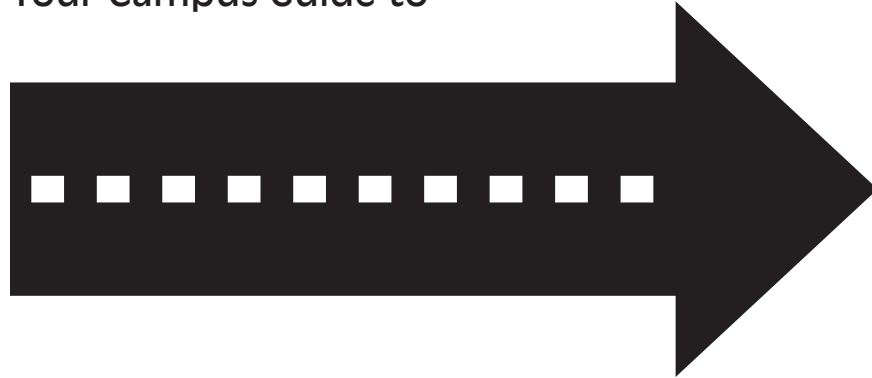


Your Campus Guide to



# **Automobile & Public Safety Regulations**



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### *Changes and Amendments to Regulations*

*Amendments to these regulations will be sent by memo to all students, faculty, and staff in the campus mail, and/or will be printed in the seminary's weekly announcement sheet, the friday A.M.*

# Important Phone Numbers

## Department of Public Safety, Campus Safety

- ◆ using a campus extension phone.....ext 4180
- ◆ from a cell phone or outside line..... (978) 646-4180
- ◆ Department of Public Safety, Campus Safety cell phone (978) 836-6798  
(the Department of Public Safety, Campus Safety cell phone is for emergency use only)

## Hamilton Police / Fire / Ambulance

- ◆ Emergency .....911
- ◆ Non-Emergency.....(978) 468-4421

**Massachusetts Poison Control Center** ..... (800) 222-1222

**Beverly Hospital**..... (978) 922-3000

## Student Life Services

- ◆ using a campus extension phone..... ext 4060
- ◆ from a cell phone or outside line..... (978) 646-4060

## Facilities Office

- ◆ using a campus extension phone..... ext 4361
- ◆ from a cell phone or outside line..... (978) 646-4361

## Switchboard

- ◆ using a campus extension phone..... ext 0
- ◆ from a cell phone or outside line..... (978) 468-7111

# Vehicle Registration and Regulations

## **Gordon-Conwell Vehicle Registration Stickers Required for All Vehicles**

Every vehicle operated on campus by a student, faculty or staff member must be registered with the Department of Public Safety, Campus Safety within 48 hours of being brought onto campus. Forms to register vehicles may be obtained at the Department of Public Safety, Campus Safety office. All Gordon-Conwell vehicle registration stickers remain property of the seminary. Students must remove and return their stickers when their vehicle is either sold or disposed of. Faculty and staff must return their stickers upon termination of employment or when their vehicle is either sold or otherwise disposed of.

Gordon-Conwell automobile registration stickers are renewed every year. If you do not receive a renewal form in your campus mailbox, it is your responsibility to notify Department of Public Safety, Campus Safety and/or pick up a renewal form. It is also the driver's responsibility obtain a replacement sticker if the sticker they were issued falls off or becomes unreadable.

Motor vehicles are not considered registered until all appropriate registration forms have been submitted and the Gordon-Conwell vehicle registration sticker is properly and clearly displayed.

## **Insurance Stickers Required for Out-of-State Vehicles**

The Massachusetts Registry of Motor Vehicles requires all students operating a vehicle with out-of-state license plates to complete a Non-Resident Driver Statement. These forms are available at the Department of Public Safety, Campus Safety office. A special blue sticker will be issued which is to be placed at the top and middle of the front windshield. Failure to file this form and/or display the Non-Resident Sticker may result in a \$200 fine.

Massachusetts law also requires all vehicles registered out-of-state to have in the vehicle either the actual insurance policy or a statement of insurance coverage on the insurance broker's letterhead.

## **Notify Department of Public Safety, Campus Safety of a Change / Transfer of License Plates**

If you change your license plates or transfer them to another vehicle, you must notify the Department of Public Safety, Campus Safety of the change or transfer within 48 hours. Failure to do so is grounds for a citation. All Gordon-Conwell stickers must be removed from the vehicle and returned to the Department of Public Safety, Campus Safety upon leaving the seminary or your vehicle is sold, transferred or totaled.

## **State Safety Inspection Stickers**

If the state in which your vehicle is registered requires a vehicle safety inspection sticker, then you must have a current and valid safety inspection sticker properly displayed on your vehicle. Vehicles registered in Massachusetts are required to submit to an annual safety inspection. If your vehicle is registered out-of-state and you cannot return to have it inspected, you must take your vehicle to a Massachusetts Safety Inspection Station. Forging or altering a safety inspection sticker is a felony in Massachusetts and is an arrestable offense (MGL c90 §24b).

## **Expired / Suspended / Revoked License Plates Cannot Be Driven**

No vehicle with an expired, suspended or revoked license plate may be operated on campus or the roads of Massachusetts. If a Department of Public Safety, Campus Safety officer observes you driving on campus with an expired, suspended or revoked license plate, you will be issued a \$50 campus citation and be required to park your vehicle in a designated parking area and leave it there until you can produce a valid registration at the Department of Public Safety, Campus Safety office. If you are stopped by the state or municipal police with an expired, suspended or revoked registration, you will be fined, have your vehicle towed and be summonsed for a court appearance. These restrictions apply to all vehicles, regardless of which state the vehicle is registered in.

## **Inoperable / Unregistered / Abandoned Vehicles Not Allowed**

Inoperable vehicles or those not bearing valid license plates are not permitted on campus. If it is necessary to temporarily park such a vehicle, permission for a two week temporary parking exemption shall be requested from the Director of the Department of Public Safety, Campus Safety and may be granted if space is available.

Requests for extensions may be requested and will be decided on a per case basis. Owners who leave inoperable or unregistered vehicles on campus for more than two weeks will be charged a \$5 per day storage fee. Abandoned vehicles will be subject to towing and disposal at the owner's expense. An abandoned vehicle is defined as an unregistered or inoperable vehicle parked on campus for more than 30 days with no sign of repair or other activity (see also the section on Towing).

### **Visitor Passes**

All guests or visitors who will be staying overnight must obtain a Visitor's Pass. These passes are available at the Department of Public Safety, Campus Safety office, located in room K-430 in the North Wing of Kerr Building. The Visitor's Pass should be filled out and displayed on the dashboard or other easily visible place in the vehicle.

### **Vehicle Keys When You Are Away**

If you will be away for any length of time and leaving your vehicle on campus, leave a set of keys with a responsible party who can move your vehicle in the event that it becomes necessary. The two most common events in which it is necessary to move vehicles are plowing the snow from parking lots in the winter and sweeping the sand from parking lots in the spring. Vehicles which are not moved for the above mentioned events will be fined and towed at the owner's expense. At the owner's discretion, a spare set of keys may be left with the Department of Public Safety, Campus Safety for emergency use only (this does not include moving vehicles for plowing or sweeping).

## **Bicycle Registration**

All bicycles brought onto campus must be registered with the Department of Public Safety, Campus Safety. A bicycle is not registered until a bicycle registration form is submitted and the issued registration sticker is properly placed on the bicycle. Bicycles that are not registered are subject to impoundment and disposal after 30 days. A bicycle that has been impounded may be reclaimed during the 30 day period by submitting a bicycle registration form and paying a \$5 impound fee.

**NOTE:** Massachusetts has a bicycle helmet law that mandates that all children under the age of 16 years old must wear an approved helmet when riding a bicycle, skating, roller blading, riding a scooter, etc.

## **Parking**

### **Parking Defined**

To put or leave a vehicle, for any period of time, in any location.

### **Handicap Parking**

Parking spaces designated for handicap parking, anywhere on campus, are for the exclusive use of vehicles actively involved in the transportation of a handicap person. Only vehicles displaying approved and authorized handicap license plates or placards may park in a handicap space. Temporary handicap passes, for use on the Gordon-Conwell campus only, may be obtained from the Department of Public Safety, Campus Safety office, located in room K-430 in the North Wing of Kerr Building. Issuance of temporary Gordon-Conwell handicap passes will be decided on a case-by-case need basis. These restrictions apply to all handicap parking spaces on campus and are in effect 24 hours a day, year round. Violators are subject to either a seminary or Town of Hamilton citation and/or having their vehicles towed.

### **Kerr Building Parking**

Student Parking areas in the lot in front of Kerr are designated by signs and are reserved for student parking between 8 AM – 5 PM on weekdays when classes are in session (this restriction does not apply after 5 PM or on weekends and school holidays).

Faculty/Staff Parking areas in the main lot in front of Kerr are designated by signs and are reserved for faculty/staff parking only from 8 AM – 5 PM on weekdays when classes are in session (this restriction does not apply after 5 PM or on weekends and school holidays).

Visitor parking spaces in the main lot in front of Kerr are designated by signs and are reserved for visitors only on weekdays from 8 AM – 5 PM (this restriction does not apply after 5 PM or on weekends and school holidays). The seminary community may not use Kerr Building visitor parking on weekdays between 8 AM – 5 PM.

Overnight parking (12 midnight–7 AM) for Kerr residents and guests is allowed only in the upper and lower lots behind Kerr Building. You may not park overnight in the main lot in front of Kerr, in the short driveway and circle leading into the Great Room or in any parking space along or proximate to the Kerr Building (mailroom, administrative wing and Phippen Hall).

#### **Library / Academic Center / Chapel Parking**

Spaces are provided for daytime, evening and weekend classes. In the case of certain special events, some of these spaces may be removed from general use and assigned for the exclusive use of event participants. Available handicap spaces may not be used by any vehicle unless it is actively involved in transporting a handicapped individual. There is no overnight parking in these lots.

#### **Library / Academic Center / Chapel Special Event Parking**

A few times each semester, the Seminary will host special events. These are held usually at either the Academic Center or the Kerr Building. A large number of guests will be on campus and park at either or both of these two locations. During these events, on-campus residents will not be permitted to use either or both of these parking lots and will be requested to walk to class. Off-campus commuter students will be allowed to park in a restricted lot during special events as long as they display a special events parking pass on the dashboard of their car. These special event parking passes are available at the Student Life Services office in Kerr 318. Commuter vehicles which do not display this pass will not be permitted to park in any lot hosting a special event.

#### **Pilgrim Hall, Retreat House, Wilson House Parking**

The Pilgrim Hall parking lot is located between Pilgrim Hall and C-Building. Overnight parking is in this lot only. Parking overnight in front of Pilgrim Hall is prohibited. During the months of September–June when the Nursery School is in session, there is no parking in front of Pilgrim between 7:30 AM – 12:30 PM.

Retreat House parking, both overnight and daytime, is in the lot with the short inclined driveway next to the building. The turn around in front of Retreat House is a marked fire lane and may not be used for parking.

Wilson House overnight parking is in the lot at the bottom of Wilson House Hill. There is no overnight parking in front of Wilson House or on Wilson House Hill.

#### **Apartment Building Parking**

Each apartment on campus is assigned a single, numbered parking space in the parking lot associated with that building.

Visitor parking is reserved for the exclusive use of visitors between the hours of 9 AM – 9 PM. Apartment residents cannot park in visitor parking of their own building complex during these hours (for example, residents of A and B buildings cannot park in either the A or B visitor parking during the restricted hours. But if they visit any other apartment buildings on campus, they are considered visitors and may use that visitor parking).

If a vehicle other than your own is in your parking space, you may put your vehicle in a visitor parking space before 9 PM only if you notify the Department of Public Safety, Campus Safety as to why you are in visitor parking before 9 PM in order to avoid receiving a citation.

After 9 PM, apartment residents may put a second vehicle in any unused visitor parking space in the lot assigned to their building. These vehicles have to be out of visitor parking no later than 8 AM the next morning. You may

not circumvent this rule by putting your vehicle in the visitor parking of the apartment building adjacent to your own.

Bell and Graham Hall have a small number of parking spaces that are not assigned or reserved for visitors. These may be used to park a second vehicle providing that vehicle is in daily use. These undesignated spaces may not be used to store an unused, rarely used or temporarily inoperable second vehicle. Space permitting, the overflow parking for Bell and Graham Halls is in the Pilgrim Hall lot.

NOTE: Wilson House and Retreat House parking lots are not available for overflow parking.

Apartment residents are responsible for where their guests park. Please be sure your guests are in visitor parking and not someone else's assigned parking space.

### **Long Term Parking**

If space permits, the seminary tries to reserve some of the available parking spaces on campus for long term parking. Vehicles in long term parking may be left for an extended period of time and may not need to be moved for certain events such as snow plowing. Because of limited space, long term parking is provided as a service for the on-campus community only. Check with the Department of Public Safety, Campus Safety for the location and availability of long term parking.

### **Prohibited Overnight Parking Areas (12 midnight–7 AM)**

- ◆ Academic Center parking lot (except for 7 designated overnight parking spaces by the Chapel wall)
- ◆ Kerr Building: the main lot in front of Kerr, the short driveway and turn around circle outside the Great Room, any space along or proximate to the building (mailroom, administrative wing and Phippen Hall)
- ◆ C-Building/D-Building Circle
- ◆ Bell and Graham Hall access road
- ◆ In front of or near any trash dumpster so as to impede trash collection

### **Other Prohibited Parking**

- ◆ On any grass or land not set aside for parking
- ◆ On any roadway, crosswalk, sidewalk or walkway
- ◆ In any area restricted by traffic cones, signs, gates or chains (whether the chain is up or down)
- ◆ In any posted or marked fire lane
- ◆ In any posted or marked no parking area
- ◆ In any service or delivery zone, unless actively loading or unloading
- ◆ Adjacent to any building so as to limit or restrict access
- ◆ Blocking a sidewalk or fire hydrant
- ◆ Parking in any area not authorized by a valid seminary parking sticker
- ◆ In such a manner as to impede or obstruct access to trash receptacles, walkways or other parking areas
- ◆ In such a manner as to obstruct or impede service vehicles, emergency vehicles or snow removal vehicles
- ◆ In the circle in front of the Kerr Building Great Room
- ◆ In the Retreat House Turn Around
- ◆ On Wilson House Hill between November 1<sup>st</sup>–April 15<sup>th</sup>
- ◆ In the circle of the Academic Center lot
- ◆ In front of Pilgrim Hall weekdays from 8 AM to 12:30 PM when the Nursery School is in session

- ◆ C-Building/D-Building Circle (this is a posted fire lane)
- ◆ Any areas around campus which are clearly marked/signed as no parking zones such as any pavement painted with diagonal lines
- ◆ Any designated fire lane

## Plowing and Sweeping Parking Lots

It is important that everyone cooperates and follows the snow removal and sweeping procedures. These instructions serve as your only warning. Citations issued related to snow removal and sweeping will carry a fine.

### General Information

Campus residents and guests are responsible for moving their vehicles out of their parking lots by the designated time and to a designated place when parking lots are to be plowed or swept. Residents and guests are also responsible to return their vehicles back to their assigned parking lots by a designated time.

All vehicles must be operable. Notify the Department of Public Safety, Campus Safety of any inoperable vehicle before it is time to plow or sweep the lots. If a vehicle is incapable of being moved due to mechanical or other problems, it is the resident's responsibility to have it pushed, pulled, or towed to a far end of the parking lot. Snow plows and sweeping equipment cannot operate efficiently around randomly parked vehicles.

If you are away when lots might be plowed or swept, it is your responsibility to see that your vehicle is moved. Contact a responsible friend or neighbor with whom you can leave your car keys and who will move your vehicle in your absence.

Vehicles not out of their parking lots by the designated time for plowing or sweeping to begin will be issued a citation for interfering with snow removal/sweeping and be towed at the owner's expense.

### Notification Procedure

Information and instructions regarding the date and time of snow removal or sweeping will be sent to the community through Gordon-Conwell email and will also be posted on the bulletin boards in the Kerr main lobby, Library lobby, Academic Center, entrances into the dining hall and the entrances into dormitory spaces and apartment buildings.

The Department of Public Safety, Campus Safety or Facilities Department will notify Residence Life Coordinators who in turn will notify the residents. Residence Life Coordinators are responsible for notifying each person living in their respective area. If the Residence Life Coordinator is absent, he or she will designate another person from their dormitory or apartment building to be in charge.

### Snow Removal Procedures

Following a significant snowfall, plans to plow the parking lots go into effect. An email will be sent and signs will be posted to indicate the date and time the lots will be plowed. In general, the parking lots are cleared of snow when there is an accumulation of 3 inches or more.

Regardless of the time of the snowfall, travel lanes between rows of parked cars in the parking lots will be plowed.

If there is an overnight snowfall, the parking lots for the Academic Center, the main lot in front of Kerr, the mailroom and the kitchen will be plowed first. Vehicles parked overnight in the above mentioned lots will be issued a citation for interfering with snow removal. Remember that all residential overnight parking is only in the assigned overnight parking lot where you live.

When it is decided to plow the residential parking lots, the date and times will be posted as described in the Notification Procedure section. All vehicles must be out of their parking lots by the start time in order to avoid receiving a citation and having their vehicle towed. You may return your vehicle to your lot as soon as the

plowing is finished. A designated time by which all vehicles must be returned to their parking lots will also be posted. Vehicles not returned by this time, or left out overnight, will be issued a citation.

If you do not receive an email or see any flyers posted announcing snow removal, please do not move your cars.

If necessary, further instructions may be given to the Residence Life Coordinators to pass along to you.

### **Where to Move Your Vehicle for Plowing**

**IMPORTANT NOTE:** Any vehicle parked in such a manner so as to prevent a fire truck, ambulance or other emergency vehicle from getting through will be towed at the owner's expense. This also applies to vehicles parked on both sides of the road during snow removal. Be sure your vehicle is parked well off to the side of the road leaving enough room to let emergency vehicles through.

**KERR BUILDING RESIDENTS/GUESTS** —move all vehicles to the Academic Center lot. If you have an extra car stored in the Pilgrim Hall lot, make sure that is moved, too.

**RETREAT/WILSON HOUSE RESIDENTS/GUESTS** —move all vehicles to the Academic Center lot. If you have an extra car stored in the Pilgrim Hall lot, make sure that is moved, too.

**PILGRIM HALL RESIDENTS/GUESTS** —If space permits, move vehicles to the front of the building. Vehicles parked against the back fence, guard rail, or in the courtyard behind Pilgrim do not need to be moved.

**A/B RESIDENTS/GUESTS** —park all vehicles on the right side of the road going out of the A/B lots. Park on one side only. Do not park on both sides of the road. If you have an extra car stored in the Pilgrim Hall lot, make sure that is moved, too.

**C/D RESIDENTS/GUESTS** —park all vehicles on the left side of the road going out from your building. Park on one side only. Do not park on both sides of the road. If you have an extra car stored in the Pilgrim Hall lot, make sure that is moved, too.

**BELL/GRAHAM HALL RESIDENTS/GUESTS** —You may park, if space permits, on both sides of the access road between Bell Hall and Pilgrim Hall. Park well off to the side of the access road. There must be enough room down the middle to let a fire truck pass in case of an emergency. If you have an extra car stored in the Pilgrim Hall lot, make sure that it is moved, too.

On a general note, parking is always tight when the lots are plowed. We recommend that you consider using the time for an excursion off campus. When you return, the lots may be plowed and your inconvenience minimized.

### **Sweeping Procedures**

Once a year, usually in the spring, the roads and parking lots have the winter accumulation of sand swept up. The procedures you follow for removing and returning your vehicles are similar to those for snow removal in the winter. Email will be sent and signs posted in advance to tell you what date and times the sweeping will take place and give any further instructions. Vehicles will be required to be moved out and back into their parking lots by designated times. Similar to snow removal, vehicles not in compliance will be issued a citation and towed at the owner's expense.

## **Enforcement**

A system of warnings and/or citations (fines) is used to encourage compliance with the seminary vehicle and safety regulations. Fines are to be either paid at the Cashier's office or appealed to the Department of Public Safety, Campus Safety within 10 business days of the date the citation was issued. Appeal forms are available at the Department of Public Safety, Campus Safety office, located in room K-430 in the North Wing of the Kerr Building. Citations not paid or appealed within 10 business days of being issued will be posted to the student's account with an additional \$10 bookkeeping fee added on. Second and subsequent citations will increase by a

minimum of \$10 per citation within a calendar year and accrue a cumulative surcharge regardless of the type of violation or combination of types of violations. Citations written may or may not reflect the additional surcharge on the citation when written by the Department of Public Safety, Campus Safety Officer.

The seminary reserves the right to institute further disciplinary action in addition to the payment of a fine.

### **Campus Parking and Traffic Violation Fine Schedule:**

#### **\$25.00 Violations**

- ◆ Parking on or over parking-space lines. (i.e. taking two parking spaces)
- ◆ Parking outside of one's assigned parking area.
- ◆ Moving traffic barricades or traffic cones.
- ◆ Failure to notify Department of Public Safety, Campus Safety of a change in your license plate.
- ◆ Parking in a restricted area or tow zone.

*(a Tow Zone is defined as within 10 feet of a hydrant, within or blocking a crosswalk, footpath, service road, grassed area, woodchip area, dirt area, any reserved parking area, any no parking area designated by painted diagonal hash lines, lots which are not your designated area or adjacent to any building in such a manner as to obstruct or limit access.)*

- ◆ Failure to register a vehicle with Department of Public Safety, Campus Safety for a Gordon-Conwell sticker.
- ◆ Moving traffic or street signs violations on campus.

#### **\$35.00 Violations**

- ◆ Speeding (driving up to 15 miles per hour faster than the posted speed limit).
- ◆ Driving with reduced or impeded visibility due to ice, snow or any other substance or object(s) that obscures the view through vehicle windows.
- ◆ Obstructing traffic, maintenance or repair vehicles.

#### **\$50.00 Violations**

- ◆ Speeding (driving 15 miles per hour or faster than the posted speed limit).
- ◆ Operating a vehicle with an expired, suspended or revoked license plate.
- ◆ Operating a vehicle with an expired, suspended or revoked driver's license.
- ◆ Driving to endanger persons or property, through improper, negligent or unsafe operation of a motor vehicle.
- ◆ Disregarding traffic control signals or the directive of a Department of Public Safety, Campus Safety Officer. Disregarding the directive of a Department of Public Safety, Campus Safety Officer will also be forwarded to the Dean of Students, Director of Student Life Services for possible further disciplinary action.
- ◆ Failure to stop for a pedestrian in a marked crosswalk.
- ◆ Operating a vehicle the wrong direction on a one way road.
- ◆ Parking a vehicle so as to cause a serious or hazardous parking problem, such as obstructing traffic, blocking snow removal or sweeping, service areas, blocking a fire hydrant, parking within a marked tow zone, etc. Further information on fire lanes may be found in the Miscellaneous Information section of this booklet, etc. These vehicles will be towed at owner's expense (see section on Towing)

#### **\$100.00 Violations**

- ◆ Parking in a handicap space when not properly entitled to. Vehicle will also be towed immediately.
- ◆ Giving false information. Violation penalty will also include immediate revocation of driving privileges on campus.

- ◆ Counterfeiting, altering, defacing, or transferring a registration decal. Violation penalty will also include immediate revocation of driving privileges on campus.

- ◆ Parking in a fire lane

### **Revocation of Driving Privileges on Campus**

A person who receives 3 or more citations per year is subject to revocation of their driving privileges on campus. Serious violations that endanger the lives and safety of the campus community may constitute the need for immediate revocation of driving privileges on campus and will be referred by Department of Public Safety, Campus Safety to the discretion of the Dean of Students, Director of Student Life Services.

## **Towing Vehicles**

Vehicles may be towed at the direction of the Director of the Department of Public Safety, Campus Safety or his delegate. The seminary and/or its agents assume no responsibility for any damage to the vehicle or its contents caused by towing or storage. Towing and storage fees along with any assessed fines are the sole responsibility of the owner and/or operator of the towed vehicle.

### **Vehicles may be towed which:**

- ◆ Do not display the current Gordon-Conwell parking sticker
- ◆ Parking privileges on campus have been revoked
- ◆ Are parked in such a manner so as to hamper the movement of emergency vehicles or endanger the life or property of others
- ◆ Have been abandoned
- ◆ Interfere with snow removal or sand sweeping
- ◆ Are illegally parked

## **Citation Appeals Process**

Copies of all citations are kept on file by the Department of Public Safety, Campus Safety. Anyone wishing to appeal a citation must submit their appeal in writing on a Citation Appeal Form within 10 business days of the date the citation was issued. Citation Appeal Forms are available at the Department of Public Safety, Campus Safety office, located in room K-430 of the North Wing of the Kerr Building.

### **STUDENT CITATIONS**

#### **Where to Submit Appeals**

If the citation was written by an officer of the Department of Public Safety, Campus Safety, submit your written appeal to the Director of the Department of Public Safety, Campus Safety. The Director of the Department of Public Safety, Campus Safety will review your appeal and return a written decision within 10 business days of the date the appeal was received.

If the citation was written by the Director of the Department of Public Safety, Campus Safety, submit your appeal to the Dean of Students.

#### **Contesting a Decision**

If your appeal was initially submitted to the Director of the Department of Public Safety, Campus Safety for a decision and you are not satisfied with that decision, you may resubmit your appeal (along with the decision of the Director of the Department of Public Safety, Campus Safety) to the Dean of Students.

If your appeal was initially submitted to the Dean of Students for a decision and you are not satisfied with that decision, you may resubmit your appeal (along with the decision of the Dean of Students) to the Executive Vice-President.

## **FACULTY/STAFF/ADMINISTRATION CITATIONS**

### **Initial Appeal**

If the party receiving the citation believes they were unjustly cited or that there were mitigating circumstances, they should confer with the issuing officer if they received their citation indirectly (by campus mail, for example) or confer with the Director of the Department of Public Safety, Campus Safety if they received their citation directly from an officer (delivered in-hand).

### **Contesting a Decision**

If a member of the faculty, staff or administration is not satisfied at the end of the initial appeal phase, they may then bring the matter to the attention of the Director of Student Life Services. The decision of the Director of Student Life Services shall be final.

## **Emergencies**

### **Medical Emergencies**

In the event of a medical emergency, remain calm. Call 911 right away. When the Emergency Center Operator answers, give the operator your name, address and tell them what the emergency is. Stay on the phone until the Emergency Center Operator tells you to hang up. They will send an ambulance and the police to help you.

### **Animal Bites**

If you are bitten by an animal and the bite breaks through the skin, seek medical attention. If and only if it is safe to do, you may try to restrain the animal. Call the Department of Public Safety, Campus Safety at either ext 4180 or (978) 646-4180.

### **Power Failures**

There are three kinds of power failures you might experience: a total loss of power to your entire building, a partial loss of power to your building or dorm room, or a local loss of power affecting just your apartment or dorm room. If any of these happen, call the appropriate number below.

During normal business hours, call (978) 646-4361 (Facilities Department).

After business hours, call (978) 646-4180 (Department of Public Safety, Campus Safety).

It is a good idea to have at least one flashlight (with extra batteries) and some extension cords in your residence. During a partial loss of power, some electrical outlets may still have electricity and you can use the extension cords to keep appliances like refrigerators running. The best type of flashlight to have for any power failure is one that uses LED light bulbs. These use very little power and can run continuously for days on a set of batteries. If you would like more information on where you can purchase LED flashlights, contact the Department of Public Safety, Campus Safety.

Use of open flames, such as candles, for illumination is not permitted.

**NOTE ON EMERGENCY LIGHTING:** All buildings have some form of emergency lighting. These lights are powered by batteries and not required by building code to last more than 90 minutes. After a time, they will go dark. In the event of a power failure lasting more than 90 minutes, you will need to depend on your flashlight or other battery powered light source.

**Fire Emergency Procedures**

Before a fire happens—

- ◆ Know the location of all exits and evacuation routes
- ◆ Learn the location of all fire alarm stations in your building
- ◆ Learn the location of all fire extinguishers

If you discover a fire—

- ◆ Sound the alarm immediately to alert other people
- ◆ Call 911
- ◆ Shut all doors and windows in the immediate vicinity of the fire
- ◆ Leave the building by the nearest exit
- ◆ Be prepared to provide information to the firemen responding to the call

If the fire alarm goes off and the corridor is free of smoke or heat—

- ◆ Quickly put on clothing to go outside
- ◆ Close windows tightly
- ◆ Close hallway doors
- ◆ Leave by the nearest exit
- ◆ Gather together at a predetermined location outside and stay there
- ◆ Take a roll call to be sure everyone is out

Let the fire department know if everyone is out or anyone is missing

If the fire alarm goes off and the corridor is not free of smoke or heat—

- ◆ Stay in your room with the door closed tightly
- ◆ Open the window for fresh air
- ◆ Remain at your window until help arrives

**NOTE:** Never attempt to fight a fire that is not confined in a container or to a limited area and never delay evacuation because you want to collect your personal items first. Again, your first priority is to calmly and quickly evacuate the building.

**What to Do if Your Clothing Catches Fire**

If your clothing ever catches on fire, never run, that only makes it worse. Instead, drop to the ground and roll around. Rolling around will often put out the flames. Rolling yourself up in a rug or blanket with your head outside will also help extinguish flames.

If someone else's clothing catches on fire, get them to the ground and roll them around. Wrapping a jacket around the victim will also help extinguish the flames.

**First Aid for Burns**

**FIRST DEGREE BURNS**—Skin is reddened and intact—relieve pain by placing burn area under cold water.

**SECOND DEGREE BURNS**—Outer layer of skin is damaged, blistering often present—immerse in cold water to relieve pain. If pain persists, gently cover burn area with a soft, clean, dry piece of cloth. Medical attention should be sought.

**THIRD DEGREE BURNS**—Skin is charred, coated, shows severe damage—these are extremely dangerous burns; do not attempt to treat them. Call 911 immediately for an ambulance.

### **One Last Word about Fire Safety**

If you see, smell, hear or suspect a fire, you should act calmly and quickly. Remember, your most important task is to safely get out of the building.

If you suspect there may be fire behind a door, do not open the door unless you first feel and look at it. A dangerous build up of heat and smoke could be behind the door and opening a door carelessly will release it and put you at risk. To test to see if a door is safe to open, feel the door to determine if it is hot and look to see if any smoke is leaking out from the edges. If the door feels hot or you see any smoke leaking out, do not open the door.

If you feel the door is safe to open because it is neither hot nor leaking smoke, you may try to cautiously open the door using this procedure: Lean against the door, keeping your head away from the opening. Open the door just a bit. If smoke or heat rush out, close it immediately. If not, you may continue carefully opening the door.

## **Class Cancellation/Delay Due to Weather**

Classes may be delayed or cancelled due to storms or other circumstances. The seminary will try to notify local television and radio stations with information about any class schedule changes for that day. An automated message will also be put on the school's voice mail system with the same information. To listen to the message on the seminary voice mail system, call 978-468-7111. To get information from television or radio, tune in to:

WBZ channel 4 . . . . .Television

WCVB channel 5 . . . . .Television

WHDH channel 7 . . . . .Television

WEZE 590 AM. . . . .Radio

WBZ 1030 AM. . . . .Radio

Decisions to delay or cancel classes will be made by the Executive Vice-President of the seminary in consultation with other members of the administration.

## **Women on Campus**

Women leaving Goddard Library or Kerr Building after dark should not walk alone to other areas on campus. If you request, a Department of Public Safety, Campus Safety officer will either escort or drive you to your location. To request this service, call the Department of Public Safety, Campus Safety office at ext 4180 from a campus extension telephone or (978) 836-6798 from your cell phone or outside line. If no one is in the office, leave a message. The voice mail system will page the officer.

If you are alone in any area of a building late at night, notify the Department of Public Safety, Campus Safety. Call the Department of Public Safety, Campus Safety office at ext 4180 from a campus extension telephone or (978) 646-4180 from your cell phone or outside line and request they make periodic checks.

If you see a suspicious person or activity on campus, call the Department of Public Safety, Campus Safety office at ext 4180 from a campus extension telephone or (978) 836-6798 from your cell phone or outside line.

Never leave the entrance doors into your dormitory space or apartment building unlocked or propped open. This is both a violation of the seminary housing policy and an unsafe practice. Do not leave windows open or unlocked.

Window shades and draperies left open after dark can let a stranger know whether or not a room is occupied or if you are alone. Acquire the habit of closing your shades or drapes at night.

## Keys and Doors

Students living on campus are issued the appropriate housing keys. All keys are the property of the seminary and may not be duplicated without permission. If a key is lost or damaged, a replacement key may be obtained from the Department of Public Safety, Campus Safety Office for a \$25 replacement fee per key. If a key does not function properly or is lost, the Department of Public Safety, Campus Safety should be notified immediately.

Keys issued to students employed by the seminary are the property of the seminary and may not be duplicated, given to an unauthorized third party or used for any purpose other than the intended reason it was issued. Misuse of a key may result in the loss of the key and disciplinary action.

Outside doors into dormitory halls and apartment buildings must be left closed and locked at all times. Propping open and leaving unattended any exterior doors or interior fire doors is prohibited.

A student who leaves school due to graduation, summer vacation or will be away for a length of time is required to return their key/s to the Housing Office.

## Fireworks

The possession, use or sale of any fireworks, firecrackers, sparklers or any similar explosive or incendiary devices as defined in Massachusetts General Law, Chapter 148 Section 39, is prohibited and said contraband subject to confiscation.

## Weapons on Campus

Massachusetts is *very strict* about the possession or use of firearms and other weapons. Please read the following information carefully.

The possession, use or sale of firearms, ammunition or any other weapons prohibited by Massachusetts General Law, Chapter 269 Section 10, is forbidden on campus and subject to seminary disciplinary action and possible criminal prosecution.

The Bartley-Fox Law imposes a *mandatory one year jail sentence* for any person convicted of possessing or carrying a handgun, rifle or shotgun in Massachusetts without the proper Massachusetts License to Carry or Firearms Identification Card, as applicable.

Firearms are prohibited from being brought onto campus or into any campus building except for law enforcement personnel.

If a firearm or any other proscribed weapon as defined in Massachusetts General Law, Chapter 269 Section 10 is brought onto campus, it must be *immediately surrendered* to the Department of Public Safety, Campus Safety.

The use of any type of hunting or target bow on campus is forbidden.

## Frequently Asked Questions

### **Where is the closest Registry of Motor Vehicles?**

Consult the Massachusetts Registry of Motor Vehicles web site at <http://www.mass.gov/rmv/index.htm> for branch office locations. Many business transactions may now be done online at their web site.

### **I have an out of state driver's license and plates. Do I need to change to a Massachusetts driver's license or license plates?**

Massachusetts law stipulates that if you are a student who is working to pay for their education and you earn more than the cost of schooling, you must convert to a Massachusetts driver's license and license plates.

### **How do I register my car in Massachusetts?**

Begin by going to a licensed Massachusetts insurance agent to obtain an active insurance policy and have the agent complete, stamp and sign an Application for Registration and Title (RMV-1). If there is a lien against the vehicle, please make sure the lien holder information is complete and accurate.

After verifying all information, sign the RMV-1 application. Along with the completed RMV-1 application, you must submit one of the following documents: the previous owner's title, if a titled vehicle (model year 1980 and newer), or the bill of sale and proof of last registration, if a non-titled vehicle. If presenting the previous owner's title, be sure the date sold, the odometer reading and the purchase price have been completed on the back. The previous owner(s) and you must sign the back of the title. Take the completed RMV-1 application and supporting documents to the nearest full service Registry of Motor Vehicles center.

The sales tax for a private sale is calculated at 5% of the purchase price or the National Automotive Dealer Association (NADA) trade-in value, whichever is higher.

After completing the transaction, you will receive a registration certificate, new plates and a year of expiration decal for the rear plate. The title will be processed and mailed in approximately six to eight weeks. If you have a loan on the vehicle, the title will be mailed directly to your lien holder.

NOTE: You must obtain a vehicle inspection sticker within seven days of the registration date.

### **I am an international student, can I drive in Massachusetts?**

If you are from a foreign country, you may drive for up to one year (starting from the date you arrive) if you meet all four of these conditions:

1. You are from one of the countries listed in Appendix C (see page 21 of this document or <http://www.mass.gov/rmv/forms/21317.pdf>)
2. You are 18 years old, or older
3. You have a valid driver's license from your home country (it cannot be expired)
4. You will drive only the type of vehicle you are licensed to drive

In addition to meeting the above requirements, you must also have the following documents with you whenever you drive:

1. Have your valid driver's license in your possession
2. Have a valid INS document with you that shows the date you last entered the country (for example, an I-94)
3. Have your passport

NOTE: If the driver's license from your home country is not printed in English, it is strongly recommended you carry an International Driver's Permit, too. Also, before the year runs out, be sure to start the process to apply for a Massachusetts driver's license (see next section).

**I am an international student, how do I get a Massachusetts driver's license?**

To apply for a Massachusetts driver's license from the Registry of Motor Vehicles, you will need the following:

- ◆ A valid driver's license from your home country
- ◆ A valid international license issued by the government of your home country
- ◆ Your passport
- ◆ A social security number, if available. If you do not qualify to have a social security number, obtain a letter from the social security office to confirm the fact that you do not have a social security number
- ◆ Some proof of residence, such as a bank statement, tuition bill, telephone bill, etc.

First, you apply for a Learner's Permit. When it is time for you to take your driving test, you must be accompanied by a sponsor. The sponsor must have a valid Massachusetts driver's license and more than one year of driving experience.

**What if a friend drives on campus to visit me for a few days?**

Visitor Passes are required and available at the Department of Public Safety, Campus Safety office. Clearly write on the pass the dorm or apartment number where the visitor will be staying and leave it in plain view on the dashboard of the vehicle. You are also responsible to inform your visitor about where to legally park.

**What if I decide not to register my car with the Department of Public Safety, Campus Safety?**

All faculty, staff and students are required to register their vehicles with the Department of Public Safety, Campus Safety within 48 hours of bringing a vehicle on campus. Those who refuse to do so will be issued a citation. Continued refusal to register may result in the revocation of their driving privileges on campus and the vehicle being towed.

**I have out-of-state license plates, what else must I do to register my vehicle?**

Students with valid out-of-state license plates are required by the State of Massachusetts to fill out a *Non-Resident Student Vehicle Information* form. These are available at the Department of Public Safety, Campus Safety office, located in room K-430 in the North Wing of the Kerr Building and must be filled out at the time you register your vehicle with the Department of Public Safety, Campus Safety. You will then receive an additional sticker which is to be displayed on the top center inside of your windshield. Failure to comply with this is a civil motor vehicle violation and subject to a \$200 Massachusetts state fine (MGL c90 §3).

**What if I have a second or other vehicles on campus?**

All vehicles must be registered with the Department of Public Safety, Campus Safety and have a valid seminary sticker affixed to the right side of the rear bumper or the lower right corner of the back window. This also applies to vehicles that are on campus but are not currently being driven or vehicles that are inoperable.

Because each apartment is assigned one parking space, apartments with more than one vehicle must park the extra vehicle in designated overflow parking areas, such as the Pilgrim Hall lot, for example. Contact the Department of Public Safety, Campus Safety for the latest list of overflow areas.

**What is the Massachusetts seat belt law?**

The driver and all passengers who are 12 or more years old in a private motor vehicle must wear a properly fastened and adjusted safety belt. There is a fine of \$25 for each person in the vehicle not in compliance. Children under 12 years of age must also be restrained (see next section).

**What is Massachusetts' Child Passenger Safety law?**

The Massachusetts Child Passenger Safety Law requires children to ride as passengers in motor vehicles in a federally approved child passenger restraint (that is, a car seat, booster seat, seat belt, or any combination of these) that is properly fastened and secured until they are 8 years old or over 57" tall.

The expanded law will require a booster seat/safety belt combination for children who have outgrown a child safety seat - typically when they are above age five or 40 pounds - until they are 8 years old or over 57" tall.

The Massachusetts Safety Belt Law requires safety belt use by those 13 years of age and older.

#### **Who has the right-of-way at the crosswalks?**

Pedestrians have the right of way. All vehicles must come to a stop while a pedestrian is in a crosswalk in their travel lane.

## **Miscellaneous Information**

#### **Responsibility of Gordon-Conwell for Vehicles**

Gordon-Conwell assumes no responsibility for any vehicle or its contents while it is on campus.

#### **Responsibility of Registered Owners for Vehicles**

The registrant of a motor vehicle is responsible for all non-moving violations incurred by that vehicle; the operator of a vehicle is responsible for moving violations incurred while operating that vehicle. If the operator is either not known or not from Gordon-Conwell or Gordon College, the registrant is responsible for any moving violations.

#### **Responsibility of Residents for Guests**

It is the responsibility of those who live at the seminary to inform their guests or visitors where to legally park their vehicles. Seminary residents may be cited for the parking violations of their guests or visitors.

#### **Vehicles at Gordon College**

Gordon-Conwell students who drive to Gordon College in Wenham are expected to abide by all posted Gordon College regulations and use their approved student parking areas only. Students from Gordon College who visit Gordon-Conwell are expected to abide by all posted Gordon-Conwell regulations and use our approved student parking areas only. There is a reciprocal agreement between the seminary and college for issuing citations and collecting fines.

#### **Fire Alarms**

In the event of a fire alarm, you must immediately evacuate the building you are in. You may not reenter a building before the Fire Department gives permission.

#### **Motor Vehicle Accidents and Forms**

If you are involved in an accident with your motor vehicle, Massachusetts Motor Vehicle Accident Report Forms are available from the Department of Public Safety, Campus Safety office. Massachusetts law requires that an accident form be filed within five days for any accident in which there is any of the following:

- ◆ Personal injury or death
- ◆ Total damage of \$1,000 or more to motor vehicles
- ◆ Any damage to personal or public property other than motor vehicles

#### **Driving to Endanger**

Driving so as to endanger is a violation under Massachusetts General Law, chapter 90, section 24, which can result in a severe penalty. Operating a motor vehicle on campus with people sitting or holding onto external parts of the vehicle, such as the hood, comes under this violation and is prohibited. Using a motor vehicle in the winter to tow people on skis, sleds and other similar devices also a violation and prohibited. Standing up in the back of an open truck while it is in motion is also prohibited.

**Skateboards, Roller Blades, etc.**

The use of skateboards, roller skates, roller blades, wagons, go-carts and other similar devices is prohibited on all hills and inclined areas of Gordon-Conwell. This includes, but is not limited to, Kerr Hill, Wilson House Hill, all walkways from Kerr Building, the sidewalk from Retreat House to Pilgrim Hall and on campus roadways. Downhill skiing, sledding, tobogganing or biking across roadways is strictly forbidden.

**Winter Sledding**

The use of sleds, toboggans and other similar non-motorized winter recreational devices is limited to the daylight hours on the hill behind Retreat House that is between Retreat House and Pilgrim Hall.

**Vehicle Repairs and Facilities Prohibited.**

No vehicle repair or maintenance is allowed on campus except for emergency repairs, such as changing a flat tire. This restriction includes, but is not limited to, oil changes, tune-ups, brake jobs, exhaust system repair, etc.

**Stopping on Roadways Prohibited**

Stopping in the roadway to pick up, drop off or have conversation with people is prohibited. Instead, pull off the road into a safe area, such as a parking lot, to do these activities.

**Fire Lanes Enforced**

Massachusetts state law prohibits parking in marked fire lanes. Violators may be issued a \$100 citation by the Gordon-Conwell Campus Safety Department or be ticketed by the Hamilton Police Department. Any vehicle not authorized to park in a fire lane may be towed at the owner's expense. Marked fire lanes have been established in various locations around campus as required by the Town of Hamilton's *Fire Lane By-law of 1991*.

## To Find the Nearest Registry of Motor Vehicles

To find Registry of Motor Vehicles offices, go to their web site at <http://www.mass.gov/rmv/> or this link: <http://www.massdot.state.ma.us/rmv/branchinfo/BranchMap.aspx>

The closest RMV office is in the Liberty Tree Mall, Danvers, MA.

### Address

100 Independence Way  
Danvers, Massachusetts

### Web Site

<http://www.mass.gov/rmv/index.htm>

### Hours

Monday–Friday, 9:00 AM–5:00 PM

### Services

- All license, registration & title transactions, license plate returns, suspension payments
- No Road Test or Learner's Permit testing.

### Payment Methods

- Cash, Check, Money Order
- Credit Cards and Debit Cards accepted for license transactions online. We accept Discover, MasterCard, Visa, or American Express
- Credit cards are not accepted for reinstatement fees.

### Directions from Gordon-Conwell

1. Go out the front, Essex St, entrance and turn left onto Essex St.
2. In a few hundred yards, turn right onto Rubley Rd.
3. At the end of Rubley Rd, turn left onto Grapevine Rd.
4. After passing Gordon College, the entrance to Rt-128 south will be on your left.
5. Drive south on Rt-128 for a few miles (you will see the Liberty Tree Mall on your right)
6. Get off at Exit 24 (Liberty Tree Mall exit)
7. At the bottom of the exit, turn right
8. Within 100 yards is the first set of traffic lights. Turn right to enter the Mall and find the RMV.

## Massachusetts Registry of Motor Vehicles

## Appendix C

Massachusetts will honor valid Driver's Licenses and Registrations issued by the following countries\*

Albania	Kong and Macao)	Seychelles
Algeria	Hungary	Sierra Leone
Argentina	Iceland	Singapore
Australia	India	Slovak Rep.
Austria	Ireland	South Africa (incl. Namibia)
The Bahamas	Israel	Spain (incl. African localities)
Bangladesh	Italy	Sri Lanka
Barbados	Jamaica	Suriname
Belgium	Japan	Swaziland
Belize	Jordan	Sweden
Benin	Korea	Switzerland (by reciprocity)
Botswana	Kyrgyz Rep.	Syrian Arab Republic
Brazil	Laos	Taiwan
Bulgaria	Lebanon	Tanzania
Cambodia	Lesotho	Thailand
Canada	Luxembourg	Togo
Central African Republic	Macao (same as Hong Kong)	Trinidad & Tobago
Chile	Madagascar	Tunisia
Colombia	Malawi	Turkey
Congo	Malaysia	Uganda
Dem. Rep of Congo	Mali	United Kingdom (Great Ireland) & Cayman Islands, Baliwick of Guernsey, Isle of Jersey
Costa Rica	Malta	Uruguay
Cote d'Ivoire	Mauritius	Vatican City
Cuba	Mexico	Venezuela
Cyprus	Monaco	Vietnam Rep.
Czech Rep.	Morocco	Western Samoa
Denmark	Namibia	Zambia
Dominican Republic	Netherlands & Antilles and Aruba	Zimbabwe
Ecuador	New Zealand	(Former Republics of the Armenia
Egypt	Nicaragua	Azerbaijan
El Salvador	Niger	Belarus
Fiji	Norway	Kazakstan
Finland	Panama	Moldova
France (inc. Overseas Territories)	Papua New Guinea	Tajikistan
The Gambia	Paraguay	Turkmenistan
Georgia (Republic of)	Peru	Ukraine
Germany (by reciprocity)	Phillippines	Uzbekistan
Ghana	Poland	Latvia
Greece	Portugal (inc. Portuguese Territories)	Lithuania
Grenada	Romania	Estonia
Guatemala	Russian Fed.	
Guyana	Rwanda	
Haiti	St. Lucia	
Honduras	St. Vincent & Grenadines	
Hong Kong (China is not a party to this treaty but has made it applicable to Hong	San Marino	
	Senegal	

\* From a List of Treaties and other International Agreements of the United States in Force on January 1, 2003. The RMV reserves the right to amend this list at any time based on additional information received from the U.S. Department of State or other sources.

### **Department of Public Safety, Campus Safety Mission Statement**

We, the Department of Public Safety, Campus Safety, contribute to the fulfillment of the mission of the seminary by establishing and maintaining a safe environment for all people within our campus. We accomplish this through the protection of life and property, the preservation of peace, order and safety, and oversight of the community's compliance with all laws, ordinances and seminary policies.

As a member of the Student Life Services team, we assist students and staff in the formation of their Christian character by encouraging their sense of communal and civic responsibilities.

Service to our students is our primary focus. Our goal is to enhance the quality of life by investigating problems and incidents, seeking solutions and fostering a sense of security on our campus. We nurture the trust of our community by holding ourselves to the highest standards of performance and ethics as set forth in our Community Life Statement and the Employment Standards of the seminary.

## Community Life Statement

We affirm that the scriptures of the Old and New Testaments are the ultimate guide for our values, attitudes and behaviors in all relationships

We will seek to foster the development of spiritual maturity through maintaining a personal devotional life and through participating in community worship and prayer

We will seek to keep the unity of the Spirit through the bond of peace, and in gentleness, patience and humility, accept one another in love

We will seek to encourage one another to mature in Christ-likeness through attempting to speak the truth in love in the classroom, in business affairs, in social relationships and in all other areas of our common life

We will seek to encourage unity in families through responsible relationships

We will seek to respect and encourage our uniqueness in Christ, which includes our diversity of denomination, race, culture, personality, experience, gifts and goals

We will seek to become involved individually and corporately with the Church in ministering to spiritual and social needs within and beyond our own community

We renounce attitudes such as greed, jealousy, false pride, lust, bitterness, hostility, an unforgiving spirit and prejudice such as that based on race, sex and academic or socioeconomic status

We renounce behaviors such as distortion of God's Word, deception, falsehood, drunkenness, stealing and sexual immorality such as premarital intercourse, adultery and homosexual behavior

We believe where conflict or sin occurs in the Gordon-Conwell community, a biblical process such as stated in Matthew 18:15–20 should be followed to seek correction, forgiveness, restitution and reconciliation

We will seek to practice an attitude of mutual submission according to the mind of Christ, recognizing that at times our personal rights and preferences must be put aside for the sake of others' conscience and the good of the community

We will seek to encourage the cultivation of such spiritual attitudes as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control

Adopted by the Board of Trustees May 24, 1984