regardless of any previous validity.
- 3.4 Parking regulations are enforced throughout the year, including periods when classes are not in session, and on weekends.
- 3.5 All permits remain the property of the College and may be reclaimed for cause, with no refund of any fees.
- 3.6 When parking on campus, the Keystone permit must be visible at all times. Displaying the permit is the registrant’s responsibility. Failure to do so may result in a citation.

- 3.7 Parking permits are not transferrable, except to another vehicle owned by the original student registrant.
- 3.8 Permits are constructed of a pliable cling-type material that enables the registrant to display the permit on another vehicle owned or leased by the student registrant.
- 3.9 A student utilizing a rented or borrowed vehicle for a short period of time and who has forgotten to transfer a permit should obtain a temporary permit from the Department of Campus Safety to avoid citation.
- 3.10 Parking permits allow students to park only in student-designated parking lots on campus.
- 3.11 The possession of a parking permit does not guarantee a parking space in any particular lot or location.
- 3.12 Vehicle parking fees are billed to students' accounts on a per-semester basis, but the actual parking permit is valid until the end of the academic year indicated on the permit.
- 3.13 Student workers (i.e. work-study) must still obtain student parking permits and park in student lots only.
- 3.14 Any student accumulating six (6) or more citations in a semester may have their parking privileges suspended for the remainder of the semester.

Getting a Student Parking Permit

- 3.15 New students are encouraged to apply for parking permits during the summer months and/or in advance of the beginning of the academic semester.
- 3.16 Log in at mykc.keystone.edu. Go to the *Student* tab at the top of the page. Click on the *Vehicle Registration* link on the left side of the page. Click again on *Vehicle Registration*.
 - 3.16.1 Enter the requested information for the Permit Holder and Vehicle Information sections.
 - 3.16.2 You will need your driver's license number and complete vehicle information (year, make, model, color, etc.), and your vehicle registration information (plate number and state).
- 3.17 Within two College business days, contact or visit the Campus Safety office on the ground floor, Hollinshead Hall to pick up your parking permit.
- 3.18 Students whose class and/or work schedules prevent them from picking up a parking permit during College business hours should contact Parking Services at parking@keystone.edu to make alternate pick-up arrangements.

Displaying Your Permit

- 3.19 Permits (except motorcycle permits) are made of cling-type material, and may be transferred by the student registrant to any vehicle he or she is parking on campus.
- 3.20 Permits shall be affixed to the inside lower left corner of the front windshield above the state inspection/registration sticker. It is imperative that permit placement not interfere with operator visibility. Questions regarding permit placement should be addressed with the Campus Safety department if necessary.
 - 3.20.1 Motorcycle riders: apply your permit on the front fork, one-half inch above the state inspection sticker.

Temporary permits

- 3.21 Students may obtain temporary, single-day parking permits if necessary by visiting the Campus Safety office in Hollinshead Hall.
- 3.22 Acceptable reasons for the issuance of temporary permits include for example, students with temporary use of vehicles (rental/loaner), or who normally do not drive but need to transport class materials to campus.
- 3.23 Guest parking passes are also issued for approved overnight resident students' guests (see the Overnight Visitation section of the student handbook).
- 3.24 Temporary permits may not be used to circumvent parking regulations.
- 3.25 Temporary permits may not be used to negate previously issued violation notices (citations).

4. Permit Cost & Billing

- 4.1 The student parking permit fee is \$50.00 per semester.
- 4.2 Parking fees are billed to students' College accounts on a per-semester basis.
- 4.3 Resident students are charged upon registering a vehicle.
- 4.4 Non-resident students (commuters) are automatically charged the parking fee each semester.

5. Carpooling

Students are encouraged to carpool; carpooling students will be eligible for a discounted parking fee.

- 5.1 Carpooling discounts are available only to Keystone students carpooling with other Keystone students.
- 5.2 A minimum of two (2) student carpoolers per carpool registration is required.
- 5.3 A \$15 discount per semester will be applied, limited to each participating Keystone College student.
- 5.4 Carpooling forms are available at the Campus Safety Office.
- 5.5 All carpoolers will need to re-apply each semester.
- 5.6 Carpooling does not otherwise excuse parking violations.
- 5.7 If multiple carpool vehicles are parked on campus at the same time:
 - 5.7.1 A warning notice will be issued for the first violation.
 - 5.7.2 A \$15 citation will be issued to each vehicle for each subsequent violation.

6. Parking Violations - Fines

- 6.1 Monetary fines are itemized on all violation notices (citations) and are subject to change without notice.
- 6.2 Parking violation fines include but are not limited to:

Parking on campus without a properly displayed valid permit	\$30
Parking in non-designated or reserved area or lot	\$30
Parking or driving on the grass	\$30
Parking over space lines (taking more than one space)	\$20

Parking in a Fire lane **	\$100
Parking in a Handicapped-area without appropriate permit **	\$100
Parking in a No Parking Zone	\$50
Towing vehicles (owner/operator is responsible for towing costs) **	\$50
Booting vehicles (owner/operator is responsible for booting costs) **	\$75

** These violations cannot be appealed.

Payment of Fines

- 6.3 All parking fine payments are due within twenty (20) calendar days from the date of the violation.
- 6.4 For proper credit, all payments must be accompanied by the yellow copy of the violation notice(s), with the student's College identification number indicated thereon.
- 6.5 Payments will be accepted at the Student Central office, first floor Ward Hall from 8:00 am to 5:00 pm, on College business days. Payments may be made in person at the Campus Safety Office on College business days from 8:00 am to 5:00 pm. In-person payment will be accepted at Campus Safety by check or money order only; cash will not be accepted. Credit cards cannot be used at the Campus Safety office.
- 6.6 Payments may also be mailed to Parking Services, Keystone College, One College Green, PO Box 50, La Plume PA 18440-0200. Payment by mail will be accepted by check or money order only; do not mail cash.
- 6.7 Unpaid parking fines are considered to be outstanding financial obligations to the College and may result in the withholding of student records, grades, transcripts, registration, or other official records if left unresolved.

Towing/Booting

- 6.8 The College reserves the right to have removed any vehicle which is parked in such a manner that constitutes a safety hazard to pedestrians, vehicular traffic, or property or that impedes the movement or operation of emergency vehicles or equipment.
- 6.9 Vehicles that are repeatedly parked in violation of College parking regulations may be immobilized (booted) until outstanding parking fines are paid.
- 6.10 A boot removal fee of \$75.00 will apply, in addition to accumulated fines.
- 6.11 The vehicle owner/operator will be responsible for the costs involved in towing or booting.
- 6.12 Keystone College assumes no liability for any loss or damage to vehicles resulting from towing or booting.

7. Appeals

Submitting Your Appeal

- 7.1 Most violation notices may be appealed to an *ad hoc* parking appeals committee (see above section 6.2 of these guidelines for violations that cannot be appealed).
- 7.2 Appeals must be submitted within 10 (ten) calendar days of the date of the violation.
- 7.3 Appeals must be submitted online only at appeals.keystone.edu.
- 7.4 The parking appeals committee meets once per month. Students will be informed of appeal results via Keystone College e-mail, within one week of the committee meeting.
- 7.5 Suspension of parking privileges may be appealed to the parking appeals committee.
- 7.6 Ignorance of College policies is not a valid basis for appeal.
- 7.7 Decisions made by the Parking Appeals Committee are final.

8. Miscellaneous Information

Disabled Vehicles

- 8..1 All disabled vehicles should be reported to the Department of Campus Safety in order to avoid an unnecessary violation notice (citation). In many cases, Campus Safety may be able to assist students. If a disabled vehicle must be left on campus, a specific period of time will be granted for its removal.

Overnight Parking

- 8..2 Parking on campus between the hours of midnight and 5:00 am is prohibited, except for resident students in designated resident student parking lots. Permission will be granted for disabled vehicles, vehicles belonging to people participating in college sponsored trips, and College guests.
- 8..3 In all cases, the owner/operator/trip sponsor must arrange parking with the Campus Safety department. Vehicles parked overnight without prior approval may be cited, booted and/or towed.

9. Parking Lot Designations

Current parking lot designations are listed below. Please note that any number of spaces within these lots may be designated for specific vehicles (i.e. ADA, Facilities, etc.).

Commuter Students

- 9.1 Moffatt Hall parking lots
- 9.2 Lot adjacent to Gambal Athletic Center (closer to Edwards Lane)
- 9.3 Lot behind Gardner Hall (College Rd side, across from Brooks Theatre)
- 9.4 Lot behind Art Building (shared with faculty & staff)
- 9.5 Miller Library (lower lot)

Resident Students (except Freshmen)

- 9.6 Boehm Hall lot
- 9.7 Regina Way, behind Boehm Hall
- 9.8 Regina Way, between Frear/Reynolds and Lackawanna/Wyoming Halls

Resident Students (Freshmen)

- 9.9 Long-term parking lot at the baseball field (east end of campus)

Faculty and Staff

- 9.10 Lot behind Davis Hall
- 9.11 Four spaces adjacent to Davis Hall
- 9.12 Six spaces adjacent to Sickler Hall
- 9.13 Three spaces behind Patrick Hall
- 9.14 Hollinshead/Tewksbury lot
- 9.15 Lot behind Ward Hall
- 9.16 Lots behind/around Kemmerer Center
- 9.17 Lot adjacent to Capwell Hall
- 9.18 Behind Gambal Athletic Center
- 9.19 Lot between IT and Koelsch House
- 9.20 Lot across from IT building.
- 9.21 Spaces next to and behind Brooks Theater
- 9.22 Spaces next to and behind Harris Hall
- 9.23 Lot behind Art Building (shared by commuter students)
- 9.24 Spaces across from Facilities maintenance garage

Guest Parking

- 9.25 Edwards Lane, orange-lined spaces adjacent to Sisson Hall (Admissions)
- 9.25.1 Please note: there is no student parking in these guest spaces at any time.

10. Frequently Asked Questions

Much of the information provided above can be summarized through these frequently asked questions (FAQs):

What can happen if I have a car on campus without a permit?

Any vehicle parked on Keystone College property without being registered and displaying a permit may be ticketed, booted and/or towed at the owner's expense.

What will happen if I park on College Avenue / College Road?

Neither College Avenue (Factoryville Borough) nor College Road (La Plume Township) is an allowable parking location. There are several authorized locations along this main thoroughfare for students to utilize. Vehicles may be ticketed, booted and/or towed. A fine incurred for parking on College Ave /Rd is not subject to appeal.

In addition, vehicles parked on this College Avenue / College Road are subject to

enforcement action from state or local police. The College has no control over such action.

What should I do if I lose my permit?

If you lose your permit there will be a \$5.00 charge for a new one.

Do I need to re-register my car each semester?

No. Your student parking permit will carry an expiration date. You only need to inform Parking Services if you change your vehicle, license plate(s), etc.

What if I get a new vehicle?

Students who purchase a new vehicle should provide the new vehicle information to the Parking Services Office, via email at parking@keystone.edu.

I have two vehicles. Do I need permits for both of them?

No. Parking permits are registered and issued to individuals. Permits (except motorcycle permits) are made of cling material and may be transferred by the student registrant to any vehicle the student is parking on campus.

What if I cannot find a parking spot near my class building or dorm?

The responsibility for finding a legal parking space rests with the vehicle operator. Inability to locate a convenient spot is not an excuse for violating College parking regulations and will not be accepted as a basis for appeal.

Students are advised to allow enough time to find a legal parking space. Students should consider carpool arrangements wherever possible.

When are College parking regulations enforced?

College parking rules, regulations and enforcement are in effect all year, including periods when classes are not in session, as well as on weekends.

If my vehicle has been booted, how do I have the boot removed?

The driver of a booted vehicle must pay the seventy-five dollar (\$75.00) boot removal fee at the Student Central office, first floor, Ward Hall. Bring the receipt of payment to the Campus Safety office to arrange for removal of the boot from the vehicle.

The removal fee may also be paid at the Campus Safety office by check or money order only (no cash or credit cards).

I received a citation I didn't deserve. How do I submit an appeal?

Any student wishing to challenge a citation or other action may submit an appeal. All appeals must be submitted on-line at appeals.keystone.edu. In order to maintain fairness and integrity of the appeals process, all appeals will be reviewed by an appeals committee.

How do I sign up for the Carpooling discount?

Students interested in taking advantage of the carpooling discount should visit the Campus Safety office, located in Hollinshead Hall (across from Health Services). Students can obtain the required form there. A minimum of two (2) registered students must participate in each separate carpool arrangement.

Each participating student will receive a \$15.00 discount toward their respective semester parking fees. Carpoolers must re-apply each semester, even if there are no changes. The reason for re-application is to ensure the credit is re-applied to each eligible student's account.

What if I am driving a different vehicle today?

Parking permits are made of a cling-type material. Your permit can be taken from one registered vehicle and placed on the other vehicle. Failing to move the permit could result in an otherwise unnecessary citation and appeals process.

What if my car won't start?

Contact the Campus Safety department at (570) 945-8989. In many cases, a Campus Safety officer can jump-start your vehicle. If he or she cannot, arrangements can be made for the vehicle to be kept on campus temporarily.