



# Administrative Policy Vehicle Registration

**Approved By:** President

**Date Approved:** Not Available

1. **Summary:** This policy establishes requirements regarding vehicle registration for students and employees of the College.
2. **Rationale:** This policy is necessary to ensure that sufficient parking space is available for the College's employees and students and to contribute to the security of the College's campus.
3. **Entities Affected:** students, faculty, and staff
4. **Definitions:** Not applicable.
5. **Policy:** All students and employees of the College must register their vehicles with College's Police Department. All unregistered vehicles must be signed in at the first floor receptionist desk throughout the semester.

The campus parking lot is only to be used by Criswell College students, employees, and visitors. Vehicles are not to be left parked in the campus parking lot overnight or during weekends without prior approval from the College. If a vehicle (registered or unregistered) is left parked in the parking lot overnight without approval, it is subject to being towed at the owner's expense.

6. **Procedure:**
  - a. **Implementation:** The College's Chief of Police is responsible for maintaining procedures by which this policy is implemented.
  - b. **Responsibility for Compliance:** Chief Business Officer
  - c. **Notification:** This policy will be posted on the College's website, a summary of the policy will be published in the College's *Student Handbook*, and new students and employees will be informed of the policy at the beginning of their tenure at the College.

For the Office of Institutional Effectiveness and Research only:

Policy version: 1.0

Policy number: 2.021

Related policies:

## Policy History

Version 1.0

Not Available