

## Student Parking on Campus

Student parking is available throughout the year. The Saint Vincent Department of Public Safety, on the ground floor of Alfred Hall, manages and enforces the parking and traffic regulations for the campus.

The regulations that govern parking and traffic are summarized in this brochure and are contained in their entirety on the Saint Vincent College Intranet. The parking rules and regulations, as listed in this brochure, are subject to change without notice.

These regulations establish traffic and parking procedures for use by all individuals on Saint Vincent property to enhance the safety of pedestrians and vehicles. They delineate who may register a vehicle and the procedures used. They provide for enforcement of regulations and an appeals process.

## Registration

All students must register their vehicles and obtain a parking permit to park on campus property; this includes Parking Area A. When purchasing your permit you will need to provide:

1. A valid driver's license.
2. A valid vehicle registration card for each vehicle registered.
3. A current vehicle insurance card.
4. A Saint Vincent College identification card.

Vehicles are registered with the Department of Public Safety. Initial registration for students will be held during the summer before the fall semester. Permits must be purchased prior to the start of classes.

Parking permits are issued on an annual basis commencing with the first day of the fall term. The charge for an annual permit is currently \$65.00 for full time students. Graduate/Continuing Education students are charged \$32.50 per semester. These fees are subject to change from year to year.

## Parking in Designated Areas

Students residing on campus must park in their designated area.

## Commuting Students

Commuting students must park their vehicle in Parking Area A.

## Administrators, Faculty and Staff

Administrators, Faculty and Staff will be issued parking permits and must park their vehicle in the area to which they are assigned. Overflow parking is in Area A or C.

## Buying SVC Parking Permits

Parking permits may be purchased at the Public Safety Office. Other arrangements can be made after coordination with Public Safety. The following are acceptable methods of payment:

1. Checks or money orders made payable to Saint Vincent College.
2. Master Card or Visa.
3. Cash.

The parking permit must be properly displayed on the vehicle rear-view mirror at all times while parked on campus. Parking permits must be clearly visible to enter the campus and cannot be obscured in any way.

## Penalties

Enforcement of the rules and regulations will be managed by Saint Vincent Department of Public Safety personnel.

Fines must be paid within five (5) business days of the date of the citation to receive a 20% discount. Any person violating regulations is subject to the fees that are listed in the Saint Vincent College Traffic and Parking Guide.

## Citation Appeals

Any person cited for violation may appeal the citation to the Department of Public Safety. The appeal must be in writing and submitted within five (5) business days of the citation's issuance. The appeal form is available in the Public Safety Office, at the Entrance Booth, or online at

[www.stvincent.edu/public\\_safety/parking-violation-appeal](http://www.stvincent.edu/public_safety/parking-violation-appeal). However, citations issued in conjunction with a boot and/or tow cannot be appealed.

## Motorcycle/Moped/Motorbike Parking

Motorcycles, mopeds and motorbikes must be registered as a motor vehicle and may be parked in any designated parking space. They may not be parked on sidewalks, porches, balconies, walkways or inside buildings or residence hall rooms.

## Bicycle Parking

Bicycles are permitted on campus and parking is available in designated areas by the presence of bicycle racks. Bicyclists must adhere to all traffic regulations. Bicycles may not be ridden on sidewalks. The use of a helmet is highly encouraged.

## Parking Rules Summary

- Park in designated parking areas and spaces.
- Do not park in areas marked No Parking, Reserved Parking, Loading Zones, Tow Away Zones, Fire Lanes or next to Fire Hydrants. These areas are designated by yellow curbs, yellow cross hatches (X's) and/or a yellow stripe painted on the road surface.
- Do not park or drive on walkways, sidewalks, grass/dirt/gravel surfaces, in service drives, in traffic lanes or any other area not specifically designated as a parking space.
- There is parking only in areas where spaces are designated by white striping. All other areas are prohibited. Vehicles must be parked within the boundaries of the lines.
- Reserved parking spaces for visitors, admission guests, security vehicles, etc. are reserved 24 hours a day. Do not park in these spaces.

**Further information**

For additional information, please contact:  
Department of Public Safety  
Saint Vincent College  
300 Fraser Purchase Road  
Latrobe, PA 15650-2690  
724 805-2311

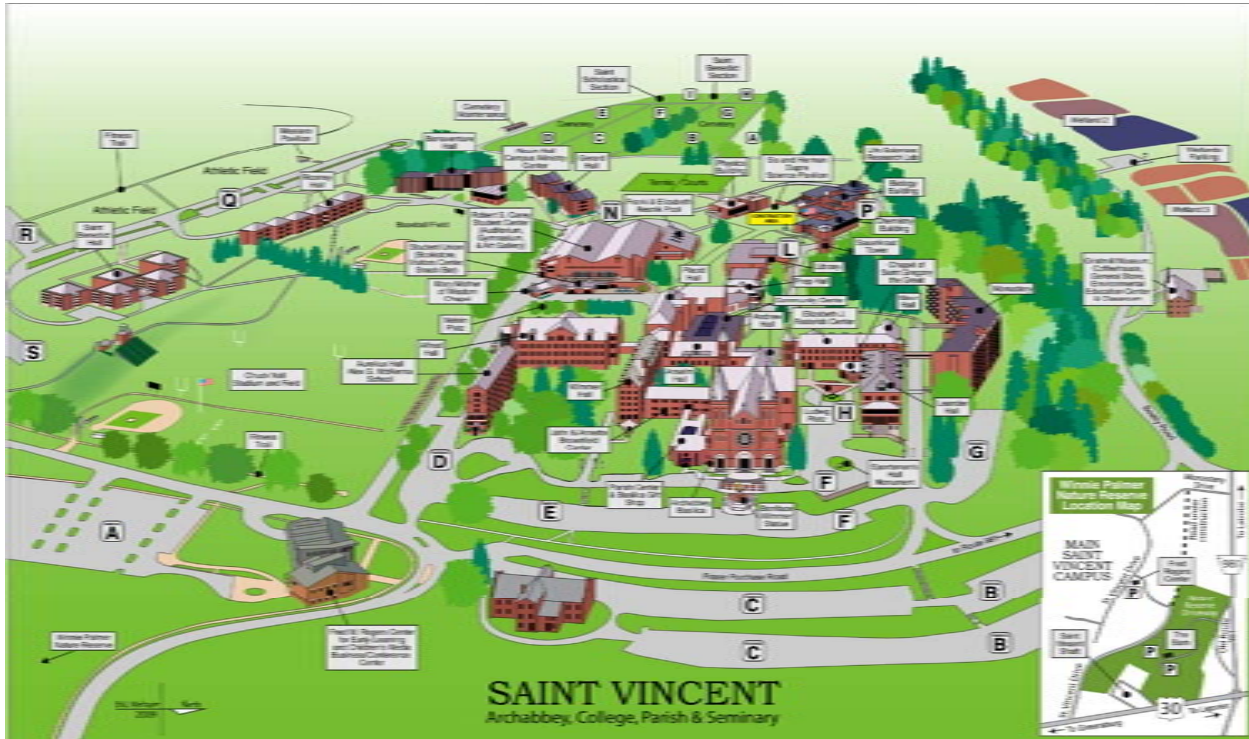
www.stvincent.edu  
steve.brown@email.stvincent.edu

Saint Vincent College subscribes to a policy of equal opportunity and does not discriminate against any individual on the basis of race, color, national origin, religion, sex, age, veteran status or disability in any of its programs, activities, admission or employment decisions.

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**Saint Vincent College  
Department of Public Safety**

# Guide to Parking On Campus



SAINT VINCENT COLLEGE