

Guidelines (including the Requirements) for Campus Access of Vehicles for 2021

- 1. Purpose of Guidelines:** Established by the University Public Assistance and Security Office (PASO) in coordination with the Buildings and Grounds (BG) Department and the Office of the General Counsel (OGC), this policy has been developed to promote and maintain an organized, accessible, and safe University campus. There are registration fees required in acquiring Vehicle and Gate Passes, as well as corresponding penalties.
- 2. Vehicle and Gate Pass Registration and Requirements:** Students, parents/guardians, faculty and staff, administrators, and alumni who desire to have vehicular access to the University campus shall apply and register their vehicle at the PASO, which will grant a pass in the form of a sticker for their vehicle. Aside from filling-up the online registration form, the following documents shall be submitted in soft copy through the online registration form and in hard copy to the PASO:
 - a. Photocopy of Valid Certificate of Registration (CR) and the Official Receipt (OR) of the Vehicle/s in the name of the applicant
 - Those with newly purchased or secondhand vehicles waiting for the Land Transportation Office to release their CR/OR may submit a Certificate of Purchase/Ownership from the car dealer or the Deed of Sale from the vendor in the name of the applicant
 - b. Valid Driver's License of the applicant
 - c. Original Receipt from the SU Business and Finance Office to confirm the payment of the registration fee

*For those who will register two-wheeled vehicles, a helmet is required.

3. Registration Fee:

- a. Vehicle Pass (with parking privileges)
 - i. Php 5,000.00 for 1 year for four-wheeled and three-wheeled vehicles
 - ii. Php 1,000.00 for 1 year for two-wheeled vehicles
 - iii. Faculty and staff shall be exempted from the payment of fees for one vehicle. If they register an additional vehicle, they are required to pay the above fees.
- b. Gate Pass (entry only; no parking privileges)
 - i. Php 1,000.00 per school year for four-wheeled and three-wheeled vehicles
 - ii. Php 500.00 per school year for two-wheeled vehicles

Note: Both passes allow access only to the main gates (regular hours) and other gates (one-way periods).

- 4. Approval and Processing:** A vehicle is considered registered when the registration form has been completed and the requirements for registration have been submitted.

The vehicle must be brought to the parking area of PASO for sticker installation. Only authorized personnel from PASO can install the sticker. All stickers are non-transferable and will expire at the end of the year.

- 5. Conditions:** Entry and parking inside the campus are privileges granted by the University through the Vehicle and Gate Passes. Pass holders are to abide to the following:
- A. The sticker must be displayed at the upper right of the passenger side for four-wheeled and three-wheeled vehicles, and at the front part of two-wheeled vehicles. Removal of the sticker or the display of the same in an unprescribed manner will result in the termination of the privilege.
 - B. The sticker shall, at all times, remain mounted on the designated vehicle. No vehicle shall be allowed entry into and to park inside the University campus without the appropriate pass.
 - C. The vehicle owner shall ensure that their vehicle is operated only by persons with a valid driver's license.
 - D. The vehicle owner/driver agrees to conform to all policies governing the operation of motor vehicles; traffic rules and courtesy; 25 km/hr speed limit within the campus area; and noise and air pollution standards. The "No Helmet, No Entry" policy of the University applies to motorcycle applicants; thus, drivers without helmets will not be granted a Vehicle Pass nor a Gate Pass. Non-wearing of helmets while driving inside the University campus may result in the revocation or suspension of entry and parking privileges and the removal of the Vehicle or Gate Pass sticker.
 - E. The vehicle owner/driver agrees that he/she will not bring inside the campus nor keep in his/her vehicle while it is inside the campus items that are prohibited under school policy, including firearms, pornographic materials, illegal drugs, alcoholic drinks or beverages, explosives, and other dangerous chemicals and materials.
 - F. The vehicle owner/driver understands that any violation of the conditions set forth by the University may result in the termination of this privilege, imposition of fines, disciplinary action by school authorities and/or legal action in court.
 - G. The vehicle owner/driver hereby acknowledges that public health, welfare, and safety in the University are of paramount importance. Consequently, the vehicle owner hereby authorizes school authorities to determine the reasonable existence of public risk and to inspect and search the vehicle, including its contents; and permits the removal of any unauthorized articles described above or those which may endanger the health, welfare, or safety of students or school personnel. Any such articles may be retained and used as evidence in disciplinary proceedings by school authorities or delivered by appropriate law enforcement officials at the sole discretion of the school authorities. Refusal of the vehicle owner to allow the University to do any of the foregoing shall be a ground to revoke the privilege.

- H. Replacement of the lost, stolen, or destroyed sticker will be at the vehicle owner's expense. The cost for such replacement is the same as for a new sticker.

6. Parking Rules for Pass Holders:

- A. Vehicle Pass holders are to park their vehicles at designated parking areas. The designated parking areas are color-coded and match the color of the sticker. The responsibility of finding a parking space rests with the vehicle owner/driver. Lack of space in designated parking lots is not a valid reason for violating parking regulations. Improperly parked vehicles are subject to campus citation, immobilizing and/or towing at the owner's expense.
- B. Campus parking is allowed from 6:00 a.m. to 6:00 p.m., Monday to Sunday.
- C. Parking must be in accordance with posted signs and campus regulations. Regulations are enforced at all times by the PASO.
- Di. Parking Violations and Fines:
- Parking Violations:
 1. Unauthorized parking (not in accordance to color-coded pass)
 2. Removing, tampering with, changing, mutilating or destroying any traffic control sign, barricade, university marker, and other devices incidental to parking regulations
 3. Driving or parking on areas not meant for vehicular use
 4. Parking in a controlled area without displaying a proper permit
 5. Parking in an area with a "No Parking" sign
 6. Taking up more than one parking space
 7. Parking of vehicle beyond curfew hour
 - Parking Fines: All fines are payable to Silliman University within fifteen (15) calendar days after the date of violation. Payment shall be made at the Business and Finance Office.
 - Parking violation fines are Php 200.00 for the first violation and an increment of Php 50.00 for every succeeding violation.

Ex.	First Offense	- Php 200.00
	Second Offense	- Php 250.00
	Third Offense	- Php 300.00
 - Failure to pay fines within the 15 calendar days' notice will result in an additional fee (50%) being added to the original fine for violation.
 - Students with outstanding parking fines will have their balances automatically forwarded to the Student Accounts office for collection. Any additional late charges will be likewise assessed.
 - For non-students, failure to pay the prescribed fine shall cause the revocation and/or non-renewal of the Vehicle or Gate Pass.
 - Fraudulent use of a sticker will result in automatic termination of the privilege and disciplinary action.

- Appeal for Parking Violations and Fines: Any person receiving a traffic or parking violation citation may appeal the same with the PASO within a non-extendible period of three (3) days from the issuance of the citation. The appeal shall be in writing. Resolution of the Appeal shall be summary in nature. The decision of the appeal by the PASO is final and not subject to reconsideration.

- E. Campus visitors will be issued a temporary pass in the form of a laminated card and will be directed to "Open Parking" areas or appropriate visitor parking areas. The card must be turned over at the security post when exiting the campus.
- F. Physically challenged individuals have specified parking areas.
- G. Parking violations also apply to Gate Pass holders.

7. Transfer of Ownership of Vehicle: In the event of vehicle ownership being transferred to another person, the registered owner shall bring the vehicle to the PASO before the transfer of ownership, so that the vehicle sticker will be removed and the records of the said office can be updated accordingly.

8. Liability: The vehicle owner and driver assume full responsibility and liability for death or injury to persons caused by his/her vehicle traveling through University property. For vehicles parked on University property, the vehicle driver and/or the registered owner shall be responsible for securing the same. The University shall not be liable for the loss of or damage to the vehicle or for items stolen therefrom. The University shall also not be responsible for loss or damage caused to vehicles (and their contents) on University property arising from weather or other natural causes or conditions. This foregoing shall also apply to non-vehicular modes of transportation.

PASO Officers and other Silliman officials and employees shall not be held liable for any damage, claim, or loss occurring from the administration of this permit or the implementation of its guidelines.

9. Revocation of the Pass: The University, through the PASO, reserves the right to cancel Vehicle and Gate Pass privileges. Should the pass holder be a student of the University, he/she shall also be liable for disciplinary sanctions under pertinent provisions of the Student Manual.

For any comments or suggestions, please contact the Public Assistance and Safety Office:

- Landline (035) 422-6002 local 299
- E-mail: passo@su.edu.ph

=====

REQUIREMENTS

1. Accomplish the online registration form and submit the following documents to the Public Assistance and Security Office (PASO) prior to the release of your pass:
 - a. Photocopy of Valid Certificate of Registration (CR) and the Official Receipt (OR) of the vehicle/s in the name of the applicant
 - Those with newly purchased or secondhand vehicles waiting for the Land Transportation Office to release their CR/OR may submit a Certificate of Purchase/Ownership from the car dealer or the Deed of Sale from the vendor in the name of the applicant
 - b. Photocopy of the Valid Driver's License of the applicant
2. The registration fee shall be paid at the Business and Finance Office. Applicants must present the Official Receipt to PASO.
3. Upon receiving a text message or e-mail from PASO confirming the successful registration for a Vehicle or Gate Pass, please bring the vehicle/s and park it in front of the PASO (located along Hibbard Avenue, between the SU Information Booth and the LED billboard) to enable the assigned personnel to install the Vehicle or Gate Pass sticker on the vehicle (upper right of the passenger side and back part for four-wheeled and three-wheeled vehicles; and front & back part for motorcycles).

Note: The Vehicle and Gate Passes allow access only to the main gates (regular hours) and other gates (one-way periods).

ASSUMPTION OF LIABILITY, UNDERTAKING & GRANT OF AUTHORITY TO SEARCH VEHICLE

UPON FILLING-UP THE FORM, you acknowledge that you have read the University Guidelines for Campus Access of Vehicles and affirm that you have read and fully understood the provisions and stipulations stated therein and undertake to fully and voluntarily comply with the same. You also assume full responsibility and liability for death or injury to persons caused by my vehicle traveling through University property and shall be responsible for securing the same if it is parked on University property. You hold the University free from any liability for the loss of or damage to the vehicle or for items stolen therefrom or arising from weather or other natural causes or conditions. You further authorize school authorities to determine the reasonable existence of public risk and to inspect and search the vehicle, including its contents; and permit the removal of any unauthorized or illegal articles of those which may endanger the health, welfare, or safety of students of school personnel. You understand and agree that such articles may be retained and used as evidence in disciplinary proceedings by school authorities or delivered to appropriate law enforcement officials at the sole discretion of the school authorities. You hold free from liability PASO, public safety officers, and other Silliman officials and employees for any damage, claim or loss occurring from the administration of this permit or the implementation of its guidelines.