

Important Notes

Campus Security is located in Botetourt Hall and is open 24/7 and 365 days to register your vehicle.

The fine for not registering your vehicle (Permit Violation) is \$25.00. A new ticket for the same violation may be written every 24 hours.

Trailers are vehicles and must be registered. The normal permit fee will apply, as a trailer will occupy at least one full parking space.

There is no official 'grace period' when bringing a vehicle on to the campus. Security officers patrol 24/7 searching for registration/parking violations.

The Director of Human Resources or alternate is the sole authority on who receives employee parking permits.

Vehicles must have a permanent license plate or the VIN must be supplied to the HUDCS.

Employees must have an HU account number to register.

Please read this summary completely!

This will be the ONLY warning given in regards to the University employee vehicle policy!

Failure to read and heed this Summary may result in university fines!



Issued October 12, 2016

**HU Campus Security
Hollins Campus**

7916 Williamson Road
Box 9525
Roanoke, VA 24020
Botetourt Hall

Phone: 540-362-6419
Fax: 540-362-6624
E-mail: dispatch@hollins.edu



HUDCS

Employee Vehicle Policy Summary

- **Registration**
- **Employee Permits**
- **Employee Fees**
- **Temporary Permits**
- **Disabled Persons**
- **Placement of**
- **Bicycles**
- **Lost/stolen permits**
- **Parking Permit Designations**
- **Parking Areas**
- **Important Notes**

All Vehicles operated or parked on University property MUST be registered with the University through HU Campus Security.

**HU Campus Security
Hollins Campus**

540-362-6419

Employees may use student lots, but ONLY when all employee lots are full and there are no other employee options

- **Registration Required**—Any vehicle belonging to or operated by any Trustee, employee, or dependent, of Hollins University must display a valid Hollins University parking permit issued by Campus Security. Parking is a privilege and vehicle owners are expected to abide by the vehicle regulations. The university assumes no responsibility or liability for the care or protection of any vehicle or its contents while operated or parked on university property.
 - **Employee Permits**— Employee Hangtag Permits ARE transferable between employee vehicles. Campus Security does not collect vehicle information on the Employee Parking Permit Application form. Each Employee Parking Permit is registered under the name of the Employee ONLY. **Employees may never lend hangtag permits to a student.** Employees MUST return all issued hangtag permits upon termination of employment. Employees with old stick-on permits MUST obtain a hangtag permit and remove the stick-on before disposing of a vehicle.
 - **Employee Fees**—Employees are issued up to two hangtags (Yellow) to be used on any vehicle at no charge. Any additional employee hangtags will require a \$5.00 administrative fee. **Temporary Permits** may be issued for temporary replacement vehicles. There is no cost associated with the Temporary Permit. Employee permits do not have an expiration.
 - **Disabled Persons** MUST display a current Hollins University parking permit, except for visitors, in addition to State issued disabled plates or placards. Hollins University CANNOT give permission to employees to use Disabled Spaces if the employee does not have a state issued disabled plate or placard! Disabled parking spaces are enforced under Virginia state laws.
 - **Placement of Permits**—Employees, guests, or others with hangtags will hang permits from the rear view mirror. Motorcycles/Mopeds will have stick on permits attached to the left front wheel fork. Hangtags MUST be secured in the vehicle to prevent unauthorized persons from removing and falsely using an issued hangtag.
 - **Bicycles** are required to be registered without fee. Obtain forms and permits at Campus Security.
 - **Lost or stolen permits** will require a Campus Security written report and will be replaced for a fee of \$5.00.
 - **Parking Permit Designations**
- F/S Permanent**= Employees, full and part time.
- F/S Temporary** = Short term vehicle replacement or registration.
- **Parking Areas**
- Arts/Theatre Lot**—FACULTY ONLY- Monday thru Friday
- Bergman Lot**-Employee Lot
- Boiler Lot**-Employee Lot
- Botetourt Lot**-Employee Lot
- Carvin Lot**-Disabled parking ONLY
- East Lot**-Employee in first section
- Library Loop Lot**-Visitors ONLY-May use time restricted spaces
- Rose Hill Lot**-Employee, Malvern Hill residents, and Barbee guests
- Tayloe Lot**-Employee Lot
- West Drive Lot**-Employee in section parallel to Dana Science building
- West Rear Access**-Fire Lane-Disabled parking ONLY



**HU Campus Security
Hollins Campus**

7916 Williamson Road
Box 9525
Roanoke, VA 24020
Botetourt Hall
Phone: 540-362-6419
Fax: 540-362-6624
E-mail: dispatch@hollins.edu