(Senate Resolution dated 10.10.2014 no. 07)

**ATILIM UNIVERSITY**

**DIRECTIVE ON THE INCEK CAMPUS TRAFFIC**

**SECTION ONE**

# Purpose, Scope, Basis and Definitions

**Purpose and Scope**

**Article 1 -** This Directive aims to determine the measures to keep the traffic orderly and safe at the İncek Campus of Atılım University, and the procedures and principles to implement such measures.

# Basis

**Article 2 -** This Directive is based on Article 14 of Higher Education Law no. 2547, and Highway Traffic Law no. 2918.

# Definitions

**Article 3-** The definitions for this Directive are as follows:

1. **Vehicle:** All kinds of motor vehicles,
2. **Vehicle Identification Sticker:** The sticker on the windshield of motor vehicles to represent ownership by the academic/ administrative staff or students of Atılım University, proving that the vehicle may be allowed into the Campus,
3. **Directorate of Security:** Atılım University Directorate of Security,
4. **Guest Vehicle Permit:** The card visitors are to obtain in return for their license at the main gate while visiting the campus,
5. **Academic Year:** The period between September 1 and August 31 every year,
6. **Student:** Students of undergraduate, associate, graduate and doctorate degree programs at Atılım University,
7. **Staff:** The academic and administrative staff of Atılım University,
8. **Directorate of Transportation:** Atılım University Directorate of Transportation,
9. **University:** Atılım University,
10. **Traffic Committee:** The Committee authorized to fine drivers, consisting of the Vice President, the Secretary General and the Director of Security of Atılım University, as well as one representative from each School,
11. **Campus:** Atılım University İncek Campus,
12. **Directive:** Atılım University Directive on Traffic,

**SECTION TWO**

# Vehicle Entry, Rules, Sanctions and Disciplinary Investigation

**Vehicle Identification Stamp, Plate Recognition System and Guest Vehicle Permit**

**Article 4 -**

1. It is mandatory for the academic/ administrative personnel to obtain a VEHICLE IDENTIFICATION STICKER and place it on the windshield of their cars in a way where it is legible, to be able to enter the campus with their personal vehicles, use the car park inside the campus, and to help ensure control and security upon each entry.
2. Vehicle Identification Stickers may be obtained from the Directorate of Transportation and Security upon the completion of a **Vehicle Identification Sticker Request Form**. The pricing policy of the Vehicle Identification Sticker is determined by the Presidency at the start if each academic year and announced on the University web page.
3. Vehicle identification stickers are only issued for vehicles for which stickers are requested. They may not be used on other vehicles. When the vehicle is sold, its ownership transferred, or the windshield is damaged, the sticker is removed and delivered to the Directorate of Transportation and Security. Upon request, a new identification sticker may be issued, to last on the same day as the previous one, free of charge.
4. Individuals with more than one vehicle are to request a vehicle identification stamp for each.
5. Individuals visiting university staff without a vehicle identification sticker may obtain a “Guest Vehicle Permit” in return for their IDs at the main entrance, and display the permit behind their windshield at a spot where it is visible, for as long as they stay inside the campus. When leaving the campus, visitors are to return the Guest Vehicle Permit and collect their IDs.
6. Where deemed necessary by the Director of Security, the Atılım University IDs of individuals entering the campus on service buses may be checked. Individuals without IDs and those unable to document their status as students or employees are not admitted into the campus.
7. Individuals visiting students are logged onto the visitor log, and visited students present to the main gate to sign and admit their visitors into the campus. When an individual is to visit a staff member (academic or administrative), the staff member is contacted and upon their confirmation, the visitor is given a visitor permit in return for their ID, before being guided to their destination.
8. Drivers or visitors entering the campus to drop off or visit students may not distribute brochures without permission, violate campus security or behave in a manner that disrupts the order in the campus. Individuals allowing and confirming the entry by such people shall be held accountable and be subject to the necessary actions.
9. Vehicles may not be left at the car park with open doors or windows.
10. Visitors or commercial vehicles may be banned from entry into the campus in their vehicles if they fail to follow the rules.
11. Service vehicles may pick up or drop off passengers only at the spots designated for them.
12. Service vehicle drivers are to follow the road signs, rules and the warnings by University security staff while inside the campus.

# Rules on Moving and Parking

# Article 5 –

# Utilization of motor vehicles within the campus is a right bestowed by University management. Anyone who wishes to use a motor vehicle inside the campus is to follow this Directive, as well as the provisions of Traffic Law and the relevant Regulation. In this regard, these individuals are required to obey the traffic rules, as well as the warnings by University security officers.

1. Rules that must be followed in the campus:
	1. Pedestrians have absolute and indisputable right of way in the campus. All vehicles are required to stop and wait for pedestrians to cross the road.
	2. The maximum speed is limited to 20-30 km/h in the campus.
	3. Reckless driving, and reckless overtaking maneuvers are forbidden in the campus.
	4. Unnecessary honking, convoying, disturbing people with loud music from inside vehicles, in addition to littering from inside vehicles, are forbidden.
	5. Vehicles with defunct exhaust systems, or those emitting excessive smoke or noise are banned from the campus.
	6. Vehicles without license plates are banned from the campus.
	7. Drunk driving is forbidden. Drivers under the influence shall not be admitted into the campus upon detection. Drivers already inside the campus when under the influence shall be dismissed from the campus.
	8. Vehicles may not be washed inside the campus.
	9. Vehicles are parked in a way that does not prevent others from leaving the area. Vehicles may not be parked in a manner that blocks the movement of others.
	10. It is forbidden to park on sidewalks or the areas allocated for pedestrians under any circumstance.
	11. University Security Officers and traffic officials may lock vehicles in place with tire cuffs, block vehicles from moving or have vehicles towed in the event that they are parked in no-parking areas, or in situations where parking rules are violated, warnings by officials are not followed, or where they are parked in a way that blocks the movement for other vehicles. These vehicles are returned to the owner after necessary punitive actions. The University staff may not be held accountable for any damage that may emerge in such cases.

# Sanctions

# Article 6-

1. Drivers behaving in a manner that contradicts the rules in this Directive, and/ or Highway Traffic Regulations are subjected to a Penalty Point System defined by the University. In addition to penalty points, where deemed necessary by the Traffic Committee, a disciplinary investigation may be opened for the driver, student or staff member, regardless of their penalty points. (See also: Article 7. Cases requiring a disciplinary investigation)
2. Those violating campus traffic rules are issued a Monitoring Form for Traffic Rules by the Directorate of Transportation and Security (APPENDIX-2 Form), and fined penalty points in accordance with the punishment table on APPENDIX - 1, to be logged onto the drivers file and informed to the driver.
3. Registered or other used vehicles of drivers with total penalty points of 40 shall be banned from the campus for 2 months, in line with the decision by the Traffic Committee.
4. In addition, registered or other vehicles used by drivers fined 20 points for a second time within one academic year are banned from the campus for a year following the date of the resolution by the Traffic Committee. This also annuls the identification stickers on these vehicles. Drivers with annulled vehicle identification stickers may not enter the campus in their vehicles. Drivers are informed of the situation and their identification stickers are appropriated.
5. Logs of driver penalty points are kept by the Directorate of Security.
6. A new academic year restarts the counter for penalty points.
7. Drivers detected to be driving without a license are transferred to law enforcement for legal actions, and their vehicles are removed from the campus. The vehicle identification sticker for a such vehicle is annulled regardless of penalty points, until drivers obtain their driving license.
8. The relevant law enforcement units are informed by the Directorate of Security of vehicles parked for more than 4 days, belonging to an individual that may not be reached, as well as suspicious vehicles, for necessary actions.
9. The University may not be held accountable for theft of or any damage on parked vehicles inside the campus.

# Cases Requiring Disciplinary Investigations

# Article 7 -

1. In the event of violations requiring a disciplinary investigation, drivers are fined the necessary penalty points by the Directorate of Security, in addition to a report prepared. The Presidency is informed of the situation to start a disciplinary investigation.
2. Some violations requiring disciplinary investigations are:
	1. Driving under the influence,
	2. Driving without a license,
	3. Reckless driving, speeding, racing
	4. Ignoring the warnings by security officials, insulting academic/ administrative staff members or students warning them, or committing, or attempting to commit physical violence against them,
	5. Harassing pedestrians or drivers while in a vehicle,
	6. Vehicle identification stickers used by someone else,
	7. Attempting to enter in the campus by car although it is not allowed and proving troublesome for security personnel,
	8. Carrying all kinds of guns, explosives, drugs and alcoholic drinks forbidden by law,
	9. Other cases stipulated by the Traffic Committee.

The provisions of the Regulations on Student Discipline at Higher Education Institutions are reserved.

# Procedures to Follow in the Event of a Traffic Accident

# Article 8 -

1. In the event of a traffic accident in the campus, drivers shall stop their vehicles, and take the necessary safety measures in a way that does not cause any danger, or block the movement of other vehicles.
2. The Directorate of Security, the Police and if there are injuries, the Health Care Center are informed of the situation as soon as possible.
3. Drivers are to leave their vehicles as is, and not leave the area. Drivers may reposition their vehicles after photos are taken and the accident sketch is drawn in cases where merely material damage, and no injuries, are the case. In the event where a vehicle in the accident bears an official license plate, the traffic police is informed.
4. The drivers must keep their driving license, vehicle license and insurance policy available and present them, when required.

**SECTION FOUR**

# Effective Date and Execution

**Effective Date**

**Article 9 -** This Directive entered into effect upon its acceptance at the Atılım University Senate Meeting dated 10.10.2014, no. 7.

# Execution

**Article 10 -** This Directive is executed by the President of Atılım University.

**TRAFFIC PENALTY POINT TABLE**

|  |  |  |
| --- | --- | --- |
| **NO** | **TRAFFIC OFFENSE** | **PENALTY POINT** |
| **1.** | No vehicle identification stamp in the vehicle or on the windshield | 2 |
| **2.** | Vehicle identification stamp registered to another vehicle | 4 |
| **3.** | Speeding | 8 |
| **4.** | Violating pedestrians’ absolute right of way. | 8 |
| **5.** | Driving under the influence | 10 |
| **6.** | Reckless driving | 10 |
| **7.** | Causing environmental and noise pollution | 4 |
| **8.** | Violating parking rules (parking at handicapped spots, blocking other vehicles by parking, etc.) | 8 |

|  |  |  |
| --- | --- | --- |
| **9.** | Driving in the opposite lane | 10 |
| **10.** | Disregarding warnings by security officers | 10 |

**APPENDIX 2. Monitoring Form for Traffic Rules**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **MONITORING FORM FOR TRAFFIC RULES** | BATCH NO: |
|  |  |
|  | DATE: |  |  |  | TIME: |  |
|  | LICENSE PLATE: |  |  |  |  |  |  |
|  | ISSUED BY: |  | SIGNATURE: |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **TRAFFIC OFFENSE PENALTY****POINTS** |
|  | 1. No vehicle identification stamp in the vehicle or on the windshield | **2** |
|  | 2. Vehicle identification stamp registered to another vehicle | **4** |
|  | 3. Speeding | **8** |
|  | 4. Violating pedestrians’ absolute right of way. | **8** |
|  | 5. Driving under the influence | **10** |
|  | 6. Reckless driving | **10** |
|  | 7. Causing environmental and noise pollution | **4** |
|  | 8. Violating parking rules (Parking in spaces reserved for people with disabilities, parking in a manner that blocks movement etc.) | **8** |
|  | 9. Driving in the opposite lane | **10** |
|  | 10. Disregarding warnings by officials | **10** |