

長榮大學機動車輛行駛校區管制辦法

Chang Jung Christian University Regulations on Governing the Campus Motor Vehicles Movement

92.11.06 92學年度第1學期第3次行政會議通過

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93.01.08 92學年度第1學期期末校務會議通過

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99.02.23 98學年度第2學期第1次行政會議修正通過

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99.03.17 98學年度第2學期期初校務會議通過

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110.06.07 109學年度第2學期期末校務會議通過

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114.09.15 114學年度第1學期期初校務會議通過

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第一條為維護校園安寧及師生安全，特訂定機動車輛行駛校區管制辦法。

Article I The Regulations Governing the Movement of Motor Vehicles on Campus are enacted to maintain the peace on campus and the safety of faculty and students.

第二條 教職員工生機動車輛

教職員工生之自用汽、機車，憑通行證進出校門，進入校區後，應停放於其規定位置
教職員工生之自行車，應停放於規定位置。

校門警衛對無通行證之車輛應予管制，禁止進入校區。

Article II Motor Vehicles of Faculty, Staff, and Students

After entering the campus with their access passes, the faculty, staff, and students shall park their personal cars and motorcycles in the designated areas.

Faculty, staff, and students shall park their bicycles in the designated areas.

The campus gate security guards shall prohibit vehicles without an access pass from entering the campus.

第三條 來賓車輛

預期來校之來賓，由主辦單位填寫車輛進入校園申請單，由學生事務處校安中心審核後，通知警衛室放行。

非預期性自行駕駛之來賓，均由警衛完成實名制登記，並取得臨時通行證後，始得進入校區。

來賓車輛由警衛室指導停車位置。

Article III Guest Vehicles

The host units are required to fill out the “Application for Vehicle Access to Campus” for their expected guests. The Campus Security Center, Office of Student Affairs will then review the applications and notify the Security Room of the vehicle access.

Unexpected guest vehicles shall be allowed to enter the campus upon giving the real-name registration to the security guards and obtaining a temporary access pass.

Guests shall park their vehicles at the designated area directed by the Security Office.

第四條 營業性車輛

工程建築、運送材料、送貨車輛及遊覽車由主辦單位填寫車輛進入校園申請單，由學生事務處校安中心審核後通知警衛室放行。

吊車、起重車等危險性機械需先行向環安室申請後，始得申請入校。

宿舍、餐廳、商店送貨及運送燃料車輛均警衛登記後進入校區。

搭乘計程車者，由警衛登記後引導入校。

Article IV Commercial Vehicles

The host units are required to fill out the “Application for Vehicle Access to ~~the~~ Campus” for the construction, material transport, and delivery vehicles, as well as tour buses. The Campus Security Center, Office of Student Affairs will then review the applications and notify the Security Room of the vehicle access.

The access application for dangerous machineries such as cranes and carriage hoists must first be made to the Office of Occupational Safety, Health, and Environmental Protection before they are allowed to enter the campus.

Dormitory, cafeteria, store, and fuel delivery vehicles must be registered to the security guards before entering the campus.

Taxi passengers must register with the security guards and be directed to enter the campus.

第五條 特殊公務車輛

本校交通車、公務車、消防車、救護車、警備巡邏車、垃圾車、郵政車、電信修護車、校安中心專用機車、健康照護專車及其他公務車輛，由警衛室引導進出校區。

Article V Special Public Service Vehicles

The CJCU’s shuttle buses, official vehicles, fire engines, ambulances, squad cars, garbage trucks, mail cars, telecommunications repair & maintenance vehicles, Campus Security Center’s motorcycles, health care vehicles, and other public service vehicles will be directed to enter and leave the campus by the Security Room.

第六條 電動機車、電動自行車、自行車

校園內僅可行駛自行車，除校安中心專用電動機車外，禁行各類電動機車、電動自行車。

電動機車、電動自行車、電動輔助自行車需比照機車申請通行證，可於機車指定區域行駛，並需遵守校內速限規定。

Article VI Electric Motorcycles, Electric Bicycles, and Bicycles

Only bicycles are allowed on campus. All types of electric motorcycles and electric bicycles on campus are prohibited, except for the electric motorcycles used by the Campus Security Center.

Electric motorcycles, electric bicycles, and electrically assisted bicycles must apply for an access pass in the same way as for motorcycles. These vehicles are allowed to move in the designated area for motorcycles, and must comply with the campus speed limit regulations.

第七條 停車格及位置

教職員工生之汽、機車停車位置及(臨時)通行證製作，由總務處統一管理。

機動車輛入校都必須整齊停放在已規劃之室內、外汽機車停車位(格)內或臨時由本校指定之停車區內。

具有身心障礙手冊之教職員工生，應向總務處保管事務組申請特定通行證，經核准方能停放於身心障礙停車位上。

本校各單位舉辦大型活動或會議時，應事先知會校安中心時間及地點，並確定停車位置、通知參加人員。

大型重型機車應申請汽車停車格。

自行車必須停放在本校指定之車棚內、路邊自行車架上或停放區內。

Article VII Parking Grids and Areas

Parking areas and (temporary) access passes for cars and motorcycles of the faculty, staff, and students are managed by the Office of General Affairs.

Motor vehicles entering the school must be parked properly in the indoor and outdoor parking areas (grids) designated for cars and motorcycles or in the temporary parking area designated by CJCU.

Faculty, staff, and students with disability identification and certification shall apply for a special access pass to the Assets and General Affairs Section, Office of General Affairs. Upon approval, they are allowed to park their vehicles in the disabled parking lots.

When holding a large event or meeting, all CJCUC units must inform the Campus Security Center beforehand of the time and location. Additionally, they must confirm the parking areas and notify the participants.

Large heavy-duty motorcycles must apply for parking areas designated for cars.

Bicycles must be parked in the CJCUC designated parking shed, on the roadside bike racks, or in the parking areas.

第八條 通行證申請規定

Article VIII Access Pass Application Regulations

本校通行證之申請如下：

The application for the CJCUC access pass is as follows:

教職員工：

Faculty and staff members:

(一) 教職員工汽、機車通行證每年七月由總務處依人力資源發展處名冊調查意願憑駕照、行照影本辦理；但新購車輛或新進同仁得隨時補辦之。

1. The applications for faculty and staff members' car or motorcycle access pass will be managed by the Office of General Affairs in July each year with a copy of their driver's license or vehicle registration, in accordance with the application intention survey provided by the Human Resources Development Office. However, access pass applications for newly purchased vehicles or by new employees are accepted at any time.

(二) 教職員工汽、機車通行證申請以一人一車為原則。

本校學生汽、機車通行證每學年更換一次，受理申請時間為開學後壹個月內持已劃撥完之通行證兌換聯及駕照、行照影本至總務處保管事務組辦理，但新購車輛或轉學生得隨時至總務處保管事務組補辦之。

2. The applications for faculty and staff members' car or motorcycle access pass are based on the principle of one person per vehicle.

Students' car or motorcycle access passes will be renewed once every academic year. Applications are accepted within one month after school starts. To apply, students are required to submit the access pass copy with the fee transferred along with the copies of driver's license and vehicle registration to the Assets and General Affairs Section, Office of General Affairs. However, access pass applications for newly purchased vehicles or by transfer students can be made to the Assets and General Affairs Section, Office of General Affairs at any time.

外賓：係指與本校公務有關之機關首長、單位主管、顧問、民意機關代表、媒體或學

術研究機構人員，由相關單位填具申請書依程序辦理。

External guests: Refer to heads of agencies or units, advisors, representatives of public bodies, media or academic research institution personnel related to CJCU's official affairs. The relevant units are required to fill out an application form in accordance with the procedures.

協力廠商：係指與本校訂有長期合約之廠商，由相關單位向總務處填具申請書依程序辦理。

Supporting partners: Refer to the vendors who have signed long-term contracts with CJCU. The relevant units are required to fill out an application form and submit it to the Office of General Affairs in accordance with the procedures.

其他來賓：未辦理通行證者應於警衛室購買臨時停車票證或換來賓證後憑證進入。

Other guests: Those without an access pass are required to purchase a temporary parking ticket or apply for a guest pass at the Security Room to enter the campus.

通行證限本人使用，應依規定張貼於擋風玻璃明顯易識別處，並禁止轉讓、複印、偽造、變造或提供他人使用。

The access pass is for personal use only and must be pasted on the windshield at an easily identifiable place in accordance with the regulations. It is prohibited to transfer, copy, forge, alter, or provide to others for use.

教職員工生、外賓、廠商違反前項規定者，應取消或收回通行證且不得退費，並視情節輕重依法處理。

The access passes of the faculty and staff members, students, external guests, or vendors violating the preceding provisions shall be canceled or withdrawn, with no refund made. Such cases shall be dealt with according to the severity of the case.

第八條之一 汽、機車速限及安全

Article VIII-I Speed Limit and Safety of Cars and Motorcycles

教職員工生之汽、機車停車位置及(臨時)通行證製作，由總務處統一管理。

進入校園之車輛均應遵守時速限制規定，不得超過25公里/小時。

騎乘機車一律戴安全帽，未戴安全帽者禁止出入校園，違規者依相關規定處理

Parking areas and (temporary) access passes for the faculty, staff, and students' cars and motorcycles are managed by the Office of General Affairs.

All vehicles entering the campus shall comply with the speed regulations, not exceeding 25 km/h.

All motorcyclists are required to wear helmets. Those who do not wear helmets are prohibited from entering or leaving the campus. Violators will be dealt in accordance with

the relevant regulations.

第九條 違規勸導(處理)

Article IX Violation Warning (Handling)

本校教職員工生違規，經登記、拍照、張貼違規勸導單，通知當事人。

非本校人員進入學校違規，警衛或校安中心應登記、拍照、張貼違規勸導單，並通知當事人立即改進，拒絕配合者得請其立即離開學校或報警處理。

The CJCU faculty, staff, and students violating the rules will be notified, and their vehicle violation cases will be filed together with a photograph. Additionally, they will receive a warning ticket.

Security guards and Campus Security Center will file the vehicle violation cases of external personnel violating the rules on campus, take a photograph and issue a warning ticket to them. Additionally, they will be notified to take immediate improvement actions. Those who refuse to cooperate will be required to leave the campus immediately or will be dealt with by the police.

第九條之一 重大違規處置

Article IX-I Handling of Major Violations

機動車輛佔據交通要道、阻礙交通、有危害校園安全之虞時，為重大違規事件。

校安中心處理前項違規，得先行予以移除或拖吊至安全地方，並張貼勸導單告知當事人，過程應全程錄影存證。

前項拖吊費及其他必要之費用，由車主繳交後方予放行，相關費用標準及流程另訂之。

A motor vehicle occupying the main traffic lane, obstructing traffic, or endangering campus safety is deemed a major violation case.

In handling the preceding violations, the Campus Security Center shall remove or tow the vehicle to a safe place, announce a warning ticket to inform the person concerned. The whole process should be recorded as evidence.

The towing fee and other necessary fees in the preceding provision shall be paid by the vehicle owner before the vehicle is being released. The related fee, standard, and procedures shall be separately established.

第九條之二 連續違規處置

Article IX-II Handling of Repeated Violations

教職員工生一學期內經登錄違規次數超過三次(含)以上者，由校安中心列入每月校安委員會會議中提報，請所屬院系辦公室、導師、人力資源發展處協助輔導。

If the faculty, staff, or students have three or more violation records within a semester, the

Campus Security Center shall report the list in the monthly meeting of Campus Security Committee. Additionally, the department office and the mentor related to the person concerned, along with the Human Resources Development Office will be requested to provide an advice.

前項違規人員經輔導後再受第二次提報時，由校安中心會請總務處保管事務組，取消汽機車校內通行資格一個月。

If the violators in the preceding provision are reported for the second time after receiving advice, the Campus Security Center shall request the Assets and General Affairs Section, Office of General Affairs to suspend their on-campus car or motorcycle access passes for one month.

教職員工生一學期內經登錄重大違規次數超過三次(含)以上，由校安中心會請總務處保管事務組取消其當學期通行證及下學期申請資格，並通報當事人知悉。

If a faculty, staff, or students have three or more major violation records within a semester, the Campus Security Center shall request the Assets and General Affairs Section, Office of General Affairs to suspend their access passes for the current semester, disqualify them from applying for the next semester, and notify them of the matter.

第九條之三 自行車違規處置

Article IX-III Handling of Bicycle Violations

違規停放之自行車，本校得張貼勸導單、加鎖或拖離。拖離時若有鎖車於他物之情形，本校得僱工開鎖或鋸鎖。原被拖離之自行車三個月以上未領回者，本校得以無主車輛處理。

In handling a bicycle that is parked illegally, CJCUC shall issue a warning ticket, clamp it, or tow it away. In order to tow a bicycle that is locked on another object, CJCUC may hire someone to open or saw the lock. Bicycles that have not been retrieved for more than three months will be handled by CJCUC as an unowned vehicle.

第九條之四 排除規定

Article IX-IV Exclusion Regulation

本校辦理特定集會，停車位不足所致違規，不適用本法之規定。

The Regulations do not apply to the violations caused by insufficient parking spaces when CJCUC holds specific events.

第十條 權責區分

Article X Division of Authority and Responsibility

本辦法之權責單位如下：

The competent authorities to implement the Regulations are as follows:

一、學生事務處：

1. Office of Student Affairs:

(一)對學生交通安全之宣導與違規取締、輔導。

(1) To promote traffic safety of students, to enforce actions against violators, and to provide advice.

(二)負責制定本校機動車輛行駛校區管制辦法。

(2) Responsible for the formulate the CJCUC Regulations on Governing the Campus Motor Vehicles Movement.

(三)督導警衛對各種機動車輛進出校門之管制及教職員工、學生交通安全之宣導，並派員巡邏校區，對違規車輛之登記、勸導。

(3) To supervise the security guards in the control of all kinds of motor vehicles entering and leaving the campus, to promote the traffic safety of faculty, staff, and students, to assign staff to patrol the campus, to file the vehicle violation cases, to advise the violator, and to issue warning tickets.

二、總務處：

2. Office of General Affairs:

(一)受理教職員工生、廠商車輛通行證之申請、審查與核發。

(1) To receive and review access pass applications from faculty, staff, and students, and to issue the access passes.

(二)校區停車位置之設置、規劃、維護與車輛停放管理。

(2) To designate, plan, and maintain the parking areas on campus and to manage vehicle parking matters.

(三)通行證之設計與製作，各類交通管制標誌之規劃與佈置。

(3) To design and produce access passes, and to plan and place various traffic control signs.

三、人事室：對教職員工之違規協助輔導。

3. Personnel Office: To assist in advising the faculty and staff on violations.

四、各院、系辦公室：協助對所屬學生交通安全之宣導。

4. College and department offices: To assist in the promotion of traffic safety for their respective students.

第十一條 汽、機車停車場地清潔費收、退費標準

Article XI Car and Motorcycle Parking Area Cleaning Fee and Refund Standards

本校學生申請車輛通行證，停車場之場地清潔費收、退費標準，依行政會議決議公告辦理。

The parking area cleaning fee and refund standards for CJCU students who apply for a vehicle access pass shall be handled in accordance with the resolution and announcement of the Administrative Meeting.

教職員工使用行政大樓及二教地下室停車場之場地清潔費收、退費標準，依行政會議決議公告辦理。

The cleaning fee and refund standards of the parking areas at the Administration Building and the basement of the Second Academic Building for faculty and staff members shall be handled in accordance with the resolution and announcement of the Administrative Meeting.

第十二條 保管責任

Article XII Safekeeping Responsibility

重型機車(紅、黃牌)車輛之管理，依相關法令辦理。

The management of heavy-duty motorcycles (red and yellow plates) is in accordance with the relevant laws and regulations.

本校對所有自用汽、機車不負保管責任，請自行加鎖以維安全。

CJCU is not responsible for the safekeeping of all personal cars and motorcycles. Vehicle owners shall attach a lock to keep their vehicles safe.

第十三條 救濟

Article XIII Remedy

受處分人如不服裁處時，得以書面或電子郵件向本校校安中心聲明異議。

Persons liable to penalty who disagree with the penalty may file a statement of disagreement in writing or by email to the CJCU Campus Security Center.

對前項聲明異議結果不服，教職員工生得依各該法令提起救濟程序。

In the event of dissatisfaction with the results of the preceding statement of disagreement, the faculty, staff, and students may institute remedy proceedings in accordance with the respective laws and regulations.

第十四條 本辦法經行政會議、校務會議通過後公佈實施，修正時亦同。

Article XIV These Regulations shall be promulgated and come into effect after they are passed by the Administrative Meeting and the University Affairs Meeting. Amendments shall be processed accordingly.