

Guidelines for Automobile and Motorcycle Parking Management and Fees, Taoyuan Campus of National Taipei University of Business

Amended and approved at the 1st Administrative Meeting of the 1st semester of Academic Year 2015 on August 13, 2015

Amended and approved at the 9th Administrative Meeting of the 2nd semester of Academic Year 2015 on June 16, 2016

Amended and approved at the 7th Administrative Meeting of the 2nd semester of Academic Year 2018 on May 23, 2019

- I. In order to strengthen parking management on the Taoyuan Campus, increase university revenue, and maintain campus order, peace, and pedestrian safety, these Regulations are hereby enacted.
- II. The parking areas on the Taoyuan Campus are as follows:
 - (I) Basement parking lot of Hongyi Building (indoor).
 - (II) Basement parking lot of the NTUB Residence Hall (indoor).
 - (III) Ring-road parking area (outdoor).
 - (IV) South-side parking lot of the NTUB Residence Hall (outdoor).
 - (V) U-shaped parking lot (outdoor).
- III. Parking hours and eligible users:
 - (I) The parking facilities on the Taoyuan Campus are open daily from 6:00 a.m. to 10:00 p.m., except for the basement parking lot of the NTUB Residence Hall, which is open daily from 7:00 a.m. to 11:00 p.m. Vehicles with approved regular parking permits are not subject to the foregoing opening hours.
 - (II) Car spaces in the basement parking lot of Hongyi Building are reserved for NTUB faculty and staff. In addition, enterprises that have entered into industry–academia cooperation agreements with the NTUB Incubation Center may apply to park one vehicle. Except on Saturdays and Sundays or under other special circumstances when the lot is opened for use, these spaces are restricted. Motorcycle spaces are only open to vehicles with approved regular parking permits.
 - (III) Car spaces in the basement parking lot of the NTUB Residence Hall are open only to dormitory managers and contracted food service vendors. Motorcycle spaces are open only to vehicles with approved regular parking permits whose users are NTUB dormitory residents.
 - (IV) The ring-road parking area and the south-side parking lot of the NTUB Residence Hall are open to vehicles without regular parking permits.
 - (V) Parking in the U-shaped parking lot is prohibited from Monday to Friday. Automobile parking may be allowed on Saturdays, Sundays, public holidays during class hours, and for major events, important guests or construction vehicles.
- IV. Types of vehicles permitted to park: small passenger or light cargo vehicles and motorcycles.
- V. The university adopts a fully automatic parking management system. Cars enter and exit the campus using license plate recognition and eTag sensing. Motorcycles enter and exit using contactless cards or temporary tickets. Contactless cards include faculty and staff ID cards issued by the Personnel Office, and student ID cards issued by the Office of Academic Affairs or the Division of Junior College and Continuing Education. Part-time teachers of other programs and students of Continuing Education and the Open University use parking cards issued by the Taoyuan Campus General Services Section (the Section) or personal EasyCards registered and activated by the Section.
- VI. Before leaving the campus, vehicles using temporary parking must pay the parking fee at an automatic payment machine by entering the license plate number or by inserting the temporary motorcycle ticket into the temporary parking automatic payment machine. After paying the parking fee, the vehicle must exit the campus within thirty minutes. If this time limit is exceeded, additional overtime parking fees will be charged based on the original rate. Those who fail to pay in accordance with the preceding paragraph shall be dealt with in accordance with the law.
- VI. Regulations for application and use of regular parking:
 - (I) Faculty, staff, and students shall apply for regular parking each academic year and pay the parking fee for the full academic year; part-time teachers may apply on a semester basis and pay the parking fee according to their actual teaching period.
 - (II) Car parking is limited to one permit per license plate. Any vehicle other than the registered one entering the campus shall be charged separate parking fees.
 - (III) When replacing a vehicle or temporarily using another vehicle, the holder shall bring the new vehicle registration and a completed application form to the Section to complete the permit change procedures. The period for using a temporary vehicle is limited to one month from the date of

application; where use exceeds one month, parking fees shall be paid in accordance with the eligibility requirements and categories set out in the parking fee schedule.

- (IV) Full-time and part-time teachers must belong to an academic unit (program) on the Taoyuan Campus to be eligible to apply. Those belonging to academic units (programs) on the Taipei Campus shall apply for a Taipei Campus parking permit.
 - (V) In the event of appointment, application for a new vehicle, retirement, transfer, suspension (withdrawal) from study, or similar circumstances, fees shall be charged or refunded on a pro rata basis according to the date of application.
- VIII. When any unit of the University holds a large-scale event or meeting, it shall apply in advance and provide this Section with information such as the event time, venue, and related details concerning the confirmation of parking locations and number of spaces, so as to facilitate advance arrangements by this Section and guidance by security personnel in directing guest vehicles to designated parking areas.
- IX. Compliance requirements:
- (I) The University only permits vehicles to travel and park on campus; it does not guarantee parking spaces for all vehicles, nor does it assume any responsibility for the safekeeping of vehicles.
 - (II) It is strictly prohibited to place hazardous items inside vehicles. Where a driver damages facilities or structures in the parking areas, the driver shall be liable for compensation. In the event of an accident between vehicles on University premises, the parties involved shall resolve the matter themselves—the University shall have no involvement.
 - (III) If, due to intent, negligence, or other causes, a fire results in damage, contamination, or loss of any parking facility or structure, the parker shall be responsible for repair and compensation.
 - (IV) To maintain safety and cleanliness in the parking areas, smoking and car washing are prohibited.
 - (V) Vehicles driving on campus shall slow down and are prohibited from using their horns, with the exception of security vehicles performing emergency duties.
 - (VI) Vehicles shall not, without cause, enter or park in pedestrian-only areas on campus. Unless required for work or specially authorized by the University, no vehicle may enter pedestrian zones on campus.
 - (VII) Vehicles entering the campus shall comply with the University's Regulations for the Management of Cars and Motorcycles and the traffic rules, follow instructions, and park neatly and correctly within marked indoor and outdoor parking spaces or temporary parking areas designated by the University. Other special work vehicles may, during working hours, park at work sites that do not obstruct traffic and are not subject to the space or location restrictions; however, for large crane trucks and trailer trucks, the construction unit shall notify the guardroom in advance and assign personnel to guide them to the work site.
 - (VIII) University official vehicles and loading-only spaces are reserved exclusively for designated users and vehicles; other vehicles shall not occupy these spaces. Vehicles without a disabled parking permit shall not park in spaces reserved for persons with disabilities, nor may any vehicle park across more than one marked space.
 - (IX) Guest cars and motorcycles, vehicles of visitors on official business, and vehicles without an annual parking permit are prohibited from entering the campus between 10:00 p.m. and 6:00 a.m. (when the campus is closed to the public). During closed hours, the University does not process ad hoc requests to open the campus for vehicle entry or exit.
 - (X) The University retains ownership of all vehicle passes and may, in accordance with the regulations, recover or cancel the right of access and parking.
 - (XI) Matters not covered in these Directions shall be handled in accordance with the relevant government traffic regulations.
- X. Handling of violating vehicles:
- (I) For vehicles illegally parked on campus, where a vehicle has been recorded by this parking facility as having violated the regulations three times or more, its parking privileges shall be terminated immediately and applications for regular parking shall not be accepted for three years.
 - (II) For vehicles on campus that violate traffic safety regulations by speeding, swerving, drunk driving, random parking, or in other ways:
 1. For outside vehicles, once stopped, the driver shall be warned and advised, and the license plate number shall be recorded. In case of a repeated violation, the vehicle shall be ordered to leave the campus immediately and shall thereafter be denied access to the campus.
 2. For vehicles whose violations affect traffic on campus and whose owners cannot be contacted, or for University-owned vehicles which, after being stopped on site, ignore warnings and advice,

or in cases where the violation is of a serious nature, the violating vehicle must, before leaving the campus, pay the fine at the payment machine; only after payment may it leave the campus. Bicycles shall be moved as a form of warning, but no vehicle handling fee shall be charged. Where the circumstances of the violation are serious, fines shall be imposed.

- XI. The fees prescribed in these Guidelines, in addition to being remitted to the Treasury in accordance with the law, shall be used to improve various measures related to the University's paid parking management. The University may, according to actual needs, adjust the number of vehicles of each type allowed to enter and exit the campus. The fee schedule is as shown in the attached table.
- XII. These Guidelines shall be implemented after being discussed and approved by the Administrative Meeting of the University and submitted to the President for approval; the same shall apply to any amendments.

National Taipei University of Business Taoyuan Campus Motor Vehicle Parking Fee Schedule

One. Regular and Preferential Parking

Item	Eligibility	Fee Schedule	Procedures for Applying Parking Permit
I.	(I) Full-time faculty and staff of the University. (II) Full-time research assistants hired under research projects. (III) Contractors that have signed outsourced service agreements for campus facilities with the University. (IV) Industry partners that have signed industry-academia cooperation agreements with the University's Incubation Center. (V) Other applicants with special needs may submit separate case-by-case applications.	For automobiles, NT\$2,400 per academic year; for motorcycles, NT\$300 per academic year.	<ol style="list-style-type: none"> 1. Please apply during the designated application periods. There are three application phases each academic year; the exact dates follow the announcements of the General Service Section of the Taoyuan Campus. 2. Applications during the three periods are filed online. Application procedures are as follows: <ol style="list-style-type: none"> (1) Pay the parking fee at the automatic payment kiosk on the first floor of Gong-Neng Building. (2) Take photos of the payment receipt, vehicle registration, and driver's license. (3) Go to the online application website, complete all required information, and submit. (4) For those who have a student ID card with EasyCard function, activation and system setup will be handled by the General Service Section. Those without a student ID card shall apply for a dedicated parking card (NT\$100 deposit is required) during office hours at the General Service Section or bring their personal EasyCard there for system setup. (5) After the application is completed, you must wait for the access settings to be activated. 3. After submitting the application, users must wait for activation before using the regular parking function. Activation time: <ol style="list-style-type: none"> (1) For applications submitted before 3:00 p.m. on working days (Monday to Friday) within the open application period, activation will be completed on the following day. (2) For applications submitted on Saturdays, Sundays, or public holidays within the open application period, activation will be completed on the working day following the holiday. (3) Outside the open application period, or before activation has been completed for a submitted application, vehicles entering and leaving the campus shall be treated under the regulations for temporary parking. Users must pay the specified amount at the yellow automatic payment machine.
II	Students of the University enrolled in two-year technical programs, four-year technical programs, and graduate programs.	For automobiles, NT\$3,600 per academic year; for motorcycles, NT\$300 per academic year.	<ol style="list-style-type: none"> (2) Outside the open application period, or before activation has been completed for a submitted application, vehicles entering and leaving the campus shall be treated under the regulations for temporary parking. Users must pay the specified amount at the yellow automatic payment machine. 4. Vehicles unable to complete the application

			within the specified period shall submit a paper application to the General Service Section.
III	Applicants who do not meet the eligibility criteria under Items I or II.	For automobiles; NT\$1,500 per academic year; for motorcycles, NT\$300 per academic year.	<ol style="list-style-type: none"> 1. Applicants shall complete the application form and affix copies of the vehicle registration, driver's license, and the payment receipt to the form. 2. Each unit's administrative staff shall collect all application forms and submit them to the General Service Section of the Taoyuan Campus. 3. Applications must be renewed each academic year with payment of the full annual fee. However, for those whose teaching periods cannot be confirmed in advance, fees may be paid by semester according to the actual teaching period.
IV	Persons with disabilities.	Automobile and motorcycle parking fees are charged at half of the applicable amounts under Items I to III.	Applicants must complete the application form and attach a copy of their disability identification card.

Two. Per-Use Parking Fees and Free Parking

Eligibility	Fee Schedule	Payment Procedures
<ol style="list-style-type: none"> 1. Vehicles without a regular (long-term) parking permit. 2. Vehicles of parents/guardians dropping off or picking up NTUB students, and taxis. 3. Visitors on official business and construction vehicles. 	<ol style="list-style-type: none"> 1. Parking is free for the first hour after entering the campus; fees are charged after one hour. 2. Cars: NT\$40 per entry during open hours; NT\$200 per entry during the nighttime restricted period, with a daily maximum of NT\$240. Motorcycles: NT\$20 per entry per day. 	<ol style="list-style-type: none"> 1. Automobiles enter the campus via license-plate recognition. Before leaving, the driver must proceed to an automatic payment machine (yellow machine at the guard room / Gong-Neng Building) to pay the fee, then exit using license-plate recognition. 2. Motorcycles enter the campus using a paper ticket. Before leaving, the rider must pay at the automatic payment machine, then insert the ticket into the ticket slot at the exit gate to leave. 3. Automobiles that frequently enter and exit the campus and wish to apply for prepaid parking may go to the white automatic payment machine in the Gong-Neng Building, manually enter the parking amount (according to the actual number of uses), attach the payment receipt to the application form, and submit it to the General Service Section of the Taoyuan Campus to process the prepaid parking request.
<p> Holders of an Honorary Parking Permit for significant contributions to the University’s development; University official vehicles; and chairpersons (or directors) of departmental (or division) alumni associations during their term of office when coming to campus to convene alumni association meetings, as well as other special circumstances approved by the University.</p>	<p>No charge.</p>	<ol style="list-style-type: none"> 1. Processed based on entries in the parking data input system for both campuses. 2. Please submit the approved “Application Form for Vehicle Entry to Campus,” with the visitor’s license plate number filled in and stamped, to the Taoyuan Campus General Service Section by 3:00 p.m. on the day before the visit. The vehicle will then be able to enter and exit the campus directly on the day of the visit. 3. Entry and exit are controlled by the security guard at the main gate.
<p>Guests invited by the University who do not receive lecture fees, hourly pay, service fees, attendance fees, review fees, or any other allowance, and other special cases as approved.</p>	<p>Exempt from parking fees.</p>	<p>Please submit the approved “Application Form for Vehicle Entry to Campus,” with the visitor’s license plate number filled in and stamped, to the General Service Section by 3:00 p.m. on the day before the visit. The vehicle will then be able to enter and exit the campus directly on the day of the visit.</p>
	<p>A parking credit of NT\$20 for the day will be applied.</p>	<p>If the application is not submitted within the specified time, or if the application is submitted on time but the license plate number is not provided, the stamped application form must be sent to the General Service Section to exchange for a magnetic guest card. When leaving the campus, the guest must use the automatic payment machine to process the card and settle the fee.</p>
<p>Vehicles of parents/guardians and taxis dropping off or picking up NTUB students during dormitory move-in and move-out periods.</p>	<p>Exempt from parking fees.</p>	<ol style="list-style-type: none"> 1. Entry and exit are controlled by the security guard at the main gate. 2. Move-in and move-out periods are based on the University calendar as announced. Any changes will be announced separately on the Taoyuan Campus website.

Ambulances, fire engines, police vehicles, postal vehicles, telecommunication service vehicles, power engineering vehicles, garbage trucks, freight vehicles, and passenger vehicles (buses, coaches) performing official duties.	Exempt from parking fees.	Entry and exit are controlled by the security guard at the main gate.
Persons hired to enter the campus to perform installation, repair, maintenance, or loading/unloading work.	Exempt from parking fees.	The hiring unit shall complete the “Application Form for Vehicle Entry to Campus” and attach the relevant supporting documents for prior application. A magnetic guest card or other appropriate method will then be issued/processed.

Notes:

1. A deposit of NT\$100 is required when using a parking card issued by the General Service Section; the deposit will be refunded upon return of the card.
2. If a student ID card is lost and reissued, after receiving the new card the student must go to the Taoyuan Campus General Service Section to pay a NT\$50 re-activation fee; activation will be completed within three days from the date of application. During the period when the student ID card is lost and pending reissuance, or pending activation, students who need to drive into the campus must use a parking card from the General Service Section (NT\$100 deposit), which will be refunded upon return of the card.
3. A handling fee of NT\$100 will be charged for a lost motorcycle parking ticket; a handling fee of NT\$200 will be charged for a lost magnetic guest card, and parking fees must be paid according to the actual entry/exit time.
4. Parking violation fees: NT\$500 for automobiles and NT\$200 for motorcycles.