

國立成功大學車輛行駛校區管制辦法

Regulations on the Control of Vehicles Driving on Campus at National Cheng Kung University

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第一條

為確保校園安全及安寧，維護校園公共秩序，加強車輛管理，特訂本辦法。

Article 1

These Regulations are established to ensure the safety and quietness, maintain the public order, and enhance the management of vehicles on Campus.

第二條

以配合校園規劃，審議本校車輛管制辦法之研修及車輛管理問題，從事本校交通整體規劃先期作業，以維護校園秩序，促進校園安全為目標。

Article 2

The purpose of the Regulations is to review the draw-up of the NCKU vehicle control regulations in line with campus plans, deal with vehicle management issues, and implement the preliminary tasks for the overall traffic planning of the university in order to maintain the order and enhance the safety on Campus.

第三條

本校所屬及附屬單位教職員工之汽車，應事先申請通行證，憑當學年度通行證、磁扣、教職員工數位識別證、車牌辨識進入校區；榮獲中央研究院院士或國外院士級之本校專任教師得向總務處申請個人專用停車位。

Article 3

The cars of the faculty working in a unit or subsidiary unit of NCKU shall file an application. With the academic year car pass, RFID sensor key, faculty digital ID card, or license plate recognition to enter the campus. Full-time teachers of NCKU who are academicians of Academia Sinica or in a foreign country may apply to the Office of General Affairs for a dedicated parking space.

第四條

本校所屬及附屬單位教職員工生之機車，憑機車停車證、停車卡、教職員工數位識別證、數位學生證分別停放於平面或地下機車停車場。

Article 4

The motorcycles/scooters of the faculty and students working/studying in a unit or subsidiary unit of NCKU are only allowed to park in the parking lot or garage with a motorcycle/scooter parking permit, parking card, or faculty/student digital ID card.

第五條

本校所屬及附屬單位教職員工生之腳踏車，憑腳踏車識別證分別停放於各校區指定之腳踏車停放區。

Article 5

The bicycles of the faculty and students working/studying in a unit or subsidiary unit of NCKU are only allowed to park in the specified bicycle parking area in each campus with a bicycle ID card.

第六條

各種推廣進修教育班及在職專班學員之汽車憑臨時通行單並出示相關證明文件，經駐警查驗後，始得進入校區停放於停車格位。

Article 6

Students participating in the continuing and in-service education programs shall present their temporary car pass and relevant certification documents to the guard for inspection. They are allowed to drive their cars on Campus and park them in a parking space only after the guard inspects such documents.

第七條

下肢重度身障學生領有身心障礙證明者，得檢具證明文件專簽申請汽車通行證。學生臨時傷病須以汽車代步，持有醫院證明者，經駐衛警察查驗後進入校區。

Article 7

Student with seriously disabled lower limbs and with a disability identification may submit certification documents to apply for a car pass.

Students who are injured or sick and need a car for transportation shall present a medical certificate and be approved by the Campus Traffic Management Committee to enter the campus after inspection.

第八條

一般廠商及特約廠商申請廠商汽車通行證應檢具切結書由業務相關單位提出申請 經總務處核發，並不得過夜停放及佔用地下停車格位。

Article 8

General contractors and contracted suppliers who apply for a contractor car pass shall submit an affidavit and file the application to the Office of General Affairs for approval through the responsible NCKU unit. They shall not park their car overnight or occupy a parking space in the garage.

第九條

未辦理本校停車證者，其車輛進入校區時，應先繳費，並停放指定停車場。但有下列情形，得免收費：

- 一、參加公務會議之車輛，經出示校函、口試及資格考試委員聘函、開會通知單或邀請函者。
- 二、消防車、救護車、郵電車、運鈔車等執行公務車輛。

Article 9

A fee shall be paid for a car to enter and park on Campus without a parking permit. The car shall park in the specified parking lot. However, no fee needs to be paid in the following circumstances:

1. The vehicle driving in is for a meeting related to the university affairs and a NCKU letter, a letter of appointment as a member of the oral or qualifying examination committee, meeting notice, or a letter invitation is presented.
2. Fire engines, ambulances, vehicles for post and telegraph services, or armor cash carriers driving in for implementation of relevant affairs.

第十條

工程車、送貨車向駐警出示維修單或送貨單登記後換取臨時通行牌進入校區。開學及學期結束期間學生搬運行李出示學生證登記後，換取臨時通行牌進入校內宿舍區。

Article 10

Engineering vehicles and delivery vans may enter the campus after the driver presents the repair order or delivery note to the guard and makes a record to obtain a temporary pass. Students who are handling their baggage before a semester begins or after it ends shall present the student ID card and make a record to obtain a temporary pass and enter the dormitory area on Campus.

第十一條

車輛運出公物應出示相關單位之「物品運出憑單」，並主動接受檢查，經駐警登記後放行。

Article 11

To transport the property of the university out of the campus with a car, the “Property Transport Out Certificate” issued by the relevant unit shall be presented and the car shall be inspected. The guard may allow the car to leave after making a record.

第十二條

機車禁止行駛校區，但身心障礙機車、公務機車、送報機車或特殊情況經校園交通管理委員會審議通過者，經駐衛警察查驗後進入校區。

Article 12

No motorcycles/scooters are allowed to drive on Campus. However, the guard may allow the motorcycles/scooters of people with disabilities or newsmen, or for the purpose of university affairs, or in any special circumstances approved by the Campus Traffic Management Committee to enter the campus after inspection.

第十三條

有公務來往之機關(含報社、電台)公務車憑貴賓證通行校區，貴賓證由秘書室核發。

Article 13

Vehicles from other institutions that have a relationship of official business (including newspaper offices and radio stations) may enter the campus for such purpose with a VIP pass issued by the Secretariat Office.

第十四條

教職員工申請汽車通行證、機車停車證需持行照(應為本人、配偶或直系血親所有)、駕照、員工識別證至事務組辦理。需用腳踏車識別證逕到軍訓室領用。

Article 14

When applying for a car pass or motorcycle/scooter parking permit, the faculty shall carry the vehicle license (owned by the applicant, spouse, or a lineal relative), driving license, and faculty ID card, and file the application to the General Service Division. The bicycle ID card, if needed, can be acquired directly from the Military Training Division.

第十五條

學生申請汽車通行證需持行照(應為本人、配偶或直系血親所有)駕照、學生證至事務組辦理。車輛應停放於指定停車場。開放數量及費用由校園交通管理委員會核定。

Article 15

When applying for a car pass, the student shall carry the vehicle license (owned by the applicant, spouse, or a lineal relative), driving license, and student ID card and file the application to the General Service Division. The car shall be parked in the specified parking lot. The number of available parking lots and the parking fee shall be determined by the Campus Traffic Management Committee.

第十六條

學生申請機車停車證需持行照、駕照、學生證至軍訓室辦理。需用腳踏車識別證逕到軍訓室領用。

Article 16

When applying for a motorcycle/scooter parking permit, the student shall carry the vehicle license, driving license, and student ID card, and file the application to the Military Training Division. The bicycle ID card, if needed, can be acquired directly from the Military Training Division.

第十七條

本校各單位舉辦大型活動或會議車輛如需進入校區者，應事先向駐警隊申請及繳費，以利安排車輛停放。

Article 17

An NCKU unit that organizes a large-scale event or conference with vehicles which require being driven on Campus shall file an application to the Campus Security Squad Division and pay the fee in advance in order to arrange a space for the vehicles.

第十八條

無夜間停車證者不得於夜間將汽車停放在地下停車場過夜，因出差或值勤而將汽車停放地下停車場過夜者，應出示相關證明。

Article 18

Vehicles shall not be parked in the garage overnight without an overnight parking permit. Relevant certificates shall be presented if any vehicle needs to be parked in the garage overnight for travel on official business or implementation of duties.

第十九條

本校志工申請汽車臨時通行單、機車停車證，依業務需求提校園交通管理委員會議決通過，領用時需附志工名冊、行照、使用時段、核定數量等資料至事務組申請核發，收費方式另定之。

Article 19

The application of an NCKU volunteer for a temporary car pass or motorcycle/scooter parking permit is subject to resolution and approval at the meeting of the Campus Traffic Management Committee. The applicant shall file the application, together with the materials including the volunteer name list, vehicle license, applicable time section, and approved quantity, to the General Service Division for issuance. The payment method shall be determined separately.

第二十條

汽機車應停放於停車格位，遵守一般交通規則，嚴禁超速、禁鳴喇叭。

Article 20

Cars and motorcycles/scooters shall be parked in the parking space in accordance with the general traffic rules. Speeding and honking are absolutely prohibited.

第二十一條

汽車通行證、機車停車證應張貼於車輛明顯處。嚴禁轉借、偽造、複製。如有毀損、遺失、換車者，請持相關證明，申請免費補發，無相關證明事證者，補發時酌收工本費。機車停車卡、汽車感應磁扣如有毀損、遺失，補發時酌收工本費。

Article 21

The car pass and motorcycle/scooter parking permit shall be put displayed on the vehicle in a place that is easy to read. Lending, falsification, and reproduction are absolutely prohibited. Where the car pass or motorcycle/scooter parking permit is damaged or lost, or the car or motorcycle/scooter is changed with a new one, re-issuance is allowed free of charge if a certificate is presented to prove the fact. Otherwise, a service fee will be charged. A service fee shall be charged for re-issuance in case a motorcycle/scooter parking card or car RFID sensor is damaged or lost.

第二十二條

車輛違規事項如下

- 一、偽造、複製通行證、停車證者。
- 二、硬闖校區不聽制止者。
- 三、汽車未張貼通行證行駛校區者。
- 四、通行證借供他車使用或使用他車通行證者。
- 五、按鳴高音量喇叭或其他產生噪音器物影響上課者。
- 六、行車速限超過時速廿五公里者。
- 七、未停放在停車區或格位者。
- 八、汽車無夜間停車證隔夜停放地下停車場者。
- 九、未遵行方向(逆向)行駛者。
- 十、機車未張貼停車證停放於管制停車場者。

Article 22

Vehicles involved in a violation as described below.

1. Falsifying or reproducing the car pass or parking permit.
2. Intruding into the campus without obeying the restraints.
3. Driving on Campus without showing the car pass.
4. Lending the car pass to another vehicle or borrowing the car pass of another vehicle.
5. Honking at a high volume or sounding other noise-making devices affecting classes.
6. Driving over the speed limit by 25 km or more.
7. Parking outside the parking area or space.
8. Parking overnight in the garage without an overnight parking permit.
9. Driving without following the driving direction (reverse direction).
10. Parking a motorcycle/scooter without a parking permit in a controlled parking lot.

第二十三條

車輛有違規情事，由駐警隊執行取締，違規處理如下：

- 一、違反本辦法第二十二條第一款及第四款者，吊扣其汽車通行證、機車停車證及偽造、變造、複製品，並自查獲日起一年內停止辦理換發新證。
- 二、各單位如發現違規車輛應通知駐警隊，其拖吊處理要點由駐警隊訂定之。
- 三、違規罰單於開立後三十日仍未繳清罰款者，禁止進入校區，並停止辦理換發新證，須繳清全部罰款，始得辦理換發新證。
- 四、違規情節重大者，得提校園交通管理委員會議處。
- 五、本校校園停車空間廢棄車輛之查報、認定、移置、保管及清除，依「國立成功大學校園停車空間廢棄車輛處理原則」辦理。

Article 23

The Campus Security Squad Division is responsible for execution of the punishment in case any faculty vehicle is involved in a violation.

Vehicles involved in a violation are dealt with as described below.

1. In case of Article 22, Subparagraph 1 and 4, the car pass or motorcycle/scooter parking permit shall be suspended, the falsified, altered or reproduced item shall be confiscated, and the right of application shall be suspended for one year from the date on which the violation is identified.
2. The unit shall notify the Campus Security Squad Division when any vehicle involved in a violation is identified, and the Campus Security Squad Division shall establish the vehicle towing directions.
3. A violator who has not paid the fine in 30 days is not allowed to drive through the campus and no application for a car pass.
4. The case may be escalated to the Campus Traffic Management Committee in substantial violation of the regulations.

5. The discarded vehicles on Campus parking spaces of the university and their reporting, identification, movement, custody and elimination shall be subject to the “Directions for Dealing With Discarded Vehicles on Campus Parking Spaces of National Cheng Kung University”.

第二十四條

違規車輛之罰款及汽、機車通行證、停車證之收費標準，依「國立成功大學車輛收費管理要點」辦理。

前項收費管理要點經校園交通管理委員會審議通過，經校長核定後實施。

Article 24

Collection of the fines imposed on the vehicles in violation of the directions on Campus of the university, and the charging standards for different car passes and motorcycle/scooter parking permits shall be subject to the “Vehicle Charging Management Directions of National Cheng Kung University”.

The directions in the previous Paragraph shall be enforced upon approval by the Campus Traffic Management Committee, and take effect upon approval by the President.

第二十五條

本辦法經行政會議通過後施行，修正時亦同。

Article 25

The Regulations and any amendments thereto shall take effect upon approval at the administrative meeting.