

WISCONSIN LUTHERAN COLLEGE

MOTOR VEHICLE POLICY FOR 2023-2024

Wisconsin Lutheran is a residential campus and its faculty, staff, and students will be asked to support and help enforce the following parking policy to ensure that all vehicles are being used and parked properly. The motor vehicle policy was developed by a parking committee comprised of faculty, staff, and students, and is administered by WLC Public Safety (PS). WLC Public Safety is located on the parking level of the REX.

STUDENT PERMIT APPLICATION INFORMATION

Student parking permit applications may be picked up at the Public Safety (PS) office 24/7 or found on the WLC website (www.wlc.edu/parking).

GENERAL POLICY

1. The parking policy is in affect the entire calendar year, 24 hours a day.
2. All motor vehicles, including motorcycles, mopeds, and scooters must be registered with PS and display a current parking permit. Parking permits are assigned to a specific vehicle and are only transferable by contacting the Trinity Office Manager (TOM) and following the procedure specified by the TOM *prior* to transferring permit.
3. Parking areas are assigned to students, staff, faculty, and visitors. Vehicles must be parked only in areas designated by the type of permit displayed.
4. All drivers must operate and park their vehicles in a responsible manner. Failure to do so may result in revocation or denial of current and/or future parking privileges on campus.
5. All vehicles must be removed from campus during summer break, unless otherwise arranged with PS.
6. Parking permits must be obtained from the Trinity Office and must be affixed as provided in the instructions accompanying the permit.

VISITOR POLICY

All visitors to Wisconsin Lutheran College should park only in areas designated “Visitor Parking” in Lots A & F. All visitors to the college should park in their assigned reserved parking spot or obtain a visitor parking permit. Visitor permits can be obtained from the front desk in the administration building, the PS Office or by contacting the campus public safety officer at 414.443.8500. Campus visitors who receive a parking citation should immediately present the citation to the PS office or to the faculty or staff member they were visiting. The faculty or staff member will forward the citation with an explanation to Public Safety.

STUDENT POLICY

Students shall be aware of and adhere to the entire Wisconsin Lutheran Motor Vehicle Policy. The Wisconsin Lutheran campus is a residential campus and as such the number of student parking permits issued must be regulated. **SUBJECT TO THE AVAILABILITY OF PARKING SPACES, students with documented and verifiable commuter, medical,**

academic, or work-related needs will be given preference in maintaining a car on campus.
When spaces are exhausted, no additional permits can be issued.
Students requesting a parking permit must submit the following, on-line from the WLC website in order to be considered for a permit.

1. **A completed application (on-line).**
2. **A copy of their motor vehicle registration (on-line application).**
3. **Other documentation as required in “Student Qualification Categories” section.**

*Students are **NOT** to send payment with their parking application. The fees for an assigned parking space will be processed and charges are posted to WLC student accounts*
Applicants failing to include any of the above documents will not be considered for a parking permit. Falsifying information on the permit application will automatically result in denial or revocation of the permit.

STUDENT QUALIFICATION CATEGORIES

Freshmen

Most freshmen will not be eligible for parking, with the exception of extenuating circumstances.

Commuters

Students not residing in WLC student housing must apply for a permit in order to receive a permit for the Parking Center.

Residents

Resident parking permits will be chosen based on the following criteria. They are ranked in order of importance, from one (1) to five (5).

1. *Medical reasons.* Medical permits will be issued on an “as needed” basis. Application for a medical permit requires a letter on official stationery signed by the attending physician explaining the disability and length of time a permit will be needed. Final approval of all medical qualifications lies with the Director of Student Support and Disability Services.
2. *Academic qualifications.* Applications made under this criterion will be based on the verification of the academic need. Examples include: internship with a letter of confirmation from the company, clinicals, etc.
3. *Work.* Students must be employed off-campus during the school year. You will be asked to supply a copy of your **latest** paycheck stub to verify current employment and amount of hours worked. If most recent paycheck stub does not display typical hours worked, a letter from your direct manager will be required to verify this information. In most cases, first year students will be expected to work on campus and will not qualify for a work-related permit.
4. *Class Status.* Class status (seniors over juniors, etc.) will be considered when assigning parking permits.

5. *Distance.* Priority will be provided within above criteria based on the distance between student home residences and the Wisconsin Lutheran College campus (the greater the distance, the higher the priority). Distance will be calculated based on address on documented on vehicle registration. If vehicle registration doesn't display current address, student is required to submit other documentation that can be used as proof of current address.

Please Note:

- **When spaces are exhausted, no more permits can be issued.**
- **Students with a history of violating the WLC Parking Policy may have their current and/or future parking privileges revoked.**

Temporary

- Temporary permits for students may be obtained from the PS office 24/7 and are subject to the following rules and regulations:
 - Students/vehicles are only permitted 5 days of temporary parking per school year (abuse of this policy will result in a charge).
 - Temporary permits are only valid for the Exterior Parking Center Lot (located directly to the east of the Parking Center – 8701 W. Wisconsin Avenue) (exceptions to this rule must be authorized by the TOM).
 - Temporary permits are only valid for one day unless needed for a WLC-related function (exceptions to this rule must be authorized by the TOM).
 - Temporary permits are subject to availability (inclement weather, WLC events, etc., may result in temporary permits not being available).
 - A copy of ALL temporary permits must remain on file in the PS office.

PERMIT COSTS

Permits may be purchased for the entire school year or by semester. All parking permit charges are posted to WLC student accounts. Revocation of a parking permit for violations of the motor vehicle policy will not entitle the student to a refund of the permit cost. Parking fees for student permits are as follows:

1. Commuters	\$0/ school year (\$5 registration fee)
2. Residents (Underground)	\$525/ school year or \$335/ semester
3. Residents (Surface Lot)	\$340/ school year or \$195/ semester
4. Residents (Aspire Surface Lot)	\$385/ school year or \$230/ semester
5. Residents (Aspire Garage Lot)	\$615/ school year or \$380/ semester
6. Residents (Houses)	\$50/ school year or \$30/ semester
7. Temporary overnight	\$0 (Abuse of this policy will result in a charge.)
8. Temporary (2-7 days)	\$0 (only available for WLC-related functions)
9. Athletic Fields Permit	\$25/ school year or \$15/ semester
10. Winter Break Vehicle Storage	\$25 for duration of Winter Break (if available)
11. Summer Break Vehicle Storage	\$50 for duration of Summer Break (if available)

VIOLATIONS

The following permit or parking violations will result in a parking citation being issued.

1. Failure to have a properly affixed parking permit at all times.
2. Failure to clear outstanding parking fines shall be grounds to deny future parking permits, registration and transcripts may be withheld.
3. Failure to park only in the area designated by the parking permit.
4. Parking in a handicap stall without a proper handicap permit and valid lot permit.
5. Parking on or over a stall line.
6. No vehicle shall be driven on sidewalks or grass, or in fire lanes.
7. Any vehicle parked on campus that is not displaying a current parking permit.

CITATION PAYMENT

The registered permit holder shall be held responsible for all citations written on the vehicle whether or not the permit holder parked the vehicle. All parking fines shall be paid to the Business Office within seven (7) school days in the form of cash or check only (credit/debit card payments are not accepted). After seven days the fine will increase to \$30 and the right to appeal will be forfeited. If a student citation is not paid within 7 schools days the citation will be automatically be added to the student's bill.

RIGHT TO APPEAL

An appeal of a citation must be filed with PS within seven school days from the date the citation was issued or the right to appeal will be forfeited and the amount of the fine will increase and be billed. A parking violation appeal form may be picked up at the PS office or the Office of Student Life. This form should be filled out and returned with the ticket attached to the PS office. The decision of the appeals committee is final and there are no further appeal options.

CITY TICKETING/TOWING

can occur due to:

1. Any vehicle that is illegally parked that poses a traffic hazard.
2. Any vehicle that is illegally parked in an area designated "no parking" or "fire lane."
3. Any vehicle that is not registered or is parked without a permit.
4. Any vehicle that is left on a campus surface lot during snow emergencies.
5. Any vehicle that parks in a reserved spot for another guest.

SNOW REMOVAL

During a city declared snow emergency, cars may be moved to an alternative lot(s) overnight, but they must be moved out by 7 a.m. the next morning.

PARKING AREAS

Parking assignments are designated by the type of permit issued. The TOM may modify the lot assignments each term as space availability dictates. The types of parking permits available and the corresponding parking areas are as follows:

PARKING AVAILABLE IN FALL 2023

- ◆ **East Hall**
 - ◆ *Upper Level* Students
 - ◆ *Lower Level* Students, Faculty and Staff
- ◆ **West Hall**
 - ◆ *Upper Level* Students
 - ◆ *Lower Level* Students, Faculty and Staff
- ◆ **"A" Lot (Front Circle)** Visitors Only
- ◆ **"C" Lot (89th)** Faculty and Staff
- ◆ **"D" Lot (Library)** Faculty and Staff
- ◆ **"F" Lot (REX)** Visitors, Faculty and Staff
- ◆ **Modern Language Lot** Faculty and Staff

- ◆ **Apt 540 Lot** Students
- ◆ **Apt 541 Lot** Students
- ◆ **Apt 630 Lot** Students
- ◆ **Residential Houses** Students
- ◆ **Round Houses** Students
- ◆ **Aspire Hall** Students
- ◆ **WLC Parking Center** Commuters, Faculty, Staff, and Events (no overnight parking)