

## LEBANON TRANSIT PARKING AND TOWING POLICY

### I. PURPOSE

Lebanon Transit (LT) is committed to providing a place and opportunity for its riders to park and leave their vehicles while utilizing LT services. To ensure this commitment is achieved, LT adopted a Parking and Towing Policy to provide for a regulated parking and towing system for the timely removal of motor vehicles, including vehicles that are damaged, abandoned, immobilized, illegally parked, or disabled at the Park-and-Ride facilities located at 145 Schneider Drive, Lebanon, Pennsylvania 17046, and 603 Mill Road, Annville, Pennsylvania 17003.

### II. GENERAL GUIDELINES

The Board of Directors and Executive Director or his/her designee are responsible for the implementation and on-going administration of this policy.

The policy and its guidelines are as follows:

#### A. Parking

- a. Riders of LT services shall be permitted to park their vehicles at either Park-and-Ride facility subject to the towing guidelines provided for in Section II(B);
- b. If a rider of LT services desires to park his vehicle at a Park-and-Ride facility for **MORE THAN 2 days**, the rider must contact LT at 717-274-3664 and provide the following information:
  - i. Make, model, and year of the vehicle;
  - ii. License plate number and state where the vehicle is registered;
  - iii. Driver's license number;
  - iv. Mailing address;
  - v. Telephone number; and
  - vi. Return date.
- c. Failure to provide the information outlined above could result in the vehicle being removed as provided for in Section II(B);
- d. Rides who receive approval from LT to park their vehicles at a Park-and-Ride facility for longer than 2 days will be given a placard stating the approval. The placard must be placed on the dashboard of the approved vehicle;
- e. Riders shall park their vehicles in such a manner as not to obstruct any entry or exit lanes at the Park-and-Ride Facility.

#### B. Towing

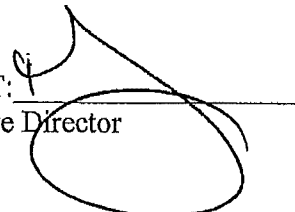
- a. Vehicles parked at an LT Park-and-Ride facility may be towed in accordance with the law for any of the following reasons:
  - i. If the vehicle has been deemed abandoned by LT - parked at the facility for longer than 14 days and no notice has been given to LT in accordance with Section II(A);

- ii. If the vehicle is improperly parked so as to interfere with or impede
    - 1. the flow of vehicular or pedestrian traffic;
    - 2. the use of parking facilities, buildings, or structures; or
    - 3. the operation of emergency equipment (e.g., fire lane).
  - iii. If the vehicle is parked in or blocks the use of a reserved space (e.g., handicapped, administrative, etc.);
  - iv. If the vehicle is parked on any surface not specifically marked for the legal operation of a motor vehicle (e.g., lawns, grass, sidewalks, vacant lots);
  - v. If the vehicle displays a counterfeit, stolen, altered, transferred, or otherwise fraudulent license plate in accordance with law;
  - vi. If the vehicle is parked in any area marked "Tow-in Zone," "Tow-away Zone.";
  - vii. If the vehicle is parked at an LT Park-and-Ride facility and is not in operating condition;
  - viii. If the vehicle is abandoned at an LT Park-and-Ride facility;
  - ix. Any vehicle(s) that is parked at an LT Park-and-Ride facility that is currently banned from parking at any LT facility.
- b. 145 Schneider Drive, Lebanon Park-and-Ride Facility
- i. LT shall comply with Section 505 the City of Lebanon Traffic Code as it pertains to posting a notice to individuals that they are unable to park, store or leave any vehicle of any kind in a wrecked, junked, stripped or abandoned condition, in a place where its presence constitutes a hazard on private property;
  - ii. LT will contact the Lebanon City Police if any vehicle violates Section II(B)(a).
- c. 603 Mill Road, Annville Park-and-Ride Facility
- i. LT shall notify the Fort Indiantown Gap Police if any vehicle violates Section II(B)(a).
- d. LT shall not be responsible for any costs associated with the towing and/or storing of vehicles that are removed from a Park-and-Ride facility. All costs associated with towing and/or storing of vehicles shall be the responsibility of the vehicle's owner.
- e. LT shall not be responsible for any damage or theft to vehicles parked at the LT Park-and-Ride facilities.

Adopted this 26th day of August, 2015

LEBANON TRANSIT

BY:   
Allen Freed, Chair

ATTEST:   
Executive Director