THE DEPARTMENT OF SAFETY AND SECURITY 
RULES AND REGULATIONS

The Department of Safety and Security is located on the third floor of Wren Student Union. It maintains a full staff of security officers who are charged with the responsibility and authority to enforce the Mars Hill University Traffic Code, the Mars Hill University Code of Student Conduct (where applicable), and to assist all law enforcement agencies with the enforcement of local, state and federal laws as needed.

It is a student’s responsibility to notify The Department of Safety and Security of any incident or accident immediately. The Department of Safety and Security will determine what agency, (if any) should respond to the call. Many times this department can handle the call without intervention from an outside agency. They will determine the best course of action that is best suited to a student’s needs and attempt to provide the highest level of attention and care possible. Law enforcement agencies require you to report crimes and accidents immediately. They will not file reports for insurance beyond 24 hours lapse of reporting.

Transportation Service

Transportation to the campus by plane or bus is best routed through Asheville. Commercial airline service is available at Asheville Airport, and Greyhound/Trailways bus services operate into Asheville. The University does not transport students. Arrangements to the airport and bus station should be made by way of taxi or other means. If a student has a medical appointment arrangements through Madison County Transportation Authority can be made at a minimal fee for transportation to these appointments. This agency requires a one week notice. Students who need such assistance should call the Department for the appropriate numbers and contact information for these services.

MHU TRAFFIC CODE

Approved and adapted for Mars Hill University by the Traffic Committee effective June 1, 2014.

This publication supersedes all previous publications dealing with traffic rules and regulations. Any suggestions or comments concerning this publication should be sent to: The Director of Safety and Security, Mars Hill University or Chairperson of the Traffic Committee, Mars Hill University.

A. GENERAL STATEMENT OF POLICY

The operation of a motor vehicle on the Mars Hill University campus is a privilege granted by the University. Automobiles MAY NOT be used as a means of intra-campus transportation. Parking privileges will be determined by the distinct traits apparent and displayed upon the decals issued by the Department of Safety and Security. The University reserves the right, for due cause, to suspend and/or revoke the campus driving privilege of any member of the University community. The Department of Safety and Security as well as the traffic committee will determine due cause, suspension, and revocation.

1. The Department of Safety and Security Officers are employed to protect the safety and welfare of all of campus. They are responsible for enforcing the traffic regulations and ordinances impartially whether the violator is an administrator, faculty member, or student. It is demanded that they do so with dignity and politeness, and it is expected that they will also be accorded the same respect.

2. The fact that a person parks in violation of any regulation or law and does not receive a citation does not mean that the regulation or law is no longer in effect. The responsibility of parking a vehicle legally rests with the vehicle operator.

3. All persons in the University community---students, faculty, administrators and staff---are expected not only to observe the traffic regulations but also to pay fines for violations of them. Failure to do so may result in the vehicle being impounded and towed at the owner’s expense and/or revocation of campus driving privileges and/or immobilization by use of the Denver Boot.

4. All traffic rules and regulations contained herein may be strictly enforced twenty-four hours a day, seven days a week, three hundred and sixty-five days a year for all members of the University community---administrators, faculty, students, conference groups and visitors.
B. DEFINITIONS:
1. For the purpose of these regulations, a motor vehicle includes automobile, truck, motorcycle, motor scooter, motor bike, and any other motor-powered vehicle.
2. The term student includes all persons taking full or part-time undergraduate work (including those taking night courses) auditors, and those participating in institutes of an extended period.
3. The term visitor includes any person, other than administrators, faculty and staff members, and students, parking or driving a non-registered vehicle on campus.
4. The term “public vehicular area” includes any drive, driveway, road, roadway, street, or alley upon the grounds and premises of any public of private hospital, college, university, school, orphanage, church, or any of the institutions maintained and supported by the state of North Carolina, or any of its subdivisions or upon the grounds and premises of any service station, drive-in theater, supermarket, store, restaurant or office building or any other business, residential, or municipal establishment providing parking space for customers, patrons, or the public or any drive, driveway, road, roadway, street, alley or parking lot upon any property owned by the United States and subject to the jurisdiction of the state of North Carolina the inclusion of property owned by the United States in this definition shall not limit assimilation of the North Carolina law where applicable under the provision of (Title 18, United States Code, Section 13). The term “public vehicular area" shall also include any street opened for dedication to the public by the filing of a map, plat or written instrument in the office of the Register of Deeds; provided however, a public authority: (1) has not accepted the dedication of the street, and (2) a public authority has not assumed control over the street. (N.C.G.S. 20-4.01) (32)

C. SPECIAL PERMITS FOR VISITORS AND HANDICAPPED PERSONS
Special parking permits for visitors will be issued by the Department of Safety and Security at the request of academic or administration officers, or at the request of an individual at the Department of Safety and Security, during posted office hours. Visitors of students are the responsibility of that student and therefore any traffic violations are the student’s responsibility to either appeal or pay for the violation. Visitor passes are issued at the Department of Safety office on the third floor of Wren.

Special parking permits for handicapped individuals, or those who are injured, will be issued by the Department of Safety and Security. In order to qualify for a handicapped decal on the university campus, the individual should see a doctor, and then have the appropriate information sent to the Infirmary. The Infirmary will then make the judgment on the length of duration of the handicapped decal and will notify the Department of Safety and Security. The handicapped decal will be effective as long as the indicated on it. State handicapped placards must be register with the Department of Safety and Security. Any person receiving a handicapped decal should use the following procedures when parking:
• Utilize any blue painted parking spaces designated for handicapped parking.
• Utilize any green painted parking spaces designated for faculty/staff parking.
• Utilize any white painted parking spaces.
• Utilize any visitor designated area.
• Never park in a Fire lane or No Parking zone.

D. MOTOR VEHICLE REGISTRATION
1. All students, faculty, administration and staff motor vehicles operated on campus will be registered regardless of the length of time they are operated on campus. See later section for time limit for registration.
2. If, because of an emergency, one is unable to drive his/her registered vehicle and must use an unregistered one, the Department of Safety and Security office should be notified immediately.
3. If, for any reason, a decal must be replaced, the Department of Safety and Security must be notified and a new decal obtained as soon as possible. The decal being replaced should be brought in when the new one is bought. Replacement cost is $10.00.
4. Relatives of faculty/staff employees, who are enrolled at MHU, must purchase student decals to park on campus. Under no circumstances are students to have faculty/staff decals.
5. Registration Procedure:
   I. Application for vehicle registration should be made by one of the following methods:
   • Mail in the vehicle registration form sent in the summer for any decals requested.
Stop by the Department of Safety and Security during the hours that will be available during registration days. These hours will be posted.

- Fill out online registration that will be sent out in a student distribution e-mail. Follow instructions closely.

II. In order to facilitate the registration, one must have the following items ready to present upon request:
- Current University ID card
- Valid Driver’s License
- Valid vehicle registration card from the state of registration
- A check or money order made payable to MHU

III. You will be issued a decal to be displayed on the bottom left corner of your back glass.

IV. Registration is not complete until the decal is properly displayed on the vehicle and all expired parking stickers have been removed.

V. There are three (3) parking tier costs, $60.00, $90.00 and $130.00. These tiers will have designated areas in which to park and the $60.00 tier is a first come first service basis and will be the further most point from the residence halls. Maps will be issued to indicate these areas. Vehicles are subject to being fined according to Section F of this traffic code.

VI. Students having more than one vehicle on campus simultaneously must pay $60.00 for each additional vehicle.

E. GENERAL RULES

In addition to the motor vehicle laws of the State of North Carolina, the following rules and regulation are applicable:

1. Mars Hill University assumes NO responsibility for any damage or loss to motor vehicles driven or parked on campus. However it is required that all thefts or damages are reported to the Department of Safety and Security immediately.

2. The registrant of the motor vehicle is held responsible for the safe and prudent operation and proper parking of his/her vehicle regardless of who may be the operator.

3. All motor vehicle accidents occurring on campus are to be reported to the Department of Safety and Security immediately.

4. Flagrant violation of any rule or regulation concerning the operation and parking of a vehicle on campus may result in the owner being fined and/or the vehicle being booted or the vehicle being towed away. The owner or registrant will be liable for any fines and towing and/or storage charges.

5. The operator of a motor vehicle must be able to show, upon request of the Department of Safety and Security Officer, his valid driver’s license and University I.D. card, and proper vehicle registration.

6. The following streets on campus are classified as one-way:
- The upper drive at Fox Hall
- The driveway around Huffman Hall, Stroup Hall, and Edna Moore Hall
- Townhouse Drive from Dormitory Drive to Park Drive
- Dormitory Drive from Townhouse Drive up the hill to the far end of the Gibson Hall (Joe Anderson Drive) parking lot on to South Main Street
- Tickets will be issued for disregarding the one-way street signs. A fine of $75.00 will be issued for this violation.

7. All posted traffic and regulating signs not covered in these regulations will be observed.

8. Stopping in “No Parking” zones located near the residence halls for unloading purposes and to pick-up dates are acceptable only if a licensed driver with the keys to the vehicle remains with the vehicle at all times. Otherwise, vehicles will be ticketed or towed (to permit passage of other vehicles). Towing will be at the owner’s expense. The use of hazard lights does not make allowance for parking in a no parking zone nor in a fire lane. If a car is left unattended, it is in violation.

9. If a vehicle becomes inoperable on campus, the operator must notify The Department of Safety and Security of the vehicle’s location and must make reasonable effort to get the vehicle moved as soon as possible.

10. Any area within the boundaries of Mars Hill University, which is not marked with a specific parking space, will be considered a “No Parking” zone.

11. Parking lots are for parking only and are not to be used by motorized vehicles for racing or other noisy or disturbing activities.
12. Vehicles improperly parked are subject to additional enforcement action and fines every four (4) hours.
13. Restricted zone parking is in effect from 7:00 a.m. through 5:00 p.m., Monday through Friday. During
   weekends, faculty and staff parking is not in effect. There are certain designated lots that are restricted at all
times. A listing of all lots and their restrictions is issued at registration and is also available at the
   Department of Safety and Security at any time.
14. Certain vehicles designated by the Director of Safety and Security as emergency and/or utility vehicles will
   be allowed to park anywhere necessary to conduct emergency or maintenance operation or business. This
   also includes certain privately owned vehicles, i.e., University nurses, Dir. Of Safety and Security, Director
   of Facilities, and any other vehicles approved by the Dir. Of Safety and Security.

F. VIOLATIONS, FINES AND PAYMENTS

- Obstructing or impeding flow of traffic
  (plus vehicle is subject to towing). $25.00
- Parking or driving on a sidewalk or safety zone except
  permanent or temporary driveway. $50.00
- Fire Lane: A motor vehicle in an area designated as a
  Fire Lane is subject to towing. $150.00
- Blocking (Vehicle is subject to towing). $50.00
- Parking in a designated handicapped parking space when
  vehicle parked in said space does not display the
  distinguishing tag or permit. $100.00
- Backed in parking. $25.00
- Improper zone. $50.00
- No parking zone. $50.00
- Driving or parking on the grass (plus fees) $50.00
- Parking in a service or delivery area. $25.00
- Parking left of center. $25.00
- Driving the wrong way on a one way. $75.00
- 10 and 15 minute excess. $25.00
- Failure to observe or movement of barricades. $75.00
- Failure to properly display registration tag. $25.00
- No registration or improper registration. $75.00
- Supplying incorrect or false information on vehicle
  registration form. $50.00
- Removal of Denver Boot. $150.00
- Unnecessary or unusual noise. $50.00
- Refusing to show identification upon request. $75.00

Fines should be paid to the Business Office within fourteen (14) days. If accumulated fines have not been paid
or appealed, the vehicle may be towed away, or booted if found on campus, and the registrant’s driving privilege
may be revoked for the remainder of the academic year. Those students with outstanding fines will be subject to
penalties until such fines are paid.

G. REVOCATION OF DRIVING PRIVILEGES MAY RESULT FROM THE FOLLOWING:
1. Operating a vehicle under the influence of alcohol or any other controlled substance;
2. Accumulating more than five (5) unpaid traffic or parking violations, during any semester or summer school;
3. A decision by the Department of Safety and Security and Traffic Committee in certain instances.

Should an individual whose driving privilege have been suspended by found driving a motor vehicle on the
campus during the period of his/her suspension, the violator’s vehicle will be towed at the owner’s expense and
the case will be turned over to the appropriate University judicial body.
H. APPEALS
Any appeal concerning a traffic ticket must be submitted in writing within five (5) business days from the date of the ticket on the appropriate form. The procedure is as follows: Within the 5 days, the necessary form should be completed at the Department of Safety and Security and submitted to a representative there. The Traffic Appeals Committee will meet on a schedule to be arranged by the Traffic Committee. An appeal will not be accepted or considered unless it is submitted within the prescribed period unless there are extenuating circumstances. During the last two weeks of each semester, and during summer sessions, the director of Safety and Security will adjudicate all traffic tickets appealed properly.

ZONE PARKING
There are no longer any open parking areas on Mars Hill University Campus.

The following lots are totally restricted parking:

- Huffman 24 hr. Staff spaces: marked by sign.
- Infirmary Lot: Medical emergencies only.
- The Department of Safety and Security spaces: Security vehicles only.
- Handicapped spaces: properly marked vehicles only.
- Residence Life Spaces: RDs only.
- Blackwell Plaza

Decals have been issued according to your residence halls and the tier of which you have paid for. When issued a decal for one of the following designations, you may park ONLY in the spots for your designated decal.

Tier 1: $60.00 parking fee: (first come first served basis)
- Chapel Lot, Old Gravel Lot on Hwy 213 known now as the 213 Lot and Hart Tennis Courts, Also Commuters may opt to purchase this tier.

Tier 2: $90.00 parking fee: The gravel lots directly behind Huffman known as HTC and the parking lot at side of Renfro Library next to Bailey St. These areas are for Hill residents only.

Tier 3: $130.00 parking fee:
- Dixon Palmer, Myers, Gibson, Brown, Turner, Fox, Huffman (light blue decals only), Dogwood, Laurel, Jarvis House and Bailey Mtn. Hall. Also Commuter parking.

Decal designations and locations:

- Yellow BM: Bailey Mountain Hall
- Pink F: Fox Hall
- Dark Blue A: Dixon Palmer, Azalea and Dogwood
- Brown M: Myers Hall
- Orange L: Turner Hall, Brown Hall, Gibson Hall and Laurel Hall
- Green H: Huffman Hall, Stroup Hall and Edna Moore Hall (90.00 tier)
- Light Blue H: Huffman Hall, Stroup Hall and Edna Moore Hall (130.00 tier)
- Purple C: Commuter parking (130.00)
- Red: 60.00 tier parking (limited spaces)

Visitors need to register their vehicles if they plan to stay overnight or if they will be making frequent visits to campus. It is the responsibility of the student to have their visitors registered. If a vehicle is registered as a visitor, and is on campus for more than 3 consecutive days, it will be considered a non registered student vehicle and will be subject to student fines or sanctions. If a non-registered vehicle accumulates multiple tickets, it will be booted. It is also the responsibility of the student to take responsibility for any violations that a visitor acquires.

Note: The spaces along Athletic Street, College Street, and Bailey Street are shared town streets and subject to Mars Hill Town regulations. Students are not allowed to park on Athletic Street. These spaces are for community folks using our facilities.
A complete list of parking and instructions with a map will be provided at check in and registration.

**UNAUTHORIZED CONVEYANCES**
No skateboards, rollerblades, roller-skates, scooters, golf carts, or like conveyances with or without motors are permitted to be used on Mars Hill University property. Exceptions are those vehicles used by Facilities Management, Athletic Department, Post Office, Admissions, Administrative personnel, Campus Security, or any conveyance specifically approved by the Director of Safety and Security. Any conveyance used by the physically impaired (with a doctor’s consent) may be used inside or outside any buildings on campus. Bicycles may be used for transportation but are not allowed in the buildings.

Student parking spaces are marked with white paint: faculty and staff spaces are marked with green paint and fire lanes are marked with red paint. Handicap spaces are marked with blue paint.

_The Ordinance/Violations contained herein do not supersede those of the State of North Carolina and you may be charged with a violation as noted in the North Carolina General Statutes._

**EVACUATION OF BUILDINGS IN EMERGENCIES**
Failure to evacuate any facility on the Mars Hill University campus when the appropriate fire alarm is sounding will result in a fine. Failure to evacuate a building after being told to do so by The Department of Safety and Security or an authorized University official to include residence hall staff will result in disciplinary action. No person will be permitted to re-enter a building before it is cleared by the Director of Safety and Security or his/her designee.

**WEAPONS ON UNIVERSITY PROPERTY**
(NC STATUTE 14-269.2) It shall be a Class 1 misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property.

**SEARCH POLICY**
Residence Halls and Residence hall rooms may be entered for inspection by approved Mars Hill University officials at any reasonable time for:

- Safety and Maintenance checks.
- Maintenance on University property within a residence hall room.
- Reasonable belief by staff that University policies are being violated.
  - Reasonable belief that illegal activity is taking place inside.
- Emergency conditions such as fire or threatening weather.
- Closing or locking doors or windows prior to the closing of the building.

A resident’s room may be searched under normal circumstances, with reasonable cause, by a University official who has received authorization from the occupying student, the Director of Safety and Security, the Dean of Students, and/or the Director of Residence Life. The search may include, but is not limited to, opening drawers and refrigerators, examining furnishings and personal effects, and searching an adjoining bath/suite. In a crisis/emergency situation, other University officials may enter student rooms with no search warrant or notice given for emergencies such as:

- Incident to and following a lawful arrest;
- For and in the pursuit of a fleeing dangerous criminal suspect;
- Under urgent necessity (i.e. persistent loud screaming);
- Necessary to prevent loss of or destruction of an item to be seized;
- Searching for missing University property.

In any room inspection/search, illegal drugs, alcohol or other items which violate University policy or civil law may be confiscated by those conducting the search and disciplinary action may result.
Every attempt will be made to have the student whose room is being searched present. All searches will have a minimum of two (2) University personnel.

**Vehicle Searches**
Upon suspicion of violation of University policy or local, state or federal law, the Department of Safety and Security reserves the right to search vehicles parked on campus property for evidence inside the vehicle.