



# Administrative Policy Vehicle Registration

**Approved By:** President

**Date Approved:** Not Available

**Effective Date:** 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 sufficient parking for College employees and students, and to contribute to the security of the College campus.
- 3. Entities Affected:** students, faculty, staff, residents
- 4. Definitions:** not applicable
- 5. Policy:** All students and employees of the College must register their vehicles with the College's Police Department. All unregistered vehicles must be signed in at the first-floor reception desk throughout the semester.

The campus parking lot is only to be used by Criswell College students, employees, and visitors. Except for vehicles belonging to residents and guests staying in campus housing, 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 Chief of Police is responsible for maintaining procedures by which this policy is implemented.
  - b. Responsibility for Compliance:** Chief Financial 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.
  - d. Policy Review:** This policy will be regularly reviewed according to the College's policy review procedure.

For the Office of the President only:

Policy version: 1.0

Policy number: 2.021

Related policies:

## Policy History

Version 1.0

Not Available