

Campus Handbook of

Vehicle Guidelines



Public Safety

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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 digital announcement format, the Friday A.M.

Thank You!

Gordon-Conwell Campus Safety thanks you for taking a moment to familiarize yourself with our campus vehicle guidelines! It is our hope that you will find these guidelines helpful in making your travels on campus safe ones.

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 or online at <https://gordonconwell.edu/wp-content/uploads/2019/04/Auto-Registration-Complete.pdf> 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. It is 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 affixed to the vehicle and 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 or online at <https://gordonconwell.edu/wp-content/uploads/2019/04/Auto-Registration-Complete.pdf> 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 issued by municipal or state police officers.

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.

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).

Vehicles with 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 campus parking reminder and be requested 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 to Remain on Campus

Inoperable vehicles, unregistered 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 issued a campus parking reminder. 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).

Temporary Parking Passes

All guests or visitors who will be staying overnight must obtain a Temporary Parking Pass. These passes are available at the Department of Public Safety, Campus Safety office, located in room K-480 in the North Wing of Kerr Building. The Temporary Parking Pass shall be filled out with the guest's name, room address and be displayed on the dashboard of their 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 most common event in which it is necessary to move a vehicle is plowing the parking lots after a heavy snow. Vehicles which are not moved for snow removal will be fined and towed at the owner's expense.

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.

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 government issued 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-480 in the North Wing of Kerr Building. Issuance of temporary Gordon-Conwell handicap passes will be decided on a case-by-case basis and will require supporting documentation (letter) from a medical doctor, to include at a minimum the reason for the request and duration of the request. 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 a~~ Town of Hamilton citation and/or having their vehicles towed.

Library / Academic Center / Chapel Parking

Parking spaces are available for daytime, evening and weekend classes. In the case of certain special events, some of these spaces may be reserved 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 in possession of a valid disability placard. There is no overnight parking in this lot.

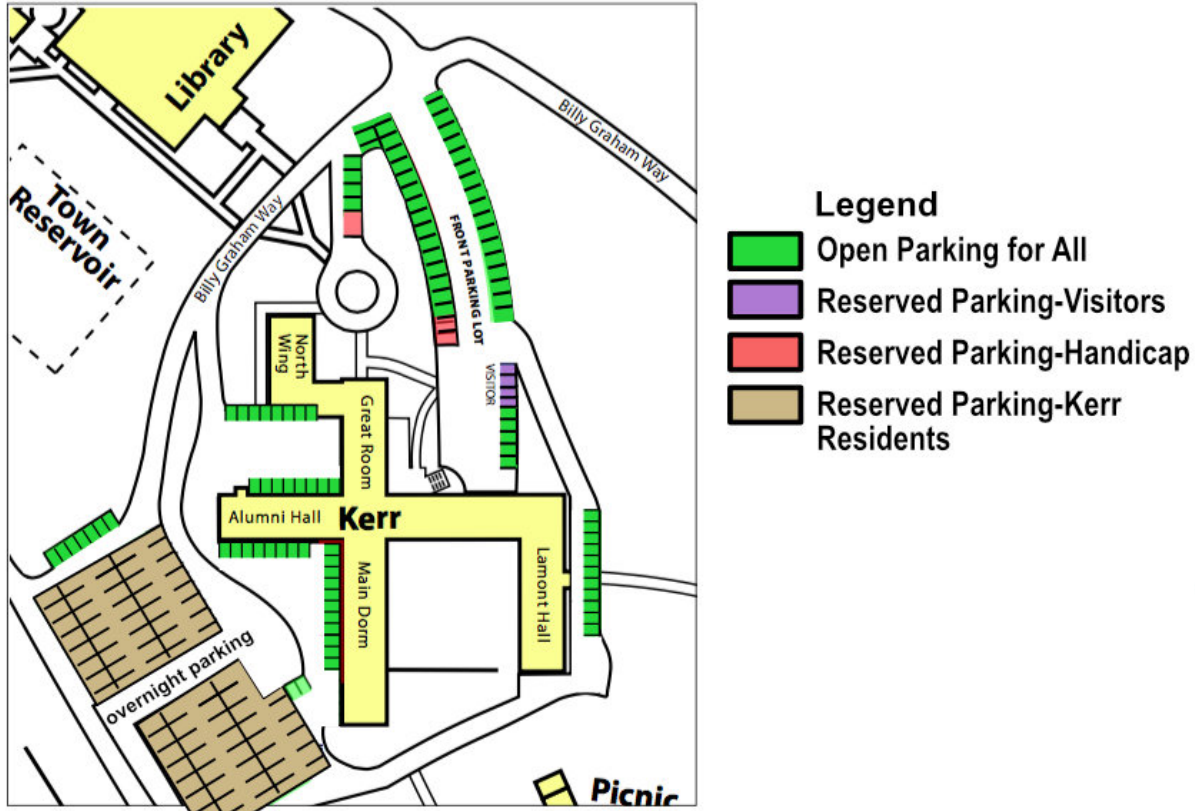
Library / Academic Center / Chapel Special Event Parking

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 may 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. Students who live off campus and faculty/staff who work at the Library or Academic Center 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. Commuter or Faculty/Staff vehicles which do not display this pass will not be permitted to park in any lot hosting a special event.

Kerr Building Parking

Visitor parking spaces in the main lot in front of Kerr are designated by signs and are reserved for the exclusive use of visitors only on weekdays from 8 AM – 5 PM (this restriction does not apply after 5 PM or on weekends and school holidays). Gordon-Conwell faculty, staff and students 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).



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.

The turnaround 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 but you must 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. If you do not notify Campus Safety as per policy and issued a campus parking reminder.

After 9 PM, apartment residents may put a 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 9 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 inoperable second vehicle.

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
- 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)
- Pilgrim Hall: parking spaces in front of the building.
- 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 (At Any Time)

- 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 1st–April 15th
- 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 Parking Lots in Winter

It is important that everyone cooperates and follows the snow removal procedures. These instructions serve as your only warning. **Citations issued related to snow removal 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. Residents and guests are 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 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. Snowplows cannot operate efficiently around randomly parked vehicles.

If you are away when lots might be plowed, 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 to begin will be issued a citation for interfering with snow removal and be towed at the owner's expense.

Notification Procedure

Information and instructions regarding the date and time of snow removal will be sent to the community through Gordon-Conwell email and flyers will be posted in school buildings

Snow Removal Procedures

Following a significant accumulation of snow, the Facilities Department may decide to empty a parking lot in order to clear the snow out. (not all snowstorms result in this course action). If they decide to do this, notification as to the date and time will go out by school email and flyers posted around campus.

The parking lot must be emptied of all vehicles by a designated time to avoid a fine and being towed. Similarly, vehicles must be returned to their parking lot by a designated time to avoid a fine.

If you have to move your vehicle for snow removal, designated temporary parking areas may be given. See your email or flyer for more detailed information.

If designated temporary parking areas are given, do not move your vehicle into them the day or night before. This will result in a fine.

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

Where to Move Your Vehicle for Plowing

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.

Enforcement

A system of campus parking reminders and fines for snow removal is used to encourage compliance with the seminary vehicle and safety regulations. **Snow removal fines are to be either paid at the Cashier's office or appealed to the Director/Chief, 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-480 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.**

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:

- \$50 fines will be assessed for blocking, impeding or hindering snow plowing or removal operation. Additionally, vehicles in violation may also be towed at the owner's expense.

You will be issued a campus parking reminder for:

- 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.

NOTE: 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.
- 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.
- 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, 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)
- 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.

The Hamilton Police Department will be called by Campus Safety to issue parking violations for:

- Parking in a handicap space when not properly entitled to. Vehicle may also be towed immediately.

- Parking in a fire lane. Vehicle may also be towed.

Possible Revocation of Driving Privileges on Campus

A person who receives 3 or more citations per year is subject to possible 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/her 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 determined to be abandoned per Massachusetts law
- Unregistered
- Interfere with snow removal
- Parked in Fire lane or blocking a fire hydrant
- Are illegally parked

Citation Appeal Process

Anyone wishing to appeal a citation must submit an appeal in writing on a Citation Appeal Form. Citation Appeal Forms are available at the Department of Public Safety, Campus Safety office, located in the North Wing of the Kerr building, room K-480. Forms can also be obtained at

<https://gordonconwell.edu/wp-content/uploads/2019/04/Citation-Appeal-Form.pdf>

All motor vehicle citation appeals will be decided by the Citation Appeals Committee, whose members are drawn from the Gordon-Conwell community and includes at least one student member. (In compliance with FERPA* requirements, the appellant's name is not released to the Citation Appeal Committee)

When deciding whether or not to appeal a citation, please be sure that your appeal has merit. It is the faculty, staff, student's responsibility to familiarize themselves with the campus Auto Regulations.

NOTE: Copies of all citations are kept on file by the Department of Public Safety, Campus Safety.

*FERPA: The Family Educational Rights and Privacy Act

APPEALS OF 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/Chief of the Department of Public Safety, Campus Safety. The Citation Appeals Committee will review your appeal and return a written decision within 15 business days of the date the appeal was received.

If the citation was written by the Director/Chief 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 Citation Appeals Committee for a decision and you are not satisfied with that decision, you may resubmit your appeal (along with the decision of the Citation Appeals Committee) 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 Vice-President of Operation/CFO.

APPEALS OF FACULTY/STAFF/ADMINISTRATION 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/Chief of the Department of Public Safety, Campus Safety. The Appeals Committee will review your appeal and return a written decision within 15 business days of the date the appeal was received.

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

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 Dean of Students. The decision of the Dean of Students shall be final.

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 or (978) 836-3798

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
- 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 or (978) 836-6798. (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 for much longer periods 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 are 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 sources.

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 inclement weather. To get school delay/closing information, go to:

- GCTS Website: <http://www.gordonconwell.edu>
- GCTS email Email notification from GCTS
- GCTS Voicemail (978) 468-7111 for a pre-recorded message
- WBZ (Channel 4) <http://boston.cbslocal.com/school-closings/>
- WCVB (Channel 5) <http://www.wcvb.com/weather/closings>
- NECN (Channel 6) <http://www.necn.com/weather/school-closings/>
- WHDH (Channel 7) <http://www.whdh.com/category/271838/weather-closings-delays>
- WEZE 590 AM Radio
- WBZ 1030 AM Radio

Women on Campus

Women leaving Goddard Library or Kerr Building after dark may not wish to 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.

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 and may lead to disciplinary action.

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 considered contraband subject to confiscation.

Weapons on Campus

The Gordon-Conwell Department of Public Safety would like campus community members to be informed about the state laws that apply on campus that may differ from what was acceptable at your previous residence. One such area of concern involves firearms and dangerous weapons. The presence of firearms in a college setting can be disruptive and frightening to the members of the community. While most people immediately recognize the hazards, some may be unaware or naïve about the laws of the Commonwealth regarding firearms and other weapons.

It is a violation of Massachusetts General Law to possess a firearm on school grounds (this includes your apartment or dorm room). It does not matter if you are properly licensed to carry a firearm in the State of Massachusetts; it is still a crime to bring it to Gordon-Conwell Theological Seminary (Unlicensed possession is an additional and more serious crime). The Massachusetts Supreme Judicial Court has recently ruled that a “BB gun” (pellet) is a firearm for purpose of this statute. The more obvious firearms include pistols, rifles, and shotguns. If it is determined that you have a firearm or other dangerous weapon at the seminary, you are subject to criminal prosecution in State Court and/or disciplinary action at the seminary.

MGL Chapter 269 s 10(j) “Whoever, not being a law enforcement officer...carries on his person a firearm...loaded or unloaded or other dangerous weapon in any building or on any grounds of any elementary or secondary school, college or university... shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both.” (Law Enforcement Officers are exempt).

MGL Chapter 269 s10 (felony) also prohibits possession of “dangerous weapons” and lists many types of weapons that are considered inherently dangerous, including but not limited to: several types of knives, metallic knuckles, nunchaku (two sticks attached to each other by a rope, chain...), shuriken or similar pointed star like throwing object, any armband, made with leather which has metallic spikes, points or pointed studs, or other dangerous weapon.

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

If you unwittingly brought any dangerous weapon to Gordon-Conwell it is in your best interest to remove it from the campus immediately. If you are found to have a dangerous weapon in your possession, the consequences may affect your future ability to obtain or maintain a firearms license, in addition to the penalties listed above.

If you have knowledge of someone in possession of a firearm or dangerous weapon, or if you have other concerns about this issue please contact Campus Safety or the Dean of Students.

NOTE: PRACTICE WEAPONS ON CAMPUS (not authentic or replicas): Seminary administration has approved and is fully supportive of campus community members use of practice, hobby or “craft” fake weapons on campus. The seminary requests the following guidelines be followed when campus community members are practicing their craft.

- Practice in a lesser populated area of campus (i.e. an open large field)
- Practice hobby, craft or fake weapons shall in no way reflect or resemble the authentic item. For example: use of a wooden martial arts prop sword would be appropriate, however painting the blade to “look” authentic would not be appropriate as we must also be cognizant of other campus community member’s perception and possibility of them being placed in undue fear by perceiving an actual threat.

* The Seminary fully affirms the cultural expression of martial artistry. Therefore individuals practicing martial arts without the presence of a practice weapon are NOT restricted to an open field.

Frequently Asked Questions

Where is the closest Registry of Motor Vehicles?

Consult the Massachusetts Registry of Motor Vehicles web site at <http://www.massrmv.com/> 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 to you 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-480 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

A List of One-Way Roads on Campus

Some parts of the campus road system are designated as one-way roads. Vehicles may drive on them in one direction only and for the safety of the community, compliance is enforced by Campus Safety

- HAROLD JOHN OCKENGA LANE – **exit only**
- J HOWARD PEW LANE (the part between the Woodbury St. and A.J. Gordon Court) – **entrance only.**
- THE DRIVEWAY INTO THE ACADEMIC CENTER PARKING LOT – **entrance only.**
- THE DRIVEWAY EXITING THE ACADEMIC CENTER PARKING LOT – **exit only.**
- THE ROADS AROUND KERR BUILDING – **counter-clockwise traffic only**

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 registered owner 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 registered owner will be 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. Prohibited activities include (but are not limited to):

- Operating a vehicle on campus with people sitting on, or holding onto, the exterior of the vehicle
- Using a vehicle to tow people. This includes, but is not limited to, skis, skateboards, sleds, etc.
- Standing in the back of a pick up or other open back truck while it is moving. Also prohibited is sitting on the side wall of the truck bed or on an open tailgate while the truck is in motion.

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.

Hover Boards

Devices known as hover boards may not be brought into or stored in any school building

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 Maintenance 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 campus parking reminder 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

The Massachusetts Registry of Motor Vehicles (RMV) website is

<https://www.mass.gov/orgs/massachusetts-registry-of-motor-vehicles/>

To locate the nearest RMV, go to

<https://www.mass.gov/orgs/massachusetts-registry-of-motor-vehicles/locations>

As of the time this guide was published, the nearest RMV office is in the town of Danvers.

Danvers RMV Address

8 Newbury St
Danvers Crossing Plaza
Danvers, MA 01923

Hours

Monday–Friday, 9:00 AM–5:00 PM

Services

- All driver’s license, vehicle registration and title transactions, registration cancellations, suspension payments, and learner’s permit testing.
- No suspension hearings held at this location.
- E-ZPass MA Transponders available at this location

Payment Methods

Credit and debit cards, cash, check and money orders accepted for all transactions.

For some transactions, you can also go to an office of the American Automobile Association (AAA). As of the time this guide was published, the nearest participating AAA office is in Peabody.

Peabody AAA Address

300 Andover St
Peabody, MA 01960

Hours

Monday–Friday, 9:00 AM–5:00 PM
Saturday, 9:00 AM–1:00 PM

Services

- Renew/replace driver’s license, renew/replace Massachusetts identification (ID) card, renew/replace/transfer vehicle registration, replace vehicle title

Payment Methods

Credit and debit cards, cash, check and money orders accepted for all transactions.

Important Telephone Numbers

Campus Safety

ext 4180
(978) 646-4180
(978) 836-6798

Hamilton Police/Fire/Ambulance

911 Emergency
(978) 468-1212 Police
(978) 468-4421 Non-emergency

Massachusetts Poison Control Center

(800) 222-1222

Beverly Hospital

(978) 922-3000

Student Life Services

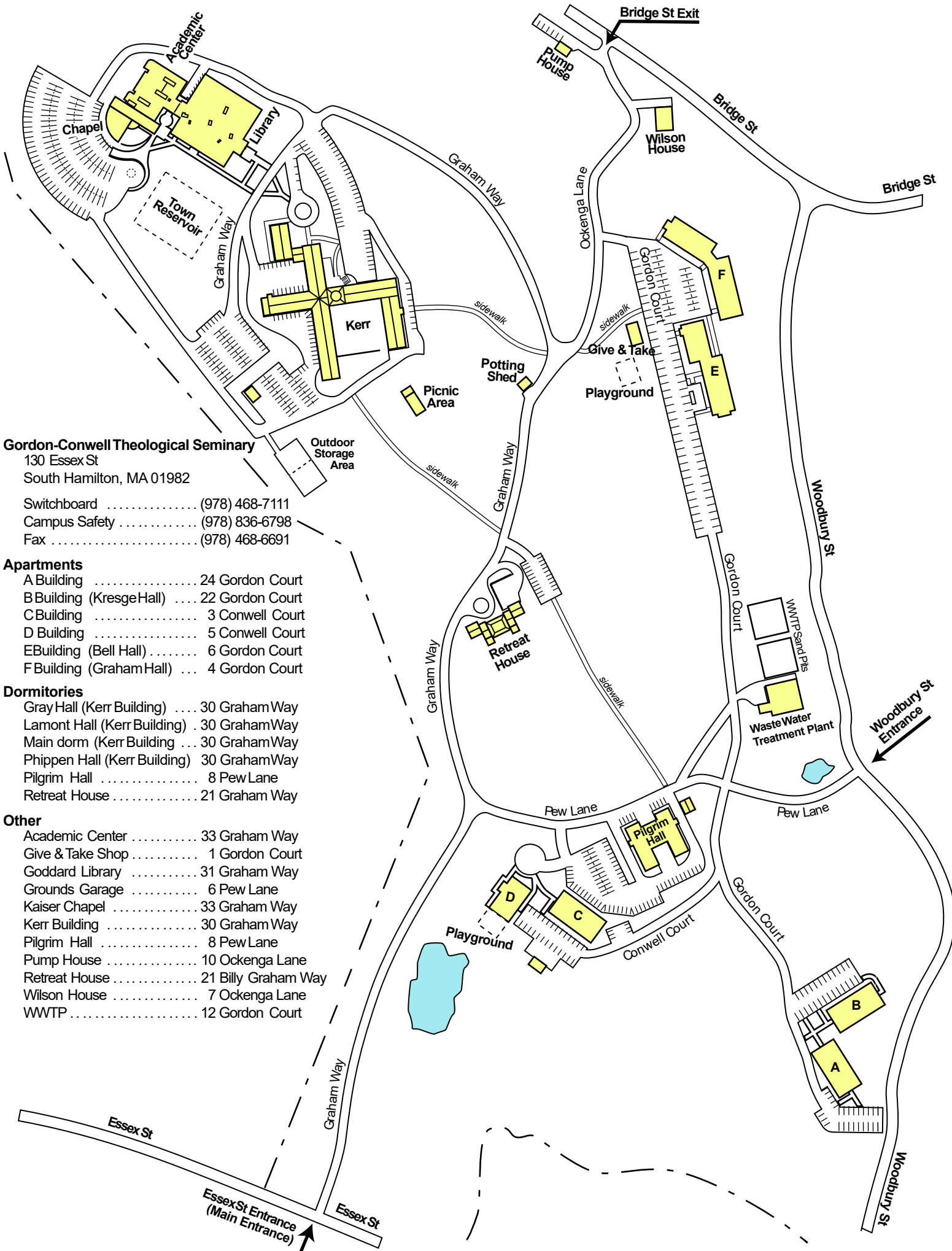
ext 4060
(978) 646-4060

Facilities Department

ext 4361
(978) 646-4361

Switchboard

ext 0
(978) 468-7111



Gordon-Conwell Theological Seminary

130 Essex St
 South Hamilton, MA 01982

Switchboard (978) 468-7111
 Campus Safety (978) 836-6798
 Fax (978) 468-6691

Apartments

A Building 24 Gordon Court
 B Building (Kresge Hall) 22 Gordon Court
 C Building 3 Conwell Court
 D Building 5 Conwell Court
 E Building (Bell Hall) 6 Gordon Court
 F Building (Graham Hall) ... 4 Gordon Court

Dormitories

Gray Hall (Kerr Building) 30 Graham Way
 Lamont Hall (Kerr Building) . 30 Graham Way
 Main dorm (Kerr Building) ... 30 Graham Way
 Phippen Hall (Kerr Building) 30 Graham Way
 Pilgrim Hall 8 Pew Lane
 Retreat House 21 Graham Way

Other

Academic Center 33 Graham Way
 Give & Take Shop 1 Gordon Court
 Goddard Library 31 Graham Way
 Grounds Garage 6 Pew Lane
 Kaiser Chapel 33 Graham Way
 Kerr Building 30 Graham Way
 Pilgrim Hall 8 Pew Lane
 Pump House 10 Ockenga Lane
 Retreat House 21 Billy Graham Way
 Wilson House 7 Ockenga Lane
 WWTTP 12 Gordon Court