

# THE WHITE BOOK

## CHAPTER 7

### Cadet Personnel and Administration

#### SECTION 4

#### Parking

Version (date): 12 MAY 2021

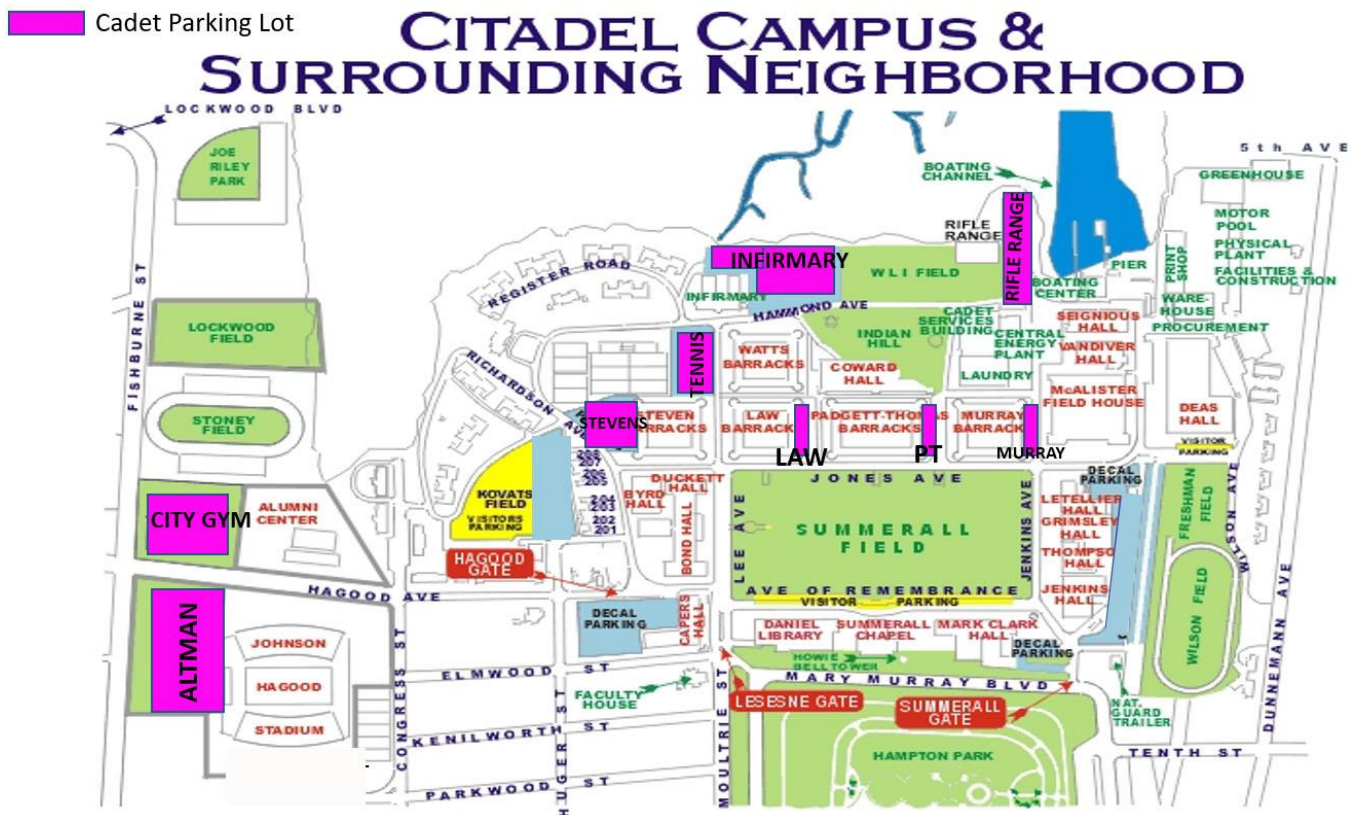
Author: SgtMaj Yagle

Position: Commandant's Department Sergeant Major

---

- I. **Organization.** The Commandant Department Sergeant Major, in coordination with PSAF and the Regimental Provost Marshal, is responsible for the Parking section of the White Book.
  
- II. **Functions.** This section describes procedures for:
  - A. **General vehicle authorization**
  - B. **Parking lots and assignments**
  - C. **Vehicle registration**
  - D. **Decal placement**
  - E. **Temporary passes**
  - F. **Operation of vehicle on campus**
  - G. **General parking procedures**
  
- III. **Procedures.**
  - A. **General vehicle authorization**
    1. Operation of a vehicle on The Citadel Campus is a privilege that may be terminated at any point by proper authority.
    2. Operation of a vehicle on The Citadel Campus is reserved for upper-class cadets and those not on the restricted vehicle operation roster.
    3. Cadets of the third and fourth class are not authorized to have, maintain, or drive a vehicle on campus or within the area by Spring Street on the South, Rutledge Avenue on the East, and St. Margaret Street on the North.
  - B. **Parking Lots and Assignments.**
    1. Cadet vehicles may only be parked in labeled cadet spaces. On campus cadet parking lots include: Murray Barracks, Padgett Thomas Barracks, Law Barracks, Stevens Barracks, Tennis Lot, Infirmary Lot, Rifle Range Lot.
    2. Off campus cadet parking lots include: Altman Lot, and City Gym Lot.
    3. Campus parking lots are depicted in Figure 7.4.1

Figure 7.4.1



### C. Vehicle Registration

1. Registration for cadet vehicles is done through the Regimental Provost Marshal. The Regimental Provost Marshal, with consultation with the Command Sergeant Major of The Citadel, are the sole authorities for placement of where a cadet's assigned lot will be.
2. Corps wide decal registration will take place the Monday and Tuesday of the week the Corps of Cadets returns from Summer Furlough. Decal registration opportunities will also be available upon return from winter furlough. The registration times and order of decal issue is determined by the Regimental Provost Marshal.
3. Decals are issued based on Class Status, not by Academic Status. C4's and C5's are assigned on campus parking until capacity is reached.
4. Cadets not able to make the initial decal issue time will contact the Regimental Provost Marshal to schedule their receiving of their decal.
5. Parking fee charges are prorated, and therefore will be charged at the amount determined by the time of registration.
6. When registering one's vehicle, cadets must provide their Driver's License, Proof of Insurance, and Registration to the Battalion Provost processing the paperwork. No decals will be issued to cadets who are unable to provide this information.
7. Only the most recent registration form may be used. The form will be sent out by the Regimental Provost Marshal prior to decal issue. The form will also be available on the office of the commandant web page at the following link.

<http://www.citadel.edu/root/images/commandant/vehicleregistrationform-08-06-18.pdf>

- Cadets may not register a vehicle for another person or allow another cadet to use their parking space.

The most current version of the form is shown in Figure 7.4.2

	<p><b>The Citadel</b>  <b>Cadet Vehicle Registration Form</b>                  Please Complete the Entire Form</p>	
<b>Lot Name</b>		<b>Decal Number</b>
<b>You must have these documents in your possession in order to register a vehicle on The Citadel campus.</b>		
<b>1.</b>	<b>Proof of Insurance</b>	<b>2.</b>
	<b>Vehicle Registration</b>	<b>3.</b>
		<b>Valid Drivers License</b>
Company:	Campus Wide ID (CWID):	Phone Number:
<b>Status: (Check Or Circle One of the Below)</b>		
Class (C4)	Class (C3)	Class (C2)
First Name:	Middle Initial:	Last Name:
Suffix:		
Street Address:		
City:		
State:		
Zip Code:		
Telephone Number:		
Date of Birth:		
Race		Sex:
Driver's License Number:		
State Issued From:		State License Class:
State License Class:		
<b>Vehicle Identification Information:</b>		
License Plate Number:		
Vehicle Make:	Vehicle Model	Vehicle Year:
Vehicle Color:		



1. Vehicles must be parked **ONLY** in the lot assigned, at all times.
2. Decals **MUST** be affixed to front middle and back top left windows as directed.
3. Decals **MUST** be removed and turned in to Provosts upon loss of parking privileges.

**All Registrants:**

1. All vehicle registrants are subject to the search of their automobile by proper authority while on campus.
2. Notify Battalion Provosts upon any of the following:
  - a. Transfer of Title or Sale of the registered vehicle
  - b. Change of registration status, year, number and /or state
  - c. Change of automobile description or change of insurance
3. Vehicle **MUST** meet State Inspection requirements if required by their state.
4. To allow no one to operate your vehicle on or off campus without a valid state operators permit.
5. Vehicles may be towed at owner's expense and risk for excessive infractions of parking regulations
6. Vehicle Operators may be asked to park their vehicles at alternative locations during special events.
7. Parking at The Citadel is a privilege and not a right. Intentionally supplying false or inaccurate information on this form may result in revocation of the applicant's registration privileges.
8. **The penalty of improper decal placement is 10D/20C. Improper decal placement may also result in the decal being removed.**

**Front Windshield:** Decal must be placed at the top of the windshield, centered above the rearview mirror. See illustration below. (must be attached to the windshield using the adhesive on the sticker, i.e. no Velcro, magnets, etc)



**Rear Window:** Decal must be placed at the top left corner of the window. See illustration. (must be attached to the rear window using the adhesive on the sticker, ie. No Velcro, magnets, etc)



**Convertibles/Jeeps:** The front decal will be placed in the front windshield as usual. The rear decal must be placed in a location where it can be seen regardless of if the top is up or down. It is advised to place the decal on the left side of the rear bumper.

---

Vehicle Registrants Signature

---

Date

**D. Decal Placement**

1. Decals must be placed in the designated location on the cadet vehicle. The penalty for improper decal placement is 10D/20C and may result in the decal being removed.
2. Decal placement is depicted in Figure 7.4.3



**Convertibles/Jeeps:** The front decal will be placed in the front windshield as usual. The rear decal must be placed in a location where it can be seen regardless of if the top is up or down. It is advised to place the decal on the left side of the rear bumper.

Figure 7.4.3

- E. Temporary Passes:** All temporary passes are given on a case by case basis and may only be issued by the Parking Director, located at 208 Richardson Avenue. Cadets in a restricted driving/parking status on campus are not authorized to possess a temporary pass.

**F. Operation of Vehicle on Campus**

1. Cadets will not drive or ride in vehicles while wearing duty uniforms or PT's unless authorized by the Commandant. The exception to this rule is when cadets must move their vehicles for home football games or other events as directed by the Commandant's office.
2. All vehicles will obey traffic signs on campus.
3. The maximum speed limit for vehicles on campus is 20 miles per hour, unless otherwise posted.
4. Vehicles must have all the standard equipment and all the equipment on the vehicle must be in working order.
5. Offensive decals, stickers, or paintings including those that demean persons on the basis of their race, color, national origin, religion, gender, or sexual orientation are not authorized.
6. The cadet in whose name the vehicle is registered is responsible for any and all violations of regulations in which the vehicle may be involved.

**G. General Parking Procedures**

1. Vehicles may need to be relocated for major weekend events, including, but not limited to, Parents Weekend, Homecoming Weekend, Corps Day Weekend.

- a. Relocation locations will be determined by the Command Sergeant Major of The Citadel.
  - b. Failure to comply with the relocation order is a punishable offense.
  - c. If available and authorized, cadet vehicles may be relocated to the MUSC Parking Garage located on Hagood Avenue or other designated locations as prescribed. All vehicles must be removed from the parking garage following the end of the major weekend event.
2. Weekend parking:
  - a. At no point may cadets park in a visitor's space. Doing so is a punishable offense.
  - b. Cadets are not allowed to park in any space around Summerall Field (Parade Deck), to include in front of Bond Hall, or the lot located adjacent to Mark Clark Hall. Cadet vehicles must remain in their assigned lots at all times.
3. Restricted Parking Areas: Cadets will not park their vehicles on city streets in the vicinity of the Citadel