

# **Regulations for the Management of Vehicles Driving on Campus of I-Shou University**

Adopted on November 23, 1990 by the University  
Administration Council

Amended for the first time on September 4, 1991

Amended for the second time on April 21, 1993

Amended for the third time on February 17, 1995

Amended for the fourth time on May 28, 1999

Amendments to the Regulations ratified and  
promulgated by the President on November 16,  
2015

Article 1 The Regulations for the Management of Vehicles Driving on Campus of I-Shou University (hereinafter referred to as the “Regulations”) are made with the aim of keeping the campus safe and secure.

Article 2 The rules about the management of the vehicles operated by the faculty, staffers and students of I-Shou University (hereinafter referred to as the “University”) are as follows:

1. Only cars, motorcycles, electric motorcycles, and bicycles (only for the Medical Campus) with a valid parking permit issued by the University can enter the campus. After entering the campus, the car, motorcycle, electric motorcycle or bicycle must be parked in a designated parking space. A car, motorcycle, electric motorcycle or bicycle parked in violation of parking rules will be registered, and the violator will be subject to penalties ranging from a fine, revocation of the parking permit to prohibition against the vehicle entering the campus depending upon the seriousness of the violation. The penalties mentioned above may be meted out at the same time.
2. Motorcycle, electric motorcycle or bicycle riders are prohibited from entering the parking lot or the campus without wearing a helmet.
3. If a faculty member, staffer or student with disabilities or special needs wants to park in a space designated for persons with disabilities on campus, the student shall apply to the Safety Section of the Labor Safety and Hygiene Office (hereinafter referred to as the “Safety Section”) by presenting supporting documents, while the faculty member or staffer shall apply to the

General Affairs Section of the Office of General Affairs (hereinafter referred to as the “General Affairs Section”).

Article 3 Guests:

1. The organizer of an activity or event is required to notify the Safety Section in advance of the arrival of a guest(s) on the date of the activity or event. In so doing, the campus guard will write down the license plate number and allow the guest’s vehicle to enter the campus without exchanging an identity document for a temporary permit.
2. As for guests who arrive at the University by driving, riding or taxi and whose arrival is not expected, they are required to make a registration at the campus guard office next to the gate, exchanging an identity document for a temporary permit before entering the campus. Notwithstanding the foregoing, a guest (not a contractor) may directly enter the campus as stipulated in the preceding subparagraph provided that the campus guard confirms that he/she has been invited to the University by a faculty member or staffer of the University.
3. The campus guard will offer guests directions to parking lots.

Article 4 Contractors’ vehicles:

1. The vehicles operated by contractors must be registered at the campus guard office next to the gate, and contractors are required to exchange an identity document for a temporary permit before entering the campus.
2. Contractors who have entered into long-term partnership with the University may apply to the General Affairs Section for a fixed-term permit.

Article 5 The following vehicles may freely enter the campus: campus buses, the cars and motorcycles owned by the University, fire engines, ambulances, patrol vehicles, garbage trucks, mail vans, telecommunication repair vehicles, street sweepers, emergency vehicles, and vehicles registered by the Safety Section.

Article 6 The Safety Section is responsible for the planning of parking lots designated for the faculty, staffers and students, and the plan shall be submitted to the competent authority for approval before implementation.

Article 7 Application for a parking permit:

1. Faculty and staffers:
  - a. Parking permits are renewed every year, and they shall apply for renewal within fourteen days of a new academic year. The said time limit, however, is not applicable to initial applications.

- b. To apply for a parking permit, a faculty member or staffer shall first fill out an application form online, and then apply to the General Affairs Section (for cars) or the Safety Section (except cars) by presenting the faculty/staff ID badge, a photocopy of the driver's license, and a photocopy of the vehicle (motorcycle) license.
2. Students:
- a. Car parking permits are renewed every semester, while parking permits for motorcycles, electric motorcycles and bicycles are renewed every academic year. The application period is subject to the announcement made by the Labor Safety and Hygiene Office.
  - b. To apply for a parking permit, a student shall first fill out an application form online, print out the postal Giro deposit slip, and pay the fee at a nearby post office. Once the payment has been made, the student shall apply to the Safety Section by presenting a photocopy of the driver's license, a photocopy of the vehicle (motorcycle) license, the proof of the Compulsory Automobile Liability Insurance, and the payment receipt.
3. Guests: government agency heads, government officials, counselors, legislators, and personnel from academic research institutes who have official dealings with the University.
- To apply for a parking permit, a guest shall complete and submit an application form in duplicate to the General Affairs Section, and the General Affairs Section will process the application by following the due process.
4. Contractors: those having entered into long-term partnership with the University.
- To apply for a parking permit, a contractor shall complete and submit an application form in duplicate to the General Affairs Section, and the General Affairs Section will process the application by following the due process.
5. The parking permit must be displayed in the position designated by the University.

Article 8 Any change in parking lot cleaning rates shall not be introduced until being approved by the University Administration Council and announced by following the due process.

Article 9 For safety reasons, parking lots on campus are open to students from 07:00 a.m. to 11:00 p.m. Students who want to enter or leave the parking lot at any time other than the opening hours must first make a registration at the campus guard office next to the gate.

Article 10 The division of responsibilities:

1. Office of Student Affairs: raising students' awareness about road traffic safety and assisting with traffic violation appeals.
2. Office of General Affairs:
  - a. designing and producing faculty/staff car parking permits, processing and reviewing applications, and issuing car parking permits;
  - b. processing applications for parking permits made by guests and contractors, and assisting with traffic violation appeals; and
  - c. raising the faculty and staffers' awareness about road traffic safety.
3. Labor Safety and Hygiene Office:
  - a. designing and producing faculty/staff motorcycle parking permits and student parking permits, processing and reviewing applications, and issuing parking permits;
  - b. drawing up the Regulations and proclaiming its enforcement, supervising the campus guard registering vehicles entering and leaving the campus, reporting traffic violations on campus, and issuing traffic tickets; and
  - c. putting up and maintaining traffic signs on campus, planning campus parking spaces, and managing vehicles parked on campus.
4. Division of Continuing Education:
  - a. raising students' awareness about road traffic safety and assisting with traffic violation appeals; and
  - b. processing and reviewing permit applications made by students of the Division as well as issuing permits.
5. Office of Human Resources: assisting with traffic violation appeals put forward by the faculty and staffers.

Article 11 Violations, penalties and appeals:

1. Violations:
  - a. lending or allowing another person to use his/her permit, transferring his/her permit to another person, or reproducing, counterfeiting or altering his/her permit;
  - b. parking on campus at other than a designated parking space, blocking the traffic, speeding, disobeying the instructions given by the campus guard or traffic rules, thereby causing an accident and personal injury, or not wearing a helmet while riding a motorcycle on campus; and
  - c. any other behavior formally banned by the University.
2. Penalties:

- a. For the faculty, staffers and students, a traffic violation notification will be issued for the first two violations, and a fine ticket (NT\$500 for cars, NT\$200 for motorcycles, and NT\$100 for bicycles) will be issued for a third violation. For a fourth violation and any subsequent violation, a cumulative calculation is adopted; in other words, the amount will be increased to 1.5 times the fine imposed for the previous violation. For a sixth violation, the parking permit will be revoked immediately, no reissue or refund is allowed, and the vehicle will be prohibited from entering the campus.
- b. For contractors, a traffic violation notification will be issued for the first two violations, and a fine ticket (NT\$1,000 for cars and NT\$500 for motorcycles) will be issued for a third violation. For a fourth violation and any subsequent violation, a cumulative calculation is adopted; in other words, the amount will be increased to 1.5 times the fine imposed for the previous violation. For a sixth violation, the parking permit will be revoked immediately, no reissue or refund is allowed, and the vehicle will be prohibited from entering the campus.
- c. Anyone who has been issued a ticket and had no objection to the fine shall pay the fine at the Cashier Section of the Office of General Affairs by presenting the ticket within fifteen days of the date of issue. If the fine has not been paid within fifteen days of the date of issue, the vehicle will be prohibited from entering the campus.
- d. In case of a gross violation, the violator will be referred to the Office of Student Affairs, the Division of Continue Education, or the Office of Human Resources for consideration and disciplinary action, depending on whether he/she is a student of a daytime program, a student of an evening program, or a faculty member or staffer.

3. Appeals:

In case of objections against a traffic violation, an appeal must be put forward within seven days of the date of issue to the Office of Human Resources (for the faculty and staffers), the Office of Student Affairs (for students of daytime programs), the Division of Continuing Education (for students of evening programs), or the Office of General Affairs (for contractors). An appeal applicant shall complete and submit an appeal form to any of the said units, and the unit shall reply to the applicant with the appeal result within fourteen days of receipt of the appeal.

Article 12 The University is not responsible for the safekeeping of any vehicle operated or parked on campus. The onus is on vehicle operators to lock their vehicles.

Article 13 The campus guard shall impose restrictions on vehicles without a valid parking permit issued by the University and will prohibit such vehicles from entering the campus.

Article 14 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.*