

# Procedures for Managing Faculty, Staff and Student Vehicles on Campus

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- Article 1 Ming Chuan University has established Procedures for Managing Faculty, Staff, and Student Vehicles on Campus to maintain order and cleanliness on campus and to ensure the safety of pedestrians (herewith called these procedures).
- Article 2 The management of vehicles as referred to in these procedures refers to matters related to automobile and motorcycles, parking permit applications and distribution, use of parking spaces, and illegal parking on the part of faculty and staff members and students.
- Article 3 MCU Parking Permit Categories:
1. Faculty and staff automobile and motorcycle parking permits.
  2. Taipei campus part-time faculty and student organization advisor parking permits.
  3. Taipei campus vendor (temporary) vehicle parking permits.
  4. Taipei campus vendor motorcycle parking permits.
  5. Taoyuan Campus, faculty and staff outdoor automobile parking permits.
  6. Taoyuan Campus, part-time faculty and student organization advisor parking permits.
  7. Taoyuan Campus vendor (temporary) outdoor vehicle parking permits.
  8. Taoyuan Campus vendor motorcycle parking permits.
  9. Taoyuan Campus continuing education student automobile and motorcycle parking permits.
  10. Taoyuan Campus student outdoor automobile parking permits.
  11. Taoyuan Campus student indoor motorcycle parking permits.
  12. Jihe Complex faculty and staff indoor automobile parking permits.
  13. Jihe Complex part-time faculty indoor automobile parking permits.
  14. Jihe Complex student indoor automobile parking permits.
  15. Jihe Complex vendor indoor vehicle parking permits.
- Article 4 Parking Permit applications:
1. To apply for a parking permit on Taipei Campus (Jihe Complex), please download "Parking Permit Application Form" on General Affairs Division website and submit to Operations Section (General Affairs Section of Jihe Complex Administration Division) for approval.
  2. Faculty and staff members on Taoyuan Campus should log in to Faculty Information Network, complete the "Taoyuan Campus Parking Permit Application Form" and submit relevant documentation; a computer system drawing will be held for parking space allocation.

3. 3. Students on Taoyuan Campus should log in to Student Information System, complete the “Taoyuan Campus Parking Permit Application” and submit relevant documentation; a computer system drawing will be held for parking space allocation.

Article 5 Parking Permit Distribution:

1. Employees, faculty members or approved student applicants who require parking permits must first go to the Bursar (Taoyuan General Affairs Section, General Affairs Section of Jihe Complex Administration Division) and pay the parking fee. The receipt must be taken to register the driver's information, such as the employee ID and driver's license at the Operations Section (Taoyuan General Affairs Section, General Affairs Section of Jihe Complex Administration Division) to receive the parking permit.
2. Applications for a campus parking permit are limited to vehicles that belong to the applicant, the applicant's spouse or a direct blood relative.
3. The parking permit must be renewed every academic year.
4. Lost parking permits may be replaced. Replacement parking permits will incur a service fee of 100 NTD each.
5. Parking permits may not be duplicated by any means. Any violations involving duplication will be processed as forgeries.

Article 6 Parking Permit Fees:

1. Taipei Campus (each academic year):
  - A. Outdoor automobile parking permits are 2,000 NTD for full-time instructor and upper-level administrator; staff outdoor automobile parking permits are 1,000 NTD, three days per week; part-time instructor and student organization advisor outdoor parking permits are 500 NTD; vendor outdoor parking permits are 2,000 NTD; temporary parking permits are 1,000 NTD.
  - B. Faculty and staff motorcycle parking permits are 200 NTD; vendor parking permits are 200 NTD.
2. Taoyuan Campus (each academic year):
  - A. Indoor automobile parking are 4,000 NTD for full-time instructors and administrators; 2,000 NTD for instructor and administrator outdoor automobile parking; 500 NTD for part-time instructor and student organization advisor automobile parking; 2,000 NTD for vendor outdoor parking; 1,000 NTD for temporary parking permit.
  - B. Motorcycle parking permits are 400 NTD for faculty and staff members, and 400 NTD for vendors.
  - C. Student outdoor automobile parking will be 4,000 NTD and student indoor motorcycle parking will be 1,200 NTD (graduating students, 1,000 NTD).
  - D. Outdoor automobile parking permits are 500 NTD (per semester) for Continuing Education students and indoor motorcycle parking permits are 100 NTD (per semester).
3. Jihe Complex (each academic year):
  - A. Indoor automobile parking will be 4,000 NTD for full-time instructors and administrators, and 1000 NTD for part-time instructor indoor automobile

parking.

B. Student indoor automobile parking permits are 5,000 NTD.

C. Vendor indoor automobile parking permits are 4,000 NTD.

4. In cases of termination of studies or employment before the academic year ends, parking permits should be returned. Partial reimbursement of the fee will be calculated from the beginning of the following month.

#### Article 7 Parking Permit Use:

1. Valid parking permits should be placed at the lower left corner of car, truck or van windshields and the front center of motorcycles for proper identification.
2. Entering vehicles will be carefully inspected by the campus security guards. Persons whose vehicles do not have a parking permit (except for government officials' vehicles) must present a valid car registration at the security office to receive a temporary permit badge and parking ticket.
3. Parking permits are not to be transferred to any unauthorized person. Any violation will result in the cancellation of the permit and possible punishment.
4. Upon any change or transfer of vehicles, parking permits should be turned into the General Affairs office by the holder. Parking permits may not be transferred. This also applies to university employees when leaving their positions.

#### Article 8 Parking Space Rules:

1. Vehicles must be parked in designated parking spaces. Do not park randomly to maintain order in the parking areas.
2. Vehicles must be parked in designated parking spaces according to the proper markings to avoid disrupting the entry and exit of other vehicles.
3. Vehicles are not permitted to park in places marked for special use, such as "for school bus" or "for special guests".
4. Parking is strictly prohibited in non-designed parking spaces for the safety of faculty, staff and students in the university.
5. Jihe parking lot is located on B3, please park in designated university parking spaces.
6. Vehicles parked in Jihe parking lot should cooperate with the parking permit check and entrance control administered by the community security guards
7. Vehicles cannot be parked overnight. The overnight period is from 0am to 6am. No vehicles can enter or exit the parking lot during this time period.

#### Article 9 Parking Violations:

1. Any vehicle parked in an unauthorized place or with the parking permit placed improperly will be considered in violation.
2. Vehicles with proper parking permits violating parking regulations will receive a ticket, have a lock placed on them, and the permit holder will be penalized with a fine of 500 NTD for vehicles and 300 NTD for motorcycles. Those who violate parking regulations twice will have their parking permits cancelled and fees paid will not be refunded.

#### Article 10 Other Important Issues:

1. Motorcycle riders must wear helmets.
2. Vehicles are to reduce speed on campus.

3. Parking permits only grant permission for parking and do not guarantee sufficient parking spaces for all vehicles and motorcycles or assume any responsibility on the part of the university for loss or damage.
4. Students are not allowed to drive a car or ride a motorcycle on Taipei campus, and violators will be punished in accordance with 12 Section, Article 9 of Ming Chuan University Merit and Demerit Procedures. Special approval from the president is required to issue parking permits to students.
5. Owing to space limitations, administrative staff members (with the exception of unit administrators), and laborers will only be allowed to park on Taipei campus three work days per week. Administrative staff members from Taoyuan campus who park on Taipei campus and take the school bus to Taoyuan should also follow these procedures. These procedures do not apply on weekends, holidays, winter or summer vacations, or during midterm or final examination weeks.

Article 11 Matters not covered above will be dealt with in accordance with other relevant university regulations.

Article 12 Upon being passed at the General Affairs Committee Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***