

MOTOR VEHICLES

VEHICLE REGISTRATION: All students and employees who will be operating motor vehicles on campus must register their vehicles in the student services office, AD 112.

PARKING AND TRAFFIC REGULATIONS ON CAMPUS

(Updated: May 2009)

Introduction

The following are rules and regulations of the college. These rules and regulations supersede all previous rules, regulations or procedures.

General Information

All laws, statutes or ordinances of the State of Wyoming, County of Natrona and City of Casper are in full force and effect on the campus of Casper College, including all streets and roadways, parking areas and other places where vehicles may be operated.

Casper College and its agents and employees are not responsible for the theft of or damage to any vehicle, the loss or damage of the contents of any vehicle, or the damage of any vehicle or privately-owned property or the death or injury of any person as a result of an accident on the Casper College campus. The parking or operation of any vehicle by any person on the Casper College campus is done at the person's own risk and no contract, expressed or implied to protect or safeguard the vehicle, the contents of any vehicle, or the physical health and well-being of any person is created by such action.

While parking enforcement and regulation is the responsibility of the Casper College Campus Security Department, nothing precludes officers or agents of local, state or federal law enforcement from entering upon Casper College property and taking such lawful enforcement action as is their responsibility, whether related to traffic matters or criminal matters.

The regulations contained herein are applicable to all persons who operate any vehicle of any sort on the streets, roadways, parking areas or other places where vehicles may be operated. Such vehicles include, but are not limited to passenger cars, trucks, sport-utility vehicles, motorcycles, motorized scooters, all-terrain vehicles, bicycles or skateboards.

THE USE OF SKATEBOARDS IS NOT PERMITTED ANYWHERE ON THE CASPER COLLEGE CAMPUS. PERSONS FOUND USING SKATEBOARDS WILL BE INSTRUCTED TO CEASE THE ACTIVITY, AND IF THE PERSON IS NOT A STUDENT OR OTHERWISE AFFILIATED WITH THE COLLEGE, HE/SHE WILL BE ASKED TO LEAVE THE CAMPUS.

Any person operating a vehicle on the streets, roadways, parking areas or other places where a vehicle may be operated on the Casper College campus agree to abide by the regulations contained herein, including compliance with monetary fines for violation of

these regulations. Failure to abide by these regulations or to pay any fines imposed may result in the withdrawal of permission to operate or park a vehicle on the Casper College campus. Persons whose privilege to operate or park a vehicle on the Casper College campus are subject to having any vehicle registered to them, operated by them, or any vehicle otherwise under their care, custody or control removed from campus and impounded at their expense or having such vehicle immobilized (“booted”) at their expense.

The person to whom a vehicle is registered or the person having legal ownership of a vehicle is responsible for all violations for which the vehicle is cited and all fines resulting from such violation.

Any vehicle judged by the Casper College Campus Security Department to be abandoned on the Casper College campus is subject to tow and impound at the owner’s expense. Criteria for judging a vehicle to be abandoned include but are not limited to: Not having moved for 14 calendar days, sitting on flat tires, or failing to have a current license plate displayed.

Overnight camping or parking on the Casper College campus is not permitted.

The storage of such vehicles as motor homes, boats, personal watercraft, trailers or other vehicles not normally driven or used on a daily basis on the Casper College campus is generally prohibited.

Registration of Vehicles

- All employees and students at Casper College are required to register their vehicles in the student services office at the time of enrollment or employment. A form used for such purposes will be given to each person, completed and returned. The information will be entered into the appropriate database.
- Students residing in the residence halls will register their vehicles in the manner stated above, but will also be given a special permit to be displayed on their vehicle in the approved manner. This decal will entitle the operator of such vehicle to park in lots reserved for residence hall students. Any vehicle not displaying such a decal in a residence hall lot will be cited. Residence hall students are prohibited from parking their vehicles in any lot on lower campus except residence hall lots. Any vehicle displaying a residence hall permit parked in a lot on lower campus will be cited.
- Temporary residence hall parking permits may be obtained in the student services office.
- Persons purchasing new cars or bringing additional cars to campus must register them in the manner set forth above.

Regulation of Parking

- Parking is prohibited in the following places:
 - Any curb painted yellow
 - Marked pedestrian crosswalks
 - Fire lanes
 - Areas on pavement that are marked with yellow stripes
 - Driving lanes within parking lots

- Driving lanes on streets and roadways where traffic is impeded
- Spaces marked as Reserved for College Vehicles
- Spaces marked as Reserved for Security Vehicles
- Spaces marked as Reserved for TE (Traveling Employee) Permits
- Handicapped spaces without a state-issued handicapped placard or license plate
- Spaces reserved or blocked with a cone, sign or other indicator that the space is not available for the use of the general public
- Spaces marked as 30-minute visitor spaces by people who are not legitimate visitors to the college, (persons who are enrolled, employed or otherwise affiliated with the college who are on campus on a regular basis), or who are parked in such a space for longer than 30 minutes.
- Vehicles with residence hall permits parked in lots on the lower campus other than residence hall lots (Monday through Friday)
- Vehicles without residence hall permits parked in residence hall lots

Parking regulations are enforced 24 hours a day, seven days a week, holidays included.

Regulation of Moving Vehicles

- Except as otherwise posted, the speed limit on the lower campus is 15 miles per hour. Except as otherwise posted, the speed limit on the upper campus is 20 miles per hour.
- Pedestrians have the right of way in all crosswalks.
- All stop signs, flashing red lights, and other traffic control devices on the Casper College campus must be obeyed.
- Orders, instructions or hand signals of campus security officers, law enforcement officers, or any other person authorized to regulate traffic must be obeyed.
- Barricades or signage indicating that travel on a particular street or use of a particular lot is restricted must be obeyed.

Reporting of Accidents

- When an accident occurs between two parties, both of whom are present and no injuries are involved, the operators of the vehicles involved should exchange contact and insurance information. Additionally, they may elect to call the Casper Police Department to have a formal report taken. Campus security will assist them in this process.
- When an accident occurs in which one car is struck by another car which then flees the scene without stopping to exchange information, campus security will take a report concerning the matter. The person making the report may also elect to have the Casper Police Department respond to take a hit-and-run report.
- When an accident occurs in which a vehicle strikes a fixed object such as a pole, railing or wall belonging to the college, campus security will take a report and will also contact the Casper Police Department to take a formal report for insurance purposes.

- When an accident occurs that involves injuries to any person, including a pedestrian or a bicyclist, the Casper Police Department will be called.
- When an accident occurs where one or both vehicles are not operable the Casper Police Department will be called.

Issuance of Citations

- Campus security officers issue parking and traffic citations as a part of their normal duties. When an officer sees a violation he/she may issue a citation immediately or may choose to wait a brief period of time to give the operator a chance to move the vehicle. However, the discretion in this matter rests solely with the individual officer.
- A vehicle parked contrary to the regulations contained herein may be issued one citation per shift for the same offense. If the vehicle is not moved it may continue to accrue citations.
- Amounts of fines are set by the Casper College Director of Campus Security and Judicial Affairs Officer in agreement with the vice president for student services (VPSS). They are subject to change on a regular basis. Any such changes will be posted on the campus security department webpage and announced in the college newspaper.
- Officers may not rescind or void any citation in the field. The director of campus security and judicial affairs officer is the only person who may void a citation.

Violations and Fines

Violations of campus parking regulations shall involve the following fines:

Parked improperly	\$10
Parked on yellow line	\$10
Resident in general lot	\$10
Nonresident in resident lot	\$10
Parked in college vehicle space	\$20
Parked in security vehicle space	\$40
Parked in handicapped space	\$100
Parked in other reserved space	\$20
Stop sign/red light violation	\$30
Speeding/reckless driving	\$40
Disregard officer/cone/sign	\$40

Payment of Fines

- Persons seeking to pay fines may do so in the Casper College Business and Accounting Office during normal business hours. The campus security department cannot accept payment for citations.

- Failure to pay parking fines in a timely manner (generally by the end of the semester in which they were issued) may result in a hold being placed upon the person owing the fine's account, referral to a collection agency, or the withdrawal of parking privileges.

Contest and Appeal

- A person seeking to contest a citation may contact the director of campus security and judicial affairs officer to explain why he/she does not believe the citation to be proper. The director may choose to let the citation stand as issued, reduce the fine, or void the citation.
- The rationale for claiming a citation was improperly issued may include such criteria as mistake of fact regarding the violation on the part of the issuing officer, mistake of identity as to the vehicle that committed the violation, or some error or oversight regarding signage, pavement markings, or other matter beyond the control of either the vehicle operator or the issuing officer.
- Persons wishing to contest a citation due to a philosophical disagreement with the parking regulation(s), claiming that they were only parked contrary to regulations for a short period of time or other frivolous justification will not be entertained.
- A person failing to receive satisfaction by contesting a citation to the director of campus security and judicial affairs officer may appeal in writing to the VPSS within 14 calendar days. The VPSS will render a judgment and reply to the appellant in writing.

Temporary Handicapped Parking Permit

Per the Wyoming Department of Transportation (WYODOT), the following procedures describe the steps to obtain a temporary handicapped placard that meets handicapped parking regulations on campus or off:

- Go to the WYDOT Drivers License Testing Station and show proof of being a full-time student at Casper College. (The clerk may not have encountered this request before and may have to call Cheyenne for verification.)
- Request an application for a temporary handicapped placard (good for up to six months). NOTE: nonresidents are not eligible for a permanent placard.
- Complete the application and have physician complete the medical section. NOTE: this can be a local physician or the doctor from home.
- Return the completed application to WYDOT.
- Handicapped placards from another jurisdiction will be honored in Wyoming.

STUDENTS ARE EXPECTED TO HAVE THEIR OWN HEALTH AND PROPERTY INSURANCE

ACCIDENT REPORTING

If you are involved in a vehicle or personal injury accident on campus, report the accident immediately to the campus security department [2688]. The responding officer will summon necessary medical or law enforcement personnel and take a report. The officer's report will include identifying information on all persons involved in the accident, a description of the events surrounding the accident, statements of information provided by all accident participants and witnesses, and actions taken by the responding officer. If you are involved in a personal injury accident, (for example, slip and fall, etc.), on campus and do not call the campus security department, you must contact the Office of the Vice President for Student Services to complete an accident report form.

The college's insurance policy does not cover students' personal health or property damage/loss claims, unless college negligence can be proven. Those individuals not covered through a family or personal health and or property insurance plan may wish to purchase a student sickness and accident insurance plan offered through the student health service. For more information visit http://www.caspercollege.edu/1stop/health_insurance.html. Students not living with their parents may wish to purchase renter's insurance or check with their family's homeowner's insurance to determine if added coverage is necessary.