

National Chung Cheng University

Guidelines for Management of Vehicles

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Article 1 In order to maintain the safety of people and vehicles on campus and establish great order and tranquility of the campus, the University enacts these regulations.

Article 2 Passing of vehicles

- A. Except for the official cars of the University, cars of distinguished guests or cars executing regular public affairs (such as mail cars, telecommunication cars), other cars without special regulations need a Pass for entering and leaving the University.
- B. **Motorcycles are prohibited to be ridden on campus except for special reasons (such as physically and mentally challenged citizens, mail cars, motorcycles for public affairs). Motorcycles without permission cannot enter the campus.**
- C. **Bicycles can enter the campus freely during the open hours of the University, but they should be parked neatly according to the regulations.**
- D. Cars of the guests who are invited for public affairs or visiting without the Pass should apply for a temporary Pass with their valid ID cards and enter the University through the gate.
- E. Cars of undertaking units for hosting various activities of the University should fill in the application form of vehicles entering and leaving in advance, and submit it to the team of guards for accessing and parking on campus 7 days earlier.

Article 3 Issuing regulations for the Pass:

- A. The University's faculty, students and administrative staff should apply for the Pass for their cars and motorcycles, and the Pass is designed and issued by the Office of General Affairs.
- B. The Pass of car for the University's faculty, students and administrative staff are divided into faculty and administrative staff, normal students and students of in-service education program; the total number of the issued Pass of car for regular students should be half of the total number of parking lots on campus; the maximum number of issued Passes should be 1.3 times of half of the total number of parking lots; and 50 more Passes will be issued in every 2nd semester of an academic year. Students who are physically and mentally challenged citizens are unrestricted by this Article.
- C. Passes for cars or motorcycles of the units for long-term school construction or frequent business trips should be applied.
- D. The **charging standards for the Passes of vehicles** are as follows:
 1. **The charging standards every academic year for the Pass of cars:**
 - (1) **Pass for faculty and administrative staff is NT.750 /per pass; the second (or more) passes for faculty and administrative staff will be calculated in half price. If the owner of the car is not the faculty or administrative staff themselves, the owner should be their spouse or first-degree relatives of family.**
 - (2) **Pass for students is NT.600/per pass.**
 - (3) **Pass for extramural companies and any other cars with access permission is NT.750/per pass.**
 - (4) **Pass for classes of extension education is NT. 600/per pass in one semester. Other passes that are issued according to the period of studying are NT.300/per pass.**

- (5) Pass for distinguished guests or cars with special cases are free of charge.
2. **The charging standards for the Passes of motorcycles are as follows:**
 - (1) A Pass for gate parking lots is NT.100/per pass for every semester; NT.200/per pass for every academic year.
 - (2) A Pass for undergraduate parking lots is NT.150/per pass for every semester; NT.300/per pass for every academic year.
 - (3) In order to facilitate people who want to park temporarily, tickets for 10 times parking costing NT.100/per ticket are provided; parking for each time cost NT.10/per time.
3. The charging standard for extramural visitors during holidays would be decided by the administrative meeting. Charging will be implemented upon announcement of the executing date.
4. Passes which are applied within 1 year will be charged according to the proportion of months. The minimum charging unit for pass of car is NT.100, while the minimum charging unit for pass of motorcycle is NT.80.
5. If the University would like to lower the charging standard for the Pass of vehicles in the future, the University should authorize the Office of General Affairs to draft a plan, and submit it to the President for approval and execution.
- E. The University reserves the ownership of the Pass of vehicles, and can withdraw or write off the Pass according to the regulations.
- F. The Pass of cars should be put up on the obvious place under the insulation paper of the front windscreen; the pass of motorcycle should be put up on the top of obvious place of front windshield. Except for being used and put up by the applicants' vehicles, the ones which are fabricated, fraudulent, theft or borrowed are all invalid, and the University will investigate the responsibilities of the applicants. If applicants lose their Pass and apply for re-issuance, they will be charged NT.100.
- G. If there is some changing of vehicle's registration information, the owner of the vehicle should submit the copy of the new vehicle registration and the original Pass to the center of vehicles management to process the modification.

Article 4 **Driving and parking of the vehicles on campus:**

- A. Cars entering the University should obey the instructions and park in the designated areas and parking lots.
- B. **The speeding limit on campus is 25KM/h.**
- C. Parking lots. (as the attached picture)
 1. Parking lots for cars: parking lots on campus are divided into teaching areas and regular areas.
 - (1) **Parking lots in teaching areas: Students are banned from parking cars here. Cars of physically and mentally disabled students are not restricted.**
 - (2) **Parking lots in regular areas: Any vehicle entering the university according to the regulations is allowed to be parked here.**
 - (3) The access-controlling time of the above-mentioned parking areas is from 7:00 A.M to 6:00 P.M on regular working days. Access to the parking lots will not be controlled in other times unless the Office of General Affairs has set alternative regulations.
 - (4) The parking lots for department heads are arranged according to half of the number of the department heads. The Pass of the Heads should be stamped "Department Head" for identification.
 2. Parking lots for motorcycles
 3. Parking lots for bicycles
- D. Private parking lots for official vehicles, physically and mentally disabled citizens, discharge can only be used by the designated subjects. Other vehicles cannot occupy the lots. The terms of use are in accordance with the signs on the site. **Parking lots for discharge can only be used 30 minutes every time.**
- E. Heavy trucks and vehicles for construction of the University should avoid teaching and crowded area while entering and leaving the campus.

Article 5 If the drivers do not have the Pass for their vehicles, do not drive or park according to the regulations, or have conducts of speeding, they are considered committing traffic violations.

Article 6 Handling of the vehicles of traffic violators:

- A. The University should issue violation tickets to the violating cars, and tow or lock up the vehicles depending on the situations.
- B. The University may issue violation tickets consecutively on a daily basis if the vehicle is held for violating the rules.
- C. **The charging standard for penalties of violating the rules:**
 1. **The rule-violating car owners should pay NT.200 as a penalty every time. If the owners pay the penalty within 1 week from the day of violation, a 25% discount will be granted.**
 2. **The rule-violating motorcycle owners should pay NT.100 as a penalty every time.**
 3. **The rule-violating bicycle owners should pay NT.50 as a penalty every time.**
 4. **The owners of the locked-up bicycles should pay NT.50 for unlocking, while the owners of the motorcycles should pay NT.100, and the owners of the cars should pay NT.200.**
 5. **The owners of the towed bicycles should pay NT.50 as the towing fee, while the owners of the motorcycles should pay NT.100, and the owners of the cars should pay NT.1,000.**
 6. **The penalties and unlocking or towing fees of student bicycle-violation cases may be substituted with labor service. The contents of labor service will be regulated by the Office of General Affairs.**
 7. **If the towed vehicles are not retrieved within 3 months, or if the suspected-abandoned vehicles are not retrieved within 1 month after the announcements were attached, they will be considered as litters and cleared.**
- D. Owners of locked or towed vehicles should pay for the fee of penalties for the violation and the unlocking or towing fee first, and their vehicles can be unlocked upon payment. If the owners have locked their vehicles with fixtures which will affect the towing procedures, the University can hire a locksmith to unlock or destroy the lock. The payment for unlocking or destroying the lock should be paid by the owners when they reclaim their vehicles, and the University will not be liable for the damaged lock.
- E. **Those who refuse to accept the ban should pay for the fee of penalties for the violation and the unlocking or towing fee, and appeal to the Office of General Affairs within 10 days from the day of being banned. The Office of General Affairs should notify the complainants of the result of the appeal within 2 weeks after accepting the appeal, and the same case can only be appealed once.**
- F. If faculty and administrative staff do not pay for their fee of penalties for the violation in time, their salaries will be deducted by the Division of Cashiers of the Office of General Affairs as the fine. If students do not pay for their fee of penalties of violation, they will temporarily not be issued the graduation certification.
- G. If students of extension education do not pay for their fee of penalties for the violation, the University will not issue the certificate of program/course completion to them.
- H. If extramural personnel do not pay for their fee of penalties for the violation in time, the University will notify their units of employment or affiliation, or terminate their right to apply for the Pass.

Article 7 **Abandoned bicycles will be handled according to the spirit of recycling. Usable ones among them can be claimed and bought by faculty and administrative staff and students of the University. The regulations of claiming and buying the bicycles will be enacted by the Office of General Affairs.**

Abandoned bicycles which are unusable will be handled by the unit of environmental protection.

- A. The center of vehicles management should conduct cleanup of suspected abandoned vehicles at least once every semester. A notification of suspected abandoned bicycle will be put up on a bicycle which is apparently unusable. The suspected abandoned bicycle will then be towed to the concentration site for abandoned bicycles for safekeeping after 2 weeks.
- B. Where the bicycle parked in the dormitory meets any of the following circumstances, it shall be identified as obviously not available for riding:

1. Without handles.
2. Without saddle cushion.
3. Lack of either one of the two tires.
4. Tires severely damaged.
5. Broken and severely corroded chain.
6. With a lot of dust on the bicycle.
7. The bicycle identified to be unusable according to the external appearance.

Article 8 Charges collected from the Pass of vehicles would be used for administrative works of vehicles management, maintenance and cleaning of parking lots. If the car owners with regular or temporary Pass parking in the University lose their cars, or their cars are damaged for unknown reasons, the University will not be responsible for compensation or any other responsibilities, except when the reasons can be attributed to the University.

Article 9 These Guidelines have been approved at the Administrative Meeting, and shall be promulgated and enforced upon approval of the President. The same shall apply where these Guidelines are amended.