

ATILIM UNIVERSITY DIRECTIVE ON TRAFFIC

SECTION ONE

Purpose, Scope, Basis and Definitions

Purpose and Scope

Article 1 - This Directive aims to determine the measures to ensure that the traffic remains orderly and safe at the Atılım University Campus, and the procedures and principles to implement such measures.

Basis

ARTICLE 2 - This Directive is based on Higher Education Law no. 2547, Road Traffic Law no. 2918, and Private Security Law no. 5188.

Definitions

ARTICLE 3- The definitions for this Directive are as follows:

- 1) **Vehicle:** All kinds of motor vehicles,
- 2) **Vehicle Identification Stamps (Stickers):** The stickers affixed to the upper left corner of the inside windshield of motor vehicles, to certify that the vehicle belongs to a university academic/ administrative staff member, student, guest, or alumni, and that the bearer has the right to enter the campus,
- 3) **Coordination Office of Security:** Atılım University Coordination Office of Security,
- 4) **Visitor Vehicle Entry Card:** The card to be provided to campus visitors at the entrance following their registration process,
- 5) **Academic Year:** The period between September 1 and August 31 every year,
- 6) **Students:** The students of associate, undergraduate, graduate and doctorate degree programs of Atılım University,
- 7) **Staff:** The academic and administrative staff of Atılım University,
- 8) **Guests:** Individuals visiting the campus,

9) University: Atılım University,

10) Traffic Officer: The security official(s) assigned for traffic duty,

11) Traffic Board: The Atılım University Traffic Board consists of the President or the Vice-President, the Secretary General, the Director of Sports and Social Affairs, the Director of Purchasing, the Director of Finance, a lawyer appointed by the Legal Department, the Director of Corporate Communications and Promotion, the Director of Construction, the Director of Information and Communication Technologies, the Coordinator of Security, the Coordinator of Auxiliary Services, the staff responsible for Transportation, and a representative from the Alumni Association. The Traffic Board is authorized to make decisions regarding campus traffic regulations, parking arrangements, applicable traffic rules, and toll entry and fee systems.

12) Traffic Commission: The commission authorized to penalize drivers who violate traffic rules consists of the Secretary General of Atılım University, the Director of Student Affairs, the Coordinator of Security, a lawyer appointed from the Legal Department, and the Traffic Officer,

13) Campus: The İncek campus of Atılım University,

14) Directive: The Atılım University Directive on Traffic.

SECTION TWO

Vehicle Entry, Rules, Sanctions and Disciplinary Investigation

Vehicle Identification Stamps, License Plate Recognition System and Guest Vehicle Permit Entry Cards

ARTICLE 4-

- (1) Students, administrative/ academic staff, and guests visiting the university campus using their private vehicles are required to obtain a Vehicle Identification Stamp and affix it to the upper left corner of the inside of the windshield in a way that is easily visible from the outside. This is to ensure entry control and security for campus residents and those using campus parking lots.
- (2) Due to the limited number of parking spaces on campus, only a certain number of Vehicle Identification Stamps will be provided, as determined by the Traffic Board.

- (3) Each **student** may obtain Vehicle Identification Stamps for up to 3 vehicles. The Vehicle Identification Stamp fee increases by 50% for each stamp from their second vehicle onwards.
- (4) Students are required to renew their Vehicle Identification Stamps yearly, whereas academic and administrative staff are to renew theirs every two years.
- (5) Students, academic and administrative staff, and guests holding a Vehicle Identification Stamp may obtain a “Temporary Vehicle Entry Permit”, valid for up to 20 days in cases such as accidents, maintenance, or vehicle changes. The Temporary Vehicle Entry Permit is obtained either via the ATACS-UNACS Vehicle Catalog system, or in person at the Coordination Office of Security.
- (6) Vehicle Identification Stamps are subject to a fee, and the payment method is determined by the Directorate of Financial Affairs and Budget.
- (7) Announcements regarding the issuance of Vehicle Identification Stamps are made via email by the Coordination Office of Security, and the Directorate of Corporate Communication and Promotion, or through the official web page of the University.
- (8) To receive Vehicle Identification Stamps, interested parties are to apply through the ATACS-UNACS system, with respect to their status at the University (as Academic - Administrative Staff members, or as Students). Vehicle Identification Stamps are to be obtained in person at Entrance A with the buyer’s original institutional ID card, driver's license, or vehicle registration certificate.
- (9) Your Vehicle Identification Stamp is issued with respect to your status at the University. Therefore, it may not be used on another vehicle or by other individuals. In case of violation, a report will be filed, the Vehicle Identification Stamp in question will be confiscated and annulled.
- (10) Vehicle Identification Stamp fees are non-refundable under any circumstances.
- (11) Vehicle Identification Stamps may not be sold or transferred.
- (12) A valid Vehicle Identification Sticker is to be removed and presented to the Coordination Office of Security when the vehicle is sold or transferred, or if the Vehicle Identification Sticker is damaged. Returning an old Vehicle Identification Stamp grants eligibility for a new stamp, free of charge, provided that the previous stamp is presented. When the previous stamp may not be presented, stamp renewals are subject to fees, as determined by the Traffic Board.

- (13) Students accompanying the driver in vehicles bearing a Vehicle Identification Stamp are required to present their identification to security personnel at the entrance.
- (14) Bikers and users of other motor vehicles are also required to obtain vehicle identification stamps.
- (15) Part-time lecturers and other long-term campus visitors (more than 30 days) are also required to obtain Vehicle Identification Stamps.
- (16) Students without a driver's license will not be issued Vehicle Identification Stamps.
- (17) First-degree relatives of martyrs (spouses and children), and veterans (spouses or children) receive free Vehicle Identification Stamps for a maximum of three vehicles.
- (18) Disabled academic and administrative staff and students receive a free Vehicle Identification Stamp for a single vehicle, provided that they document their disability. Having their second and third vehicles registered with an identification stamp is subject to the Student Vehicle Stamp fees for second and third vehicles.
- (19) Vehicle Identification Stamps are only issued for vehicles for which stickers are requested.
- (20) Individuals in vehicles not bearing a Vehicle Identification Stamp, but are here to see university staff members are to obtain a "Visitor Vehicle Entry Card" after registering at the university entrance, and will be required to place this card on the front of their vehicle in a clearly visible location throughout their stay on campus. The Visitor Vehicle Entry Card must be returned upon leaving the campus.
- (21) Staff members and students are required to show their ID cards to the shuttle drivers when boarding the shuttles.
- (22) The Coordination Office of Security may check the Atılım University ID cards of individuals entering the campus with shuttle vehicles if deemed necessary. Individuals without IDs and those unable to document their status as students or employees may not be admitted into the campus.
- (23) Individuals visiting students are logged onto the visitor log, and visited students present to the main gate to admit their visitors into the campus.
- (24) In cases where academic and administrative staff receive visitors, the staff member will be contacted, and upon confirmation, the visitor's information will be recorded, a Visitor Card will be issued, and the guest will be directed to their destination.
- (25) It is prohibited for drivers and visitors entering the campus to deliver materials or make visits to distribute brochures without permission, compromise campus security, or engage in any behavior that disrupts campus order. Those who facilitated the entry

of such individuals will be held responsible for their actions, and appropriate legal action will be taken.

- (26) To prevent theft in parking areas, vehicle windows and doors should not be left open.
- (27) The University does not claim responsibility for any theft in parking areas.
- (28) Visitors and commercial vehicle drivers will be prevented from entering the campus by the Traffic Commission if they do not comply with the rules.
- (29) Shuttles may only drop off and pick up passengers at designated locations, and shuttle drivers may only park their vehicles in the areas allocated to them.
- (30) Shuttle drivers are to follow the road signs, rules and the warnings by university security officers while inside the campus.
- (31) In order for the intern students of the School of Medicine to buy Vehicle Identification Stamps at a discount as determined by the Traffic Board, the names of these students are to be reported to the Coordination Office of Security by the School secretariat via email.
- (32) People attending short-term training at Atılım University Continuing Education Center, and parents dropping off and picking up students at Atılım Kids Club must present a stamped, signed, and valid entry document prepared by ATÜSEM and Atılım Kids Club in order to pass security checkpoints.
- (33) Vehicles entering and exiting the campus to drop off or pick up Atılım University students must purchase a Student-Visitor Vehicle Identification Stamp for a fee determined by the Traffic Board, to allow the vehicle to enter the campus even without the student.
- (34) Vehicles with Student-Visitor Vehicle Identification Stamps may not use campus parking spaces. Vehicles using these spaces will have tire clamps fitted and traffic penalty points applied in accordance with the Atılım University Directive on Traffic.
- (35) The allocation of controlled academic and administrative parking spaces to each School is the responsibility of the School Deans and Managers. The allocation of parking spaces to administrative staff is the responsibility of the University Secretary General.
- (36) Taxis are prohibited from waiting for passengers on campus.

Movement and Parking Rules

ARTICLE 5-

- (1) 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 Regulations. In this regard, these individuals are required to obey the traffic rules, as well as the warnings by university security officers.

(2) Rules to follow in the campus:

- a. 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.
- b. The maximum speed is limited to 30 km/h in the campus.
- c. Reckless driving, and reckless overtaking maneuvers are forbidden in the campus.
- d. Unnecessary honking, convoying, disturbing people with loud music from inside vehicles, in addition to littering from inside vehicles, are forbidden.
- e. Vehicles with defunct exhaust systems, or those emitting excessive smoke or noise will not be admitted into the campus.
- f. No vehicles without a license plate may be admitted into the campus.
- g. It is forbidden to drive under the influence at the campus. 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.
- h. Personal vehicles may not be washed inside the campus.
- i. 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.
- j. It is forbidden to park on sidewalks or the areas allocated for pedestrians under any circumstance.
- k. Parking in parking spaces reserved for disabled persons is prohibited for anyone other than a disabled person. A disabled person must be in the vehicle to use a disabled parking space.
- l. Vehicles parked in prohibited areas, violating parking rules, driven recklessly, exceeding speed limits, failing to comply with warnings and instructions from officers, or parked in a way that obstructs the exit of other vehicles **will be secured with tire clamps by the University Security Officer and Security Guards to prevent movement**, or the vehicle may be towed away at the owner's expense. The university staff may not be held accountable for any damage that may emerge in such cases. If tire clamps are damaged, the damage will be compensated by the owner through legal means.

- m.** Vehicle owners, whether or not they have a Vehicle Identification Sticker, are required to show the trunk and other hidden areas of their vehicle to security personnel upon request.
- n.** Vehicle convoys are not allowed within the campus, demonstrations and entertainment involving vehicles are not permitted; sporting events and other occasions may not be celebrated with car horns and group movements.
- o.** Drivers are to pay attention to barriers and traps within the campus. Barriers must not be crossed until they are fully open. Drivers will be responsible for any damage caused by misuse of barriers and traps.
- ö.** It is strictly forbidden for unauthorized vehicles and pedestrians to enter construction sites. The university may not be held responsible for any damages that may arise from the violation of this prohibition.

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 Commission, 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 Coordination Office of 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. A copy of the penalty notice is left on the vehicle's windshield as a form of notification.
- (3)** The penalty point system implemented aims to be a deterrent rather than a punitive measure. 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 Commission.
- (4)** If a driver receives 20 penalty points for the second time in the same academic year, their vehicle, along with any other vehicles they use, will be banned from the campus

for one academic year by decision of the Traffic Commission, and their Vehicle Identification Stamps will be revoked. Drivers with revoked vehicle identification stamps may not enter the campus in their vehicles. Drivers are informed of the situation and their identification stamps are confiscated.

- (5) Logs of driver penalty points are kept by the Coordination Office of Security.
- (6) A new academic year restarts the counter for penalty points.
- (7) Drivers found operating vehicles without a driver's license are reported to law enforcement officers. Legal action is taken against the individual, and the vehicle is removed from the premises. Regardless of penalty points, the Vehicle Identification Stamps of such vehicles are annulled until a driver's license is obtained.
- (8) Vehicles parked on the premises for more than 3 days without notification, as well as vehicles deemed suspicious, are reported to the relevant law enforcement units by the Coordination Office of Security, and the necessary actions are requested.
- (9) Drivers primarily responsible for fatal or injury-causing traffic accidents within campus boundaries will be permanently banned from driving on campus.

- (10) Furthermore, drivers who violate the rules set forth in this directive and / or the Highway Traffic Regulations will be subject to a Penalty Point System determined by the University Presidency. In addition to penalty points, the Presidency may refer the driver to the University Disciplinary Board regardless of penalty points if necessary.

Cases to cause Disciplinary Proceeding

ARTICLE 7 -

- (1) In the event of violations requiring a disciplinary investigation, drivers are fined the necessary penalty points by the Coordination Office 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:
 - a. Driving under the influence,
 - b. Driving without a license,
 - c. Reckless driving, speeding, racing
 - d. 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,

- e. Harassing pedestrians or drivers while in a vehicle,
- f. Vehicle Identification Stamp fraud, transferring a Vehicle Identification Stamp to another individual or vehicle.
- g. Driving into the campus without a Vehicle Identification Stamp, despite warnings.
- h. Attempting to enter in the campus by car as a fugitive, although they are banned, and proving troublesome for security personnel,
- i. Carrying all kinds of cutting tools, guns, explosives, drugs and alcoholic drinks forbidden by law, and bringing them into the campus.
- j. The Traffic Commission resolution regarding actions similar in nature and severity to those listed above.

The provisions of Law no. 2547 concerning disciplinary investigations are reserved.

Procedures to Follow in Case 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. (For example: Place a reflective road sign before anything.)
- (2) Report the situation immediately to the Coordination Office of Security at 0530 781 11 41/ 586 89 99 and to the Police Emergency Line 112. If there are injuries, please notify the Health Center as well, by calling 586 81 12.
- (3) Drivers must leave their vehicles as is, and remain in the area, until the traffic officers arrive. Only in cases of accidents involving only material damage, if there are no injuries, drivers may remove their vehicles after taking photographs and drawing a sketch, provided they agree among themselves.
- (4) If one of the vehicles involved in the accident has official registration, or if the driver is under the influence of alcohol or does not have a driver's license, the traffic police must be notified immediately.
- (5) Drivers are required to have their driver's license, vehicle registration certificate, and insurance policy readily available and to present them if requested.

SECTION FOUR

Effective Date and Execution

ARTICLE 9 – (1) This Directive hereby enters into effect as of the Academic Year of 2025-2026.

Execution

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

APPENDIX-1 TRAFFIC PENALTY POINT TABLE

TRAFFIC OFFENSE	PENALTY POINT
1. Not having affixed the Vehicle Identification Stamp where it should be.	8
2. Using a Vehicle Identification Stamp registered to another vehicle	10
3. Speeding	10
4. Violating pedestrians' absolute right of way.	10
5. Driving under the influence	10
6. Reckless driving	10
7. Causing environmental and noise pollution	8
8. Parking in spaces reserved for people with disabilities	10
9. Violating parking rules (parking at spots for people with disabilities, blocking other vehicles by parking, etc.)	10
10. Driving on the opposite lane	10
11. Ignoring the warnings by officials	10

APPENDIX 2. Monitoring Form for Traffic Penalty Points

 1 9 9 6 ATILIM ÜNİVERSİTESİ	TRAFFIC PENALTY POINT MONITORIG FORM				BATCH NO:	
DATE:					TIME:	
LICENSE PLATE:						
ISSUED BY:					SIGNATURE:	
TRAFFIC OFFENSE PENALTY POINTS LIST						
1. Not having affixed the Vehicle Identification Stamp where it should be.					8	
2. Using a Vehicle Identification Stamp registered to another vehicle					10	

3. Speeding	10
4. Violating pedestrians' absolute right of way.	10
5. Driving under the influence	10
6. Reckless driving	10
7. Causing environmental and noise pollution	8
8. Parking in spaces reserved for people with disabilities	10
9. Violating parking rules (parking at spots for people with disabilities, blocking other vehicles by parking, etc.)	10
10. Driving on the opposite lane	10
11. Ignoring the warnings by officials	10

APPROVED /03/2026

Serkan Eryilmaz

President