DS-42-2023-PS

SAGRADO
Universidad del Sagrado Corazón

Policy on Access, Traffic and Parking at the Universidad del Sagrado Corazón

Effective: 2023.07.01

I. Purpose

The purpose of this Policy is to establish the regulations related to vehicular access and traffic on the grounds of the Universidad del Sagrado Corazón (Sagrado or University), including the assignment of parking to the various groups that make up the university community.

II. Scope

This Policy applies to every person who seeks access to the Universidad del Sagrado by means of motor vehicles.

III. Definitions

1. Parking area - Spaces designated for parking or reserved for university personnel, students, or visitors.
2. Student - Any person officially enrolled at Sagrado, whether as a student in a course for academic credit or in a Sagrado Global course.
3. Security Office - Sagrado's Office of Integrated Security and Risk Management, attached to the Operations unit.
4. Access permit - Authorization for motor vehicle access to Sagrado issued under the provisions of this policy.
5. University personnel - Any employee or officer of the University who provides teaching, administrative, or any other services, by appointment or contract, full-time or part-time, or a trustee of the University.
6. Motor vehicle or vehicle - An automobile, truck, or motorcycle used to transport people or goods.
7. Visitor - Any person who is not university personnel, a student, or an alumnus and who drives a vehicle within the campus after being authorized to enter the University; this includes suppliers.

IV. General Policy

A. Access

Access to the University by motor vehicle is a privilege; it does not constitute a right. To access the University grounds by motor vehicle, every student and member of university personnel must request the corresponding access permit at the Office of Integrated Security. Visitors must register at the guard booth at the University entrance. The access permit does not guarantee a parking space.

B. Traffic and safety

Pedestrians have the right of way. Every person driving a motor vehicle on campus must yield to pedestrians. Every person authorized to enter the University by motor vehicle shall observe the right of way and the traffic and safety instructions established by the University through signs posted in the relevant locations.

C. Parking

The University will identify and assign parking areas for students, university personnel, and visitors. Parking of vehicles in areas that have not been designated for these purposes will not be permitted. Every automobile must be parked in reverse and within the lines of the corresponding parking space, unless the parking area does not allow parking in this manner.

V. Responsibility

The Operations unit will establish a procedure for the granting of permits, parking, related matters, and sanctions for violations of this policy.

VI. Questions about this Policy

This Policy on Access, Traffic and Parking at the Universidad del Sagrado Corazón is approved by the President of the University with the counsel and advice of the Office of General Legal Counsel. Questions about the scope and interpretation of this Policy should be directed to the Office of Integrated Security at 787.728.1515, ext. 5557.

The Universidad del Sagrado Corazón reserves the right to interpret this Policy in its administration, implementation, and enforcement. In the event of ambiguity in any provision of this Policy, the University reserves the discretion to interpret it in accordance with the purpose for which it was established, the impact on the University's operations, and good faith, unless the law provides otherwise.

VII. Reporting Violations of this Policy

Violations of this Policy should be directed to the Office of Compliance, Internal Audit and Institutional Integrity at the email address: cumplimiento@sagrado.edu. Any violation of this Policy will be addressed in accordance with institutional policies and procedures.



Gilberto J. Marxuach Torrós
President