



## WASHINGTON COLLEGE POLICIES

### **PARKING GUIDELINES**

All employees are permitted to have an automobile or motorbike on campus. All vehicles must be registered with the Department of Public Safety within the first week of employment. Employees can either register online at <http://www.washcoll.edu/wc/current/ps/permit.html> or in person at the Public Safety Office during normal business hours. The registration is free.

Any changes in vehicle type or vehicle license plate number must be reported to the Department of Public Safety.

Faculty/staff parking areas are reserved from 8:00 a.m. to 3:00 p.m. (Monday-Friday) when classes are in session. Employees may park in any of the spaces designated for faculty/staff, if the vehicle has the proper ID tag issued by the Department of Public Safety. Parking in spaces reserved for other members of the campus community, visitors, or for the handicapped is prohibited. Public Safety officers will issue tickets for parking violations.

On-campus handicapped parking permits, either long or short term, are available through the Department of Public Safety.

Unpaid parking tickets or frequent violations of parking guidelines may lead to revocation of parking privileges, immobilization of the vehicle, and/or towing of the vehicle. Employees who are issued parking tickets are expected to follow the direction on the ticket which includes an appeal process. If the employee takes no action regarding the ticket, Public Safety will forward the bill to the Business Office which will deduct the amount of the ticket from the employees pay.