PURPOSE:

The college community has a demand for a multitude of services to sustain a daily academic and residential living environment. These services directly affect the quality of life such as food services, information technology, facility maintenance, postal deliveries, transportation and security services. This program is designed to safely support these services, adequately manage access to facilities owned or supported by the college and to establish a process of enforcement on an institutional level.

DEVELOPMENT:

The increase of campus and private contractor service vehicles over the last couple of years has caused an increased demand for parking. The lack of adequate parking has forced service vehicles to park on sidewalks and grass areas. In some cases, the services being provided are dependant upon the service provider and not the service vehicle. In these cases, the vehicle can be parked in traditional parking areas.

The program was developed as a collective partnership between Dining Services, Information Technology, IKON Services, Facilities Services and Safety and Security. This partnership identified the following parking practices that created the following safety hazards:

- Blocked Sidewalks for pedestrian right away.
- Blocked or restricted Roadways
- Blocked Handicapped Ramps, spaces and accessibility.
- Creating driving hazards for other vehicles.
- Blocked or Restricted Building Exits
- Unsafe driving throughout campus especially on pedestrian walkways.
- Grass damage
- Poor example for student body
- Unable to justify to college community
GOAL:

To create an adequate service provider environment, vehicle support resource and to provide accountability that meets the needs of the campus community without causing safety issues and hazards associated with the poor parking practices due to convenience verses necessity.

OBJECTIVES

The partnership identified several objectives that support the program goal.

- Increased designated parking spaces for service vehicles
- Identify areas of larger demand for service vehicles
- Identify what is a campus roadway verses a walkway.
- Identify times when it is justified to park as close as possible.
- Develop a training component for service providers.
- Safety and Security begin to enforce service vehicles that are violating the program objectives.
- Sharing the program to privately contracted service vendors.
- Establish a follow up for service vehicle enforcement.

Campus Service Vehicles and Providers

Gettysburg College owns and maintains a fleet of vehicles that are intended to deliver services to the campus community. Facilities Services manages the service vehicle fleet that includes a master listing of vehicles, each vehicle has an identification number assigned to it and displays the college logo.

Each department that is assigned these vehicles is responsible for their usage. The department also assigns certain employees to drive these vehicles to deliver service to the campus community. Each employee is responsible for the safe operation of these vehicles, obeying traffic laws, and parking regulations. Each employee is required to show proof of driver’s license and complete a Motor Vehicle Record Check.
Campus Roadways

Campus roadways are provided to emergency and service providers to access certain parts of campus and are considered open for everyday deliveries and vehicular traffic. Some of these roadways do support community traffic to the campus parking areas.

**Penn Drive:** This drive begins at the main entrance at the intersection of North Washington Street and West Stevens Street and proceeds south of Pennsylvania Hall and then west past the east side of Glatfelter Hall and exits into Constitution Parking Lot. This is a one way road and supports community vehicular traffic.

**Water Street Extended:** This drive begins at the North Washington Street and Water Street intersection and proceeds west and exits into Constitution Parking Lot. This is a one way road and supports community vehicular traffic.

**College Union Drive:** This drive begins on West Lincoln Ave between the College Union Building and Apple Complex. It proceeds south around the College Union Building and is ends at the loading dock for the College Store and Post Office. This is a two way road since it has no exit. It is not open for community vehicular traffic.

**Library Drive:** This drive begins on West Lincoln Ave at the intersection of College Ave and West Lincoln Ave. It proceeds south and then turns east by the south entrance of Stine Hall. It ends at the Musselman Library. This is a two way road since it has no exit. It is not open for community vehicular traffic.

**Plank Drive:** This drive begins on the east side of Plank Gym and proceeds south to the Water Fountain by Masters Hall. It ends at the Water Fountain. This is a two way road since it has no exit. It is not open for community vehicular traffic.

**Dining Hall Drive:** This drive begins on West Broadway just east of the Health Center. It proceeds south and turns east and exits onto College Ave. This is a one way road except for large delivery trucks which must back from West Broadway. It is not open for community vehicular traffic.

**West Building Drive:** The drive begins on West Lincoln Ave on the west side of the West Building Parking Lot and runs north to the rear of the building. This is a two way road and supports community vehicular traffic.

**Observatory Drive:** This drive begins on West Lincoln Ave between the Bream Gym Lot and the West Building Lot. It proceeds north to the observatory where it ends. This is a two way road and supports community vehicular traffic.

**Glatfelter Drive:** This drive begins at Constitution Lot and runs to the west side of Glatfelter Hall where it ends.
Quarry West Drive: This drive begins at the Stadium and runs west along Corkran Hall and Quarry West. It proceeds around the pond and connects with the Observatory Drive. This drive is not open for support community vehicular traffic.

Service Vehicle Parking Spaces

Campus service vehicle spaces are provided for service providers to park their service vehicles for the purpose of using their vehicle to deliver equipment or goods to a designated location on campus except for emergency responses. These spaces are identified with either a posted vertical sign or a painted sign on the pavement surface. Some spaces are located very close to the buildings to provide service providers a place to load, unload or access to needed equipment. Other spaces are located in parking lots to aid service provider’s access but without equipment or load needs.

Huber Lot: There are two designated service vehicle spaces in this parking lot to service the following buildings: Patrick, Hanson, Musselman, Huber, and Stevens Halls. These are designated for loading, unloading and equipment access.

Corner Cottage Lot: There is one designated space in front of the garage to service Corner Cottage. These are designated for loading, unloading and equipment access.

Lahm Hall Lot: There is one designated space to the rear of the building along the alley way and serves Lahm, 339 Carlisle St., and Albaugh House. These are designated for loading, unloading and equipment access.

Water Street Extended: There are two designated spaces close to Constitution Parking Lot by the Phi Gamma Delta House and serves Brua, Phi Gamma Delta, ATO and Phi Psi House. These are designated for loading, unloading and equipment access.

College Union Drive: There are three spaces by Apple Complex and one by the rear loading dock of the College Union Building. These spaces serve Apple Complex, Sports Complex and College Union Building. These are designated for loading, unloading and equipment access.

Knouse Warehouse: There are several designated spaces on the south side of the building and serve the Ice House Complex as well as the Warehouse. These are designated for loading, unloading and equipment access.

West Building Parking Lot: There are three designated spaces to support Information Technology and the Printing Office. These are designated for loading, unloading and equipment access.

Penn Drive: There is one space by Schmucker Hall and three spaces by Pennsylvania Hall that service both buildings and McKnight Hall. These are designated for loading, unloading and equipment access.
**Library Drive:** There are two spaces by the Library and one by the Stine Hall that’s services Rice, Paul, Stine and the Library. These are designated for loading, unloading and equipment access.

**Plank Gym Drive:** There are two spaces by the fountain that serves Plank, Masters and the Lodge. These are designated for loading, unloading and equipment access.

**Glatfelter Drive:** There are two designated spaces by the Science Center Loading Dock and one space by the rear of Glatfelter Hall. These are designated for loading, unloading and equipment access.

**Sports Complex:** There are two designated spaces in front of the Hauser Field House Bay Door. These are designated for loading, unloading and equipment access.

**Dining Hall Drive:** There are three designated spaces by the dumpster that service the Health Center and the Dining Hall. These are designated for loading, unloading and equipment access.

**Masters Lot:** There are two designated spaces that service Science Center, Masters, Plank, Apple and the College Union Building. These are designated for service provider access.

**Constitution Lot:** There are four designated spaces that service the Science Center, Glatfelter Hall, White House, Pennsylvania Hall, and Brua Hall.

**Attic Drive:** This area is designated for loading, unloading and equipment access for the Attic and other parts of the West Building.

**Financial Aid Office:** There are two designated spaces that service the Financial Aid Office, Chapel, McKnight Hall, Gettysburg Review, Tudor House, 53 West Stevens Street and 51 West Stevens Street. These are designated for loading, unloading and equipment access.

**Mummasburg Street Lot:** There are two designated spaces that service the Civil War Institute, Intercultural Resource Center, McKnight, 215 North Washington St., and Hutchinson House. These are designated for loading, unloading and equipment access.
Private Contractor and Service Providers

All private contractors and service providers must either have a company identified vehicle or display a college parking permit. The host department of these companies is responsible to inform them of this program, where to park to complete their tasks and to coordinate any special needs with Safety and Security in advance.

If a private contractor or Service Provider is illegally parked and receives a parking ticket should see the department host who they are contracted with to provide service. Any private contractor or service provider that creates a disturbance over being issued a parking citation is subject to being restricted from parking on campus.

Certain areas may be deemed as a construction site where general and sub contractors would have exclusive rights to park and control for their needs. There areas would be generally fenced off or segregated in some manner.

General Restrictions

**Grass and Seeded Area:** Driving and parking on any college lawn or seeded areas by motorized street legal vehicles is strictly prohibited and enforced at all times. Grounds vehicles in the conjunction with performing a job related task may enter a lawn or seeded area provided that the Grounds Supervisor approves of the tasks. Certain building project areas may assign areas for contractor vehicles to enter to perform job tasks. Such areas will be fenced and supervised by the project manager.

**Sidewalks:** Driving and parking on any college sidewalk is prohibited by any motorized street legal vehicle except for emergency situations.

**Handicapped Parking Areas:** Parking in any handicapped parking area is strictly prohibited by any college service vehicle except when the driver or an occupant has a physical disability.

**Fire Lanes and Roadways:** All designated campus roadways are also designated at Fire lanes. Any motorized street legal vehicle parked on a roadway is in violation of blocking or restricting a Fire Lane. The driver of a vehicle may park in a roadway temporarily provided that the vehicle remains running and the driver remains with control of the vehicle or other temporary controls are made by Safety and Security.
Enforcement of Service Vehicle Violations

Safety and Security Services is responsible for enforcing the traffic and parking regulations and this program. Officers will issue college owned or private contractor vehicle citations for any violations of this policy. Drivers will not argue with officers issuing the tickets in the field under no circumstances.

The driver of said vehicle shall report the violation to their supervisor or host department and provide a reason for the violation. The supervisor will then contact the Safety and Security Associate Director or the Parking Supervisor to discuss the violation. The driver would be responsible for the fine if the immediate supervisor indicates that the violation was not justified for the work being performed. Each department is responsible for the conduct of their drivers or private contractors.