

Regulations for Controlling the Motor Vehicles Driving on Campus at I-Shou University

Approved at the meeting of the University
Administration Council on November 23, 1990

Amended for the 1st time on September 04, 1991

Amended for the 2nd time on April 21, 1993

Amended for the 3rd time on February 17, 1995

Amended for the 4th time on May 28, 1999

Article 1 To keep the safety on campus, the *Regulations for Controlling the Motor Vehicles Driving on Campus at I-Shou University* is hereby stipulated (hereinafter referred to as the “Regulations”).

Article 2 Faculty members (including part-time teachers) and staff members (including contract staff) of I-Shou University (hereinafter referred to as the “Faculty/Staff members”) shall be subject to the regulations listed below when riding a scooter/motorcycle or driving a vehicle to enter the University:

1. Faculty/Staff members may drive cars to enter or leave the campus by a pass. Faculty/Staff members shall park their cars at the designated parking lot after entering the University. Anyone who violates the regulations shall be recorded.
2. Faculty/Staff members may ride a scooter or motorcycle to enter or leave the University by a pass. The scooters or motorcycles shall be parked at the motorcycle parking lot by law after entering the University. In principle, it is not allowed to ride a scooter or motorcycle on campus except for the handicapped persons or the ones who need to ride a scooter or motorcycle due to special reasons. Anyone who violates the regulations shall be recorded.
3. It is required to wear a helmet when riding a scooter or motorcycle on campus. Anyone who violates the regulations shall not enter or leave the parking lots or the University.

Article 3 Students of the University shall be subject to the regulations listed below when riding a scooter/ motorcycle or driving a vehicle to enter the University:

1. Students may drive cars to enter or leave the University by a pass. The vehicles shall be parked at the designated parking lot after entering the University. Anyone who violates the regulations shall be recorded.
2. Students shall park their scooters or motorcycles at the designated parking lot by a pass. Anyone who violates the regulations shall be recorded.
3. It is not allowed to ride a scooter or motorcycle on campus. Anyone who violates the regulations shall be recorded.
4. It is required to wear a helmet when riding a scooter or motorcycle. Anyone who violates the regulations shall not enter or leave the parking lots or the University.
5. Handicapped students or students who need to ride a scooter or motorcycle on campus due to special reasons shall apply to the Student Campus Life Guidance Section of the Office of Student Affairs in advance.

Article 4 Anyone who visits the University as a guest shall be subject to the regulations listed below:

1. Unit that invites the guest to visit the University shall inform relevant information to the Security Office at the school gate in advance. The guests may enter the campus (without getting a temporary pass) after registering at the Security Office.
2. If the guests visit the University by driving or taking a taxi without making an appointment in advance, they shall register at the Security Office, and enter the University after obtaining a temporary pass.
3. Security guards shall guide the guests to park their vehicles at the parking lot.

Article 5 Business vehicles:

1. Unit that requests companies to carry on the construction projects, deliver the goods or products, shall inform the Security Office in advance. These companies shall enter the University after registering at the Security Office and obtaining a temporary pass.
2. Anyone who delivers goods to the dormitory, restaurants or shops may enter the University after registering at the Security Office and obtaining a temporary pass.

3. Companies that have signed a long-term contract with the University shall apply for a regular pass to the General Affairs Section of the Office of General Affairs in advance.

Article 6 Vehicles exempt from access control: University shuttle buses, official vehicles, fire-fighting vehicles, ambulances, patrol cars, garbage trucks, post cars, telecom repair & maintenance cars, cleaning cars, vehicles taken by those requiring immediate medical care or other cars which shall be exempt from access control by the Security Office due to special reasons after being informed by the Office of General Affairs.

Article 7 Parking lots: Parking lots for faculty/staff members' cars or scooters shall be managed and arranged by the General Affairs Section of the Office of General Affairs.

Article 8 Regulations for applying for a pass:

1. Faculty/staff members:

- (1) Faculty/staff members shall renew their passes within two weeks after the classes begin in each academic year. However, newly-hired faculty/staff members or those who buy a new car shall apply for a new pass.
- (2) Faculty/staff members who apply for a pass for the first time shall present their staff ID badge and one copy of driver's license and vehicle license to the General Affairs Section of the Office of General Affairs when applying for a pass.
- (3) Faculty/staff members from the same units shall submit the application of renewing passes as a whole to the General Affairs Section of the Office of General Affairs each year.

2. Students of the University:

- (1) Vehicle pass shall be renewed every semester, and the scooter/motorcycle pass shall be renewed every semester or academic year. The application period shall be announced by the Office of Student Affairs respectively.
- (2) Students shall apply for a pass by an application form acquired from the Student Campus Life Guidance Section of the Office of Student Affairs. Students shall also submit one copy of driver's license, vehicle

license and a letter of consent signed by parents (the General Affairs Section of the Office of General Affairs will also check the helmet when students applying for a scooter/ motorcycle pass) to apply for a pass.

3. Guests: The term “Guests” referred herein shall mean the directors of organizations, counselors, representatives of elected representative assemblies, or staff of academic research institutions. The application form must be made in duplicate and submitted to the Office of Secretariat for issuing a guest pass in accordance with relevant regulations.
4. Subcontractors: The term “Subcontractors” referred herein shall mean the companies that have signed a long-term contract with the University. The application form must be made in duplicate and submitted to the Office of General Affairs for issuing a pass in accordance with relevant regulations.
5. Please stick the pass according to the regulations.

Article 9 The charge for cleaning of the parking lots of vehicles or scooters/motorcycles shall be announced after discussed and approved by the Executive Board Meeting in each academic year.

Article 10 Students can park the vehicles/scooters (motorcycles) at the University from 7:30 a.m. to 11:00 p.m. In consideration of safety, students shall register at the Security Office when they enter or leave the University before or after the permissible time.

Article 11 Procedures for the handling of situations when students or faculty/staff members violate the regulations:

1. The record of students who violate the regulations shall be submitted to the Office of Student Affairs. Such students shall be punished by the Office of Student Affairs pursuant to the Regulations if such violations are found to be true.
2. Faculty/staff members shall be reported to the Office of Human Resources and be punished pursuant to the Regulations if they are found to violate the regulations.
3. The passes shall be used by the holders only, and they must not be transferred, copied, counterfeited or lent to others. The University may withdraw the passes if students or faculty/staff members violate the regulations without a refund, and the violators may be punished pursuant to

the University Regulations depending on the severity. The University may withdraw the passes if the guests or subcontractors violate the regulations.

4. If students or faculty/staff members are found to park the cars without following the regulations, or interfere with traffic, or ride a scooter/motorcycle without wearing a helmet on campus, they shall be fined NT\$500 for the first time, NT\$1,000 for the second time, and NT\$1,500 for the third time. The University will also withdraw the violators' passes if they are found to violate the regulations for the third time apart from fining NT\$ 1,500.
5. Subcontractors shall be fined (NT\$ 1,000 for cars and NT\$ 500 for motorcycles) if they are found to park the cars without following the regulations, or block the traffic on campus, or speeding on campus.
6. The University may withdraw the pass immediately if the pass holder does not follow the instructions of the security guards or the traffic regulations. Moreover, the holder shall not ask for a refund and is disqualified from applying for a new pass for the following academic year or semester.
7. Anyone whose pass is withdrawn due to violation against the regulations shall not ask for a refund and is disqualified from applying for a new pass for the following academic year or semester.
8. Violators who are fined shall not enter the University before paying up the fines within the prescribed period.

Article 12 The University shall not be responsible for any loss of the vehicles, scooters/motorcycles owned by the students or faculty/staff members. Students or faculty/staff members shall properly lock their vehicles or scooters/motorcycle for safekeeping.

Article 13 Security guards at the school gate shall prohibit the vehicles without a pass from entering the University.

Article 14 Duties and Responsibilities:

1. Office of Student Affairs (or Student Affairs Section of Division of Continuing Education):
 - (1) Affairs relevant to the application, review and issuing of students' vehicle passes.

- (2) Affairs relevant to traffic safety promotion to students and the handling of student violations.
 - (3) To design and produce students' vehicle passes.
2. Office of General Affairs:
- (1) Drawing up and promulgating the regulations for the control and management of the motor vehicles on campus.
 - (2) Supervising the security guards on controlling the vehicles or scooters/ motorcycles entering or leaving the campus.
 - (3) Affairs relevant to the establishment, planning, maintenance and management of the parking lots on campus.
 - (4) To design and produce the vehicle passes for faculty/ staff members.
 - (5) To design and place the traffic signs on campus.
 - (6) Affairs relevant to the application, review and issuing of vehicle passes for faculty/staff members.
 - (7) Affairs relevant to traffic safety promotion to faculty/staff members and the handling of violations.
 - (8) Reporting and recording of the violators who violate the regulations.
 - (9) Affairs relevant to the issuing of vehicle passes for the subcontractors.
3. Office of Secretariat: Affairs relevant to the issuing of vehicle passes for the guests.
4. Office of Accounting: Affairs relevant to the approval and submission of the charge for cleaning of the parking lots in each academic year.

Article 15 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratification by the President. Amendments must also undergo the same procedures.

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.