

靜宜大學校園車輛管理辦法

Providence University Campus Vehicle Management Guidelines

Amended and approved in the administrative meeting on March 29, 2023

Chapter 1: General Provisions

Article 1: To maintain campus peace, ensure traffic safety, regulate parking order, and manage official vehicles, Providence University establishes the Campus Vehicle Management Guidelines (hereinafter referred to as "these Guidelines").

Article 2: The term "vehicles" in these Guidelines refers to automobiles, motorcycles, and micro-electric two-wheelers that enter the campus.

Article 3: These Guidelines apply to university faculty, staff, students, retired faculty and staff, alumni, visitors, vendors, and workers.

Article 4: The enforcement of these Guidelines is the responsibility of the Campus Security under the Office of General Affairs, which may implement necessary measures based on the severity of violations.

Chapter 2: Vehicle Access and Parking Management

Article 5: All vehicles entering the campus must display a vehicle access permit issued by the university and must adhere to traffic signs and markings for driving and parking. However, the following vehicles, due to special work requirements, may be granted access to the campus by the Campus Security Team even without a university-issued access permit:

1. News Vehicles: Must first be reported to the Public Relations Unit for confirmation or be escorted by personnel from the interviewed department to the campus entrance.
2. Service Vehicles: This includes shuttle buses, postal vehicles, telecommunications vehicles, fire trucks, ambulances, and police vehicles.
3. Visiting VIPs: The inviting unit must notify the Campus Security Team in advance.
4. Vehicles of Continuing Education Participants: These vehicles may enter and exit the campus during class hours by presenting a participant ID.
5. Vehicles with University-Approved Membership Cards: As recognized by the university.
6. Event Vehicles: Vehicles requiring parking for events held on university premises must apply to the Office of General Affairs for a guest pass valid for the event day to gain access to the campus.

Article 6: The types of vehicle access permits and their designated recipients for vehicles operating within the university campus are as follows:

1. Faculty and Staff Vehicle Access Permit: Issued to university faculty and staff members who hold a faculty/staff ID and to retired faculty and staff.
2. On-Campus Worker Vehicle Access Permit: Issued to external personnel and club advisors who work long-term on campus.
3. Vendor Access Permit: Issued to external vendors or partners involved in cooperative education with the university.
4. Guest Access Permit: Issued for temporary access to the campus for external guests attending events organized by various university units. This permit is valid only for the duration of the event and must be applied for in advance.
5. Temporary Access Permit: Issued to external guests, holders of permanent alumni IDs, and individuals temporarily entering the campus for business. This permit is valid for the day of issuance and must be obtained by registering with the Campus Security Team.
6. Student Vehicle Access Permit: Issued according to the "Student Vehicle Access Permit Management Regulations."
7. VIP Access Permit: Issued to individuals who have made significant contributions to the university.

Article 7: Related Membership Card: Issued to individuals holding university-approved membership cards.

Article 8: Vehicle access permits are reissued annually, with the associated fees

Article 9: Each individual is allowed to apply for only one vehicle access permit, which includes both automobile and motorcycle permits. The permit can only be issued for vehicles owned by the applicant, their spouse, or direct relatives. To apply, one must submit an application form along with their driver's license and the vehicle registration of the applicant, spouse, or direct relative. Upon resignation or when

requesting a new permit, the original permit must be returned. Micro-electric two-wheelers are managed in the same manner as motorcycles, and adjustments will be made in accordance with current government regulations.

Article 10: The regulations for using the vehicle access permit are as follows:

1. **Placement of the Permit:**

- (1). Motorcycles: The permit must be affixed to a clearly visible spot on the front of the vehicle.
- (2). Automobiles: The permit must be placed on the left side of the driver's side windshield in a clearly visible position.

2. **Penalties for Violations:** Vehicles entering the campus without displaying the permit, or cases involving the lending, forging, or unauthorized use of the permit, will be handled as follows:

- (1). **For University Faculty and Staff:** The original permit will be revoked and rendered invalid without a refund. The matter will be referred to the Human Resources Office for further action. Any reapplication for a permit will incur a fee multiplied according to the number of offenses.
- (2). **For University Students:** The matter will be addressed by the Office of Student Affairs in accordance with the university's regulations on student conduct.
- (3). **For External Individuals:** The Office of General Affairs will coordinate with law enforcement agencies to handle the situation.

Article 11: Vehicles operating or parked within the university campus must adhere to the following regulations; failure to do so will be considered a traffic violation:

1. The campus speed limit is 30 km/h. Driving against traffic, speeding, and honking are strictly prohibited.
2. Riders of motorcycles must wear helmets and are not allowed to carry more passengers than legally permitted.
3. Vehicles must slow down and yield to pedestrians.
4. When parking, the vehicle access permit must be placed in a visible location for inspection at any time.
5. Only vehicles with a designated parking permit may park in reserved spaces, and the permit must be visibly displayed.
6. Vehicles must be parked within designated parking spaces, and must be parked properly and accurately. Exceptions include fire trucks, ambulances, police vehicles, engineering vehicles, delivery trucks, large buses, and vehicles used for special purposes such as construction or events.
7. Vehicles must not occupy temporary parking areas beyond the specified time limit.
8. Charging of electric cars and motorcycles is not allowed on campus, except for official university electric vehicles.
9. Decommissioned, non-operational, or unregistered vehicles are not permitted to park or operate on campus.

Article 12: Campus parking lots are for vehicle parking only. The university assumes no responsibility for the safekeeping of vehicles; owners are responsible for their own vehicles.

Chapter 3: Vehicle Violations and Penalties

Article 14: For vehicle violations, the Campus Security Team may issue a violation warning notice and impose penalties as follows:

1. **University Faculty and Staff:** If there are two or more violations accumulated per semester, a fine of NT\$200 will be imposed for each violation. The fine will be deducted from the following month's salary.
2. **Retired University Faculty and Staff:** If there are two or more violations accumulated per semester, a fine of NT\$200 will be imposed for each violation. Payment must be made at the Cashier's Office; failure to pay will result in the cancellation of the access permit.
3. **Guests, Vendors, and On-Campus Workers:** A fine of NT\$200 will be imposed for each violation, with payment to be made at the Cashier's Office; failure to pay will result in the cancellation of the access permit.
4. **Students:** Violations will be reported to the Office of Student Affairs for disciplinary action, and the access permit will be revoked without a refund.

5. **Vehicles Without Permits or with Mismatched Permit and Vehicle Number:** May be temporarily restricted by the enforcement unit until the vehicle owner is identified.

Article 15: Vehicle owners who dispute a citation issued by the Campus Security Team must first pay the violation processing fee and file a complaint with the Office of General Affairs within three days of the citation date.

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