

Campus Handbook of  
Vehicle  
Regulations  
AND



Public  
Safety  
2021-2022

GORDON  CONWELL  
THEOLOGICAL SEMINARY

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*Changes and Amendments to Regulations*

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*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 FridayAM.*

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## 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 Campus Safety within 48 hours of arriving on campus. Forms to register vehicles may be obtained at the Mailroom in the Kerr Building or online at:

<https://www.gordonconwell.edu/wp-content/uploads/2019/10/Auto-Registration-Complete.pdf>

All Gordon-Conwell vehicle registration stickers remain property of the Seminary. 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 Mailroom in the Kerr Building or online at:

<https://www.gordonconwell.edu/wp-content/uploads/2019/10/Auto-Registration-Complete.pdf>

A special 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 Mail Department of a Change / Transfer of License Plates**

If you change your license plates or transfer them to another vehicle, you must notify the Mailroom 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 Campus Safety officer observes you driving on campus with an expired, suspended, or revoked license plate, you may be issued a 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 Student Life 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 2-week temporary parking exemption shall be requested from the Mailroom and may be granted, if space is available. Requests for extensions may be requested and will be decided on a per case basis. 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 Mailroom in the 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 that are not moved for snow removal may be fined and towed at the owner's expense.

## Bicycle Registration

All bicycles brought onto campus must be registered with the Mailroom. Forms are available at the Mailroom. 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

### Handicapped Parking

Parking spaces designated for handicapped parking, anywhere on campus, are for the exclusive use of vehicles actively involved in the transportation of a person with a physical disability. Only vehicles displaying government-issued approved and authorized handicapped license plates or placards may park in a handicapped space. Temporary handicapped passes for use on the Gordon-Conwell campus only may be approved by the Student Life office and obtained from the Mailroom. 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 handicapped parking spaces on campus and are in effect 24-hours a day, year-round. Violators are subject to 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 handicapped spaces may not be used by any vehicle unless it is actively involved in transporting an individual with a physical disability. There is no overnight parking in this lot.

### 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 on weekdays from 8:00am–5:00pm (this restriction does not apply after 5:00pm or on weekends and school holidays). Gordon-Conwell faculty, staff, and

students may not use Kerr Building visitor parking on weekdays between 8:00am–5:00pm. Overnight parking is prohibited on the road on the side of the dorm of the Kerr building.

Overnight parking (12:00 midnight–7:00am) for Kerr residents and guests is allowed only in the front lot, as well as the upper and lower lots behind Kerr Building. You may not park overnight 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.

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. The spots in front of the Retreat House apartment are reserved for residents of that space.

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 9:00am–9:00pm. 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. 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. If you have a roommate and one parking spot, parking in the visitor's spots is not the solution, unfortunately, and you will need to make arrangements to park elsewhere.

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 (e.g., Christmas break or summer vacation). 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. The current long-term parking location is the row along the Academic Center by the chapel, but please confirm with the Housing Office. Keys need to be left with a trusted friend in case of emergency.

### **Prohibited Overnight Parking Areas (12:00 midnight–7:00am)**

- Academic Center parking lot
- Kerr Building: 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
- In the Give and Take spots

### **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
- 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



- In the circle of the Academic Center lot
- C-Building / D-Building Circle (this is a posted fire lane)
- Any areas around campus that 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 time designated below when snow is over six inches. 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 Physical Plant 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. Snow plows 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 are subject to a fine for interfering with snow removal and may 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 also may be on the school's Facebook pages.

### Snow Removal Procedures

Following a significant accumulation of snow, the Facilities Department may need to empty a parking lot in order to clear the snow out—normally this will occur during a snowfall of six inches or more. (Not all snow storms result in this course action). Notification as to the date and time will go out by school email and Facebook.)

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.

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

Please follow the schedule below when notified that residential parking lot clearing will begin. It is not helpful to move your vehicle before your allotted time because the alternative location may not be ready yet. Physical plant will alert the campus when they are ready to begin clearing parking lots and provide the time when that begins. The first two hours of parking lot clearing will be for Kerr, Apt A, and Apt B building residents. The second two hours will be for E and F building residents and the last 2 hours for C and D building residents. For example, if you are an E building resident and the parking lots are set to begin to be cleared at 9am, that means that from 11am-1pm your car needs to be moved from your spot.

Resident Location	Time Vehicle is to be Moved (will be the day following the storm)	Location Vehicle removed to
Kerr upper and lower lots (No parking during a snowstorm in front Kerr lot)	Hours 0-2 when parking lot clearing begins	AC Lot (so upper and lower Kerr lots can be cleared)
A and B building lots	Hours 0-2 when parking lot clearing begins	Pilgrim Lot
E and F building lots	Hours 2-4 when parking lot clearing begins	Lot on the far side of Bell building
C and D building lots	Hours 4-6 when parking lot clearing begins	Pilgrim Lot

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 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 Appeal Officer within 10 business days of the date the citation was issued. Appeal process is provided on the ticket. 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 List:**

Fines will be assessed for blocking, impeding, or hindering snow plowing or removal operations.

- 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 the Mailroom 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 that 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 a Gordon-Conwell sticker.
- Moving traffic or street signs violations on campus.
- Speeding.
- 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.
- Operating a vehicle with an expired, suspended, or revoked license plate.
- 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 Campus Safety officer.  
Disregarding the directive of a Campus Safety officer also will be forwarded to the Dean of Students 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 also will include immediate revocation of driving privileges on campus.
- Counterfeiting, altering, defacing, or transferring a registration decal. Violation penalty also will include immediate revocation of driving privileges on campus.

**Campus Safety will issue parking violations for:**

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

**Revocation of Driving Privileges on Campus**

A person who receives three 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 reviewed by the Dean of Students or Human Resources.

## Towing Vehicles

Vehicles may be towed at the direction of 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 to [safety@gordonconwell.edu](mailto:safety@gordonconwell.edu), and should include date, time, offense, and vehicle plate. 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.

## **Appeals of Student Citations:**

### **Where to Submit Appeals**

Submit your written appeal as indicated above. The Citation Appeals Officer will review your appeal and return a written decision within 15 business days of the date the appeal was received.

### **Contesting a Decision**

If there is more information not previously available or a procedural inconsistency, students may resubmit your appeal (along with the decision of the Citation Appeals Officer) to the Campus Safety Chief.

If your appeal was submitted initially to the Campus Safety Chief for a decision and there is more information not previously available or a procedural inconsistency, you may resubmit your appeal (along with the decision of the Campus Safety Chief) to the Dean of Students. The Dean of Students' decision is final.

## **Appeals of Faculty/Staff/Administration Citations:**

### **Where to Submit Appeals**

Submit your written appeal as indicated above. The Appeals Officer will review your appeal and return a written decision within 15 business days of the date the appeal was received.

### **Contesting a Decision**

If there is more information not previously available or a procedural inconsistency, a member of the faculty, staff or administration may then bring the matter to the attention of the Director of Human Resources. The decision of the Director of HR 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 the facts of the emergency. 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 so, you may try to restrain the animal. Call Campus Safety at (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
- 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:	(978) 646-4361 (Facilities Department)
After business hours:	(978) 646-4180

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 still may have electricity and you can use the extension cords to keep appliances running, like refrigerators.

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. 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 fire officials 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 (you are trapped):**

- 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 often will put out the flames. Rolling yourself up in a rug or blanket with your head outside also will 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 also will 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 open the door cautiously 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 opening the door carefully.

## 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: <https://www.gordonconwell.edu>
- GCTS email Email notification from GCTS
- GCTS Voicemail (978) 468-7111 for a pre-recorded message

## 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 Physical Plant for a \$30 replacement fee per key. If a key does not function properly or is lost, Physical Plant and the Housing Office 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 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 school setting can be disruptive and frightening to 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 still is a crime to bring it to Gordon-Conwell Theological Seminary (Unlicensed possession is an additional and more serious crime). The Massachusetts Supreme Judicial Court 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 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 also must be cognizant of other campus community member’s perception and possibility of them being placed in undue fear by perceiving an actual threat.

**NOTE:** The Seminary 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 Registry of Motor Vehicles?**

Consult the Massachusetts Registry of Motor Vehicles website at:

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

for branch office locations. Many business transactions may be done online at their website.

### **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 at:  
<https://www.mass.gov/doc/appendix-a-foreign-licensed-drivers-0/download>
2. You are 18 years old or older
3. You have a valid driver's license from your home country (not expired)
4. You will drive only the type of vehicle you are licensed to drive

In addition to meeting the above requirements, you also must 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 I decide not to register my car with Gordon-Conwell?**

All faculty, staff, and students are required to register their vehicles 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 Mailroom and must be filled out at the time you register your vehicle. 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 Mailroom 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.

**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 also must 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 Gordon 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 and immediately go to the designated assembly area. You may not re-enter 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 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.

**Safety for Skateboards, Roller Blades, etc.**

The use of skateboards, roller skates, roller blades, wagons, go-carts, and other similar devices can be dangerous given the 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. We ask that you always wear a helmet. 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 citation by Campus Safety 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:

[https://www.mass.gov/orgs/massachusetts-registry-of-motor-vehicles/locations?\\_page=1](https://www.mass.gov/orgs/massachusetts-registry-of-motor-vehicles/locations?_page=1)

## Important Telephone Numbers

### Campus Safety

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(978) 646-4180

### Hamilton Police / Fire / Ambulance

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911 Emergency

(978) 468-1212 Police

(978) 468-4421 Non-emergency

### Massachusetts Poison Control Center

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(800) 222-1222

### Beverly Hospital

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(978) 922-3000

### Student Life Services

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(978) 646-4071

ext 4060 Dean of Students

### Facilities Department

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ext 4361

(978) 646-4361

### Switchboard

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ext 0

(978) 468-7111