

CYCU Regulations Governing Vehicle Management.

Approved at the 913rd School Administration Council on October 3, 2013

Approved at the 935th School Administration Council on September 10, 2015

Amended per the letter under Yuan-Mi-Zi No. 1050002657 dated August 25, 2016

- Article 1. In order to maintain campus tranquility, traffic safety, environmental aesthetics, and parking order, Chung Yuan University (hereinafter referred to as "the University") establishes the Regulations Governing Vehicle Management (hereinafter referred to as "these Regulations").
- Article 2. The term "vehicle" in these Regulations refers to small cars, ambulances, fire engines, police vehicles, postal vehicles, telecommunications service vehicles, power engineering vehicles, garbage trucks, and passenger vehicles (buses, coaches, taxis, etc) that enter the University campuses (excluding the Dickson Lee Hall underground parking lot).
- Article 3. All vehicles entering the University campuses must possess a valid pass issued or approved by the University for entry. However, the following vehicles may enter the University campuses without a University pass, with permission from the campus police: ambulances, fire engines, police vehicles, postal vehicles, telecommunications service vehicles, power engineering vehicles, garbage trucks, and passenger vehicles (buses, coaches, taxis).
- Article 4. The types of vehicle passes and their recipients for driving within the University campuses are as follows:
1. Long-term Vehicle Pass:
Issued to full-time and part-time faculty, staff, contract employees, and workers serving the University. Applicants must submit an application form, their own driver's license, and the driver's license of themselves, their spouse, or immediate family members. Each person may apply for only one pass, which is subject to annual renewal and must be affixed to the designated location inside the vehicle.
 2. Regular Vehicle Pass:
Issued to visitors (such as construction contractors or employees of the University's staff-consumer cooperative) and students who work on the University campuses for a specific period (over one week). Applicants must submit an application form, relevant supporting documents (providing reasons for frequent access to the University campuses or a valid student ID), valid identification documents, their own driver's license, and a driver's license for driving. Each person may apply for only one identification card, which is subject to monthly renewal, unless approved by the University in special circumstances, and must be affixed to the designated location inside the vehicle.
 3. VIP Vehicle Pass:
Issued to the University's directors and invited VIPs.
 4. Student Vehicle Pass:
Issued to non-regular registered students of the University (such as students of the Extension Education Division). When applying, an application form and relevant supporting documents must be submitted to the Extension Education Division, along with the applicant's driver's license and vehicle license. Each person is limited to one pass, subject to renewal for each course, and must be affixed in the designated position inside the vehicle.
 5. Temporary Vehicle Pass:
Issued to temporary visitors or parents of University students who need to enter the University campus for meetings, business, visits, or work. When applying, valid identification documents must be presented at the entrance of the campus, and the

pass is valid for the day of issuance, with the date marked on the pass. The pass should be placed on the dashboard inside the vehicle.

- Article 5. The University may determine the quantity of vehicle passes to be issued according to actual needs. A cleaning and maintenance fee or administrative fee may be charged at the time of issuance of the pass, and the fee schedule shall be determined by the Office of General Affairs.
- Article 6. Unless required for work purposes or with special permission from the University, no vehicle is allowed to enter the pedestrian areas within the University campus.
- Article 7. Except for special work vehicles mentioned in Article 3, vehicles must possess a valid University vehicle pass to park inside the University campus. The vehicle pass must be within its validity period, affixed in the designated position inside the vehicle, and parked in the designated area as specified on the pass.
- Article 8. All vehicles entering the campus must be parked in designated indoor or outdoor parking spaces or temporary parking areas designated by the University. Vehicles should be parked neatly and correctly. Work vehicles mentioned in Article 5 may be parked at the work site without obstructing traffic during working hours. However, prior notice and guidance from the security office are required for large crane trucks and trailers to be directed to the construction site.
- Article 9. Vehicle owners are responsible for the safety of vehicles and belongings parked on campus.
- Article 10. When organizing large events or conferences, University departments should proactively contact the Office of General Affairs in advance to inform them of the time and location, confirm parking arrangements, and notify participants. This facilitates inspection and guidance by campus security at the entrance and directs guest vehicles to designated parking areas.
- Article 11. Vehicles entering the campus without valid vehicle passes issued or recognized by the University will be considered as violations.
- Article 12. Vehicles driving on campus must adhere to general traffic rules and are strictly prohibited from speeding or honking unnecessarily. Violations will be considered as traffic offenses.
- Article 13. Failure to park within designated parking spaces or designated areas, crossing parking spaces, or parking in disability parking spaces without a disability permit will be considered as parking violations.
- Article 14. Vehicles entering or parking in pedestrian areas on campus will be considered as traffic or parking violations.
- Article 15. Vehicle passes must not be lent, transferred, or have their numbers obscured. Upon detection of violations, vehicle passes will be immediately revoked and cancelled, and no new passes will be issued for the current period. Individuals using forged vehicle passes will be prosecuted according to the law if there is sufficient evidence.
- Article 16. The University may take disciplinary actions against vehicles that commit traffic or parking violations.
- Article 17. Depending on the severity of the offense, violators may receive verbal warnings, warning notices affixed to the vehicle, immobilization, towing, or issuance of traffic violation tickets. Vehicles that fail to rectify violations may receive daily traffic violation tickets until compliance is achieved. For vehicles with a cumulative record of three or more violations, the vehicle passes will be canceled and revoked. The applicant or organization may not reapply within three months.

- Article 18. In addition to the measures outlined above, vehicles that violate parking regulations may be towed, and the vehicle owner must present identification, register their name and affiliated institution, and pay the necessary relocation fees before the vehicle is released.
- Article 19. Those who disagree with the enforcement should first pay the fine for the violation and file a complaint with the Office of General Affairs within 10 days from the date of enforcement. Only one complaint per case is allowed.
- Article 20. Vehicles that remain stationary in campus parking lots (including underground parking) for an extended period without moving and have received warning notices for more than one week may be treated as unclaimed vehicles.
- Article 21. If there are situations not covered by this regulation or if additional types of passes are required, applications may be submitted by the department to the General Service Division for approval and issuance.
- Article 22. The fees and regulations for using the vehicle passes mentioned in this regulation will be specified in a separate fee schedule established by the Office of General Affairs and approved by the University president. The collected fees, in addition to being deposited in accordance with the law, will be used for various measures to improve the University's traffic and parking management.
- Article 23. The Regulations are passed by the School Administration Council, and shall be promulgated and enforced by the President. The same shall apply where the Regulations are amended.