

國立中山大學車輛管理要點

Guidelines on Vehicle Management

80 年 3 月 15 日 79 學年度第 3 次校務會議訂定
86 年 4 月 11 日 85 學年度第三次校務會議通過授權車管會審查各修文通過後陳請校長核定
86 年 6 月 19 日 85 學年度第七次車輛管理委員會議通過并陳請校長核定
89 年 6 月 19 日 88 學年度第三次車輛管理委員會議通過修訂并陳請校長核定
90 年 12 月 27 日 90 學年度第二次車輛管理委員會議通過修訂并陳請校長核定
94 年 1 月 3 日 93 學年度第二次車輛管理委員會議通過修訂并陳請校長核定
94 年 5 月 31 日 93 學年度第三次車輛管理委員會議通過修訂并陳請校長核定
98 年 4 月 20 日 97 學年度第二次車輛管理委員會議通過修訂并陳請校長核定
100 年 5 月 16 日 99 學年度第二次車輛管理委員會議通過修訂并陳請校長核定
101 年 5 月 9 日 100 學年度第二次車輛管理委員會議通過修訂并陳請校長核定
104 年 3 月 24 日 103 學年度第二次車輛管理委員會議通過修訂并陳請校長核定
104 年 6 月 2 日 103 學年度第三次車輛管理委員會議通過修訂并陳請校長核定
105 年 5 月 6 日 104 學年度第二次車輛管理委員會議通過修訂并陳請校長核定
107 年 01 月 10 日 106 學年度第 9 次行政會議通過修訂并陳請校長核定
108 年 3 月 14 日 107 學年度第 1 次車輛管理委員會議通過修訂並陳請校長核定
Amended and approved at the 1st Vehicle Management Committee meeting and then the President on March 14, 2019

一、為維護校區安全、整潔及寧靜，特定本要點。

I. These guidelines are formulated to maintain the campus safety, tidiness, and tranquility.

二、停車證申請資格：

II. Application eligibility for vehicle parking permit:

(一) 本校教職員工得申請教職員車輛停車證。

(1) Faculty members and staff within the manning quota may apply for a faculty/staff vehicle parking permit.

(二) 本校約用人員得申請約用人員車輛停車證。

(2) Contract employees of the University may apply for a contract employee vehicle parking permit.

(三) 本校學生得申請學生車輛停車證。

(3) Students of the University may apply for a student vehicle parking permit.

(四) 推廣教育班學員得申請推廣教育車輛停車證。

(4) Participants in continuing education courses may apply for a continuing education vehicle parking permit.

(五) 外賓得申請外賓車輛停車證。

(5) Guests of the University may apply for a guest vehicle parking permit.

- (六) 於本校施工維護、營業駐點、創業育成等廠商得申請廠商車輛停車證。
- (6) University contractors engaged in construction maintenance, business operations, startup incubation may apply for a contractor vehicle parking permit.
- (七) 來校訪客或洽公等來賓得事先申請當日貴賓臨時停車證或向管制哨口登記領取短時間臨時停車證。
- (7) Visitors or those coming to the campus for official business or meetings may apply for a one-day VIP parking permit beforehand, or register at the checkpoint to receive a temporary parking permit.
- (八) 車輛停車證由車輛管理委員會授權車輛管理執行小組視狀況核發，每人每車種以一張為原則，其他單位印製者不視為合法車證。
- (8) Vehicle parking permits shall be issued based on the situation determined by the working group of Vehicle Management Committee. In principle, each individual may only be issued one parking permit per category, and permits printed by other units shall be deemed invalid.
- (九) 各類別停車證申請、使用規定及收費標準，由施行細則另訂之。
- (9) Application procedures, parking policies, and charging standards for various types of parking permits shall be formulated separately in the *Guidelines on Detailed Implementation of Vehicle Management*.

車輛通行停放限制：

Restrictions on Vehicle Entry and Parking:

1. 所有車輛得於開放時間內自由進出西子灣校門。
 - i. All vehicles are free to enter and exit the main entrance of the University during specific opening hours.
2. 壽山校門及校內各管制哨口除特殊情形外，須出示本校核發之有效停車證或臨時停車證始得通行。
 - ii. Except for special circumstances, vehicles shall present a valid parking permit or a temporary one issued by the University to enter from the Shoushan entrance and other checkpoints of the campus.
3. 具有本校有效停車證或臨時停車證者，始得將車輛於規定時間內停放於校方指定之停車區域，但來賓及收費停車場，不在此限。
 - iii. Vehicles with a valid or temporary parking permit issued by the University may park in designated parking areas on campus during specified periods while paid parking lots are open at all time.

三、本校發給停車證僅表示允許該車輛在本校通行與停放，本校不保證提供所有車輛停車位亦不負車輛保管責任。

III. Vehicle parking permits grant merely the permission to enter and park on campus, but not guaranteed parking spaces nor property safety of vehicles.

四、本校得根據停車位數目及其他因素考量限制發給各種車輛停車證，車輛停車證發給總數及分配方式，由車輛管理委員會決定。

IV. Parking permits for cars and motorcycles shall be issued in consideration of available parking spaces and other factors. The total number of parking permits and the allocations of permit types shall be determined by the Vehicle Management Committee.

五、本校保留車輛停車證所有權，並得依本要點及施行細則規定收回或註銷停車證。

V. The University reserves the ownership of all parking permits, and may cancel or revoke any parking permits in accordance with the guidelines herein and the *Guidelines on Detailed Implementation of Vehicle Management*.

六、車輛停車證限原申請車輛按規定方式張貼使用，偽造、冒用、偷竊或轉借無效，並追究申請人及使用人責任，原申請人離職或離校時停車證即失效。車輛停車證如有遺失，原申請人得在簽具切結書後，另行繳費申請補發車輛停車證。

VI. Vehicle parking permits shall be properly displayed in accordance with relevant regulations, and are only applicable to the vehicles specified in the application form. A parking permit shall be deemed invalid if it is found forged, borrowed, or stolen with the applicant and the user both bearing full responsibility for any consequence. Vehicle parking permits will be nullified once the applicant leaves the University due to termination of their employment or completion of their studies. Applicants losing the parking permit may apply for a replacement after signing a declaration and paying the fee.

七、違規及處理：

VII. Violations and Handling:

(一) 未在規定位置停放之車輛均屬違規停車。

(1) Vehicles parked outside designated areas shall be deemed illegal parking.

(二) 未在規定區域或時間內行駛及停放之車輛均屬違規。

(2) Vehicles not parked in the designated areas or during the specified hours are deemed violating the regulations.

(三) 對領有本校停車證之違規車輛但不依規定停車者開立違規單，惟對不

依規定停車者妨礙交通秩序或無本校停車證之車輛則拖吊至收費停車場、拖吊場，以排除違規之情形。

- (3) A violation ticket may be issued to vehicles with a parking permit but fail to park in accordance with regulations. Vehicles obstructing the traffic or those without a parking permit may be towed to a paid parking lot or towing yard so as to resolve the violation.
- (四) 違規車輛處理收費標準及相關措施，由本要點施行細則另定之。
- (4) Charging standards and relevant measures for handling violations shall be formulated separately in the *Guidelines on Detailed Implementation of Vehicle Management*.
- (五) 車主如有異議，應先繳費，並於取締之日一週內向車輛管理執行小組申訴、以一次為限。
- (5) If there is any objection to the handling of the violation, the vehicle owner shall pay the fees first and then file an appeal to the working group of Vehicle Management Committee within one week from the enforcement date, with only one appeal allowed.
- (六) 違規遭拖吊車輛應於繳清拖吊處理費、行政處理費及停車費後發還車輛。
- (6) Vehicles towed due to violation shall be released after the towing fee, administrative handling fee, and parking fee are paid off.
- (七) 違規車輛於繳清處理費辦妥相關程序後放行。
- (7) Violating vehicles shall only be released after the relevant procedures are completed and relevant fees are paid off.
- (八) 未繳清違規拖吊處理費及行政處理費前不再核發車輛停車證。
- (8) A new parking permit shall not be issued before the towing fee and administrative handling fee of violation are cleared.
- (九) 違規車輛應即時改正違規事實，未改正車輛本校得按日連續開違規單。
- (9) Owners of violating vehicles shall resolve the violation promptly; otherwise, violation tickets may be issued daily.
- (十) 學年度內未繳清違規處理費之教職員工生名單，得列冊送請單位主管協助處理，未繳清違規處理費前則不得申請下年度之停車證。
- (10) The compiled list of faculty, staff, and students failing to clear their violation fines within the current academic year shall be submitted to their affiliated units for further assistance. Those with outstanding fines shall be ineligible for next year's parking permits until the fines are cleared.

(十一) 在校內騎乘機車未依規定戴安全帽者，得依相關規定處分。

(11) Riding a motorcycle on campus without wearing a helmet may result in disciplinary actions in accordance with relevant regulations.

八、校園內廢棄車輛應定期清理，廢棄車輛外觀判定原則、公告時程及公告後處理方式等，由本要點施行細則另定之。

VIII. Abandoned vehicles on campus shall be regularly removed. The criteria for identifying abandoned vehicles, the announcement timeline, and the procedures after the announcement shall be specified separately in the *Guidelines on Detailed Implementation of Vehicle Management*.

九、違規停車之行政處理、拖吊費收入，應優先使用於機車停車場維護、修繕與改善交通設施等相關事務。

IX. Revenues from administrative handling fees and towing fees of illegal parking shall be primarily allocated to maintenance and repair of parking areas and improvement of traffic facilities.

十、附則：

X. Supplementary Provisions:

(一) 本要點其他未盡事宜，得由車輛管理委員會授權車輛管理執行小組訂定細則施行並依實際情形修訂，但不得與本要點抵觸。

(1) Matters not covered herein shall be handled in accordance with the *Guidelines on Detailed Implementation of Vehicle Management*, which shall be formulated and amended based on actual circumstances by the working group of Vehicle Management Committee but must not contradict the provisions stipulated in the guidelines herein.

(二) 本要點經車輛管理委員會議及行政會議通過，陳請校長核可後實施，修正時亦同。

(2) These guidelines are approved by the Vehicle Management Committee meeting, Executive Meeting, and the President before implementation. Amendments to these guidelines shall follow the same procedure.