

○Hiroshima University Traffic By-Laws for Higashi Senda Campus

(April 1, 2004 Approved by the Vice President (Finance))

Hiroshima University Traffic By-Laws for Higashi Senda Campus

Purpose:

Article 1. These By-Laws prescribe matters necessary to traffic regulations for automobiles and 2-wheeled vehicles (hereafter, Vehicles) on Hiroshima University Higashi Senda Campus (hereafter, Campus), based on stipulations in Article 9 of Hiroshima University Regulations Regarding Utilization of Campus Parking Areas (April 1, 2004 Regulation No. 115).

Definitions:

Article 2. In these By-Laws, “automobile” refers to the automobile (excluding motorcycles) set forth in Japan’s Road Traffic Act (Act No. 105 of 1960), and “2-wheeled vehicle” refers to the motorcycle and motorized bicycle set forth in the same act.

(2) In these By-Laws, “department, etc.” refers to a school, graduate school, library, joint education and research facilities on campus, and Higashi-Senda Area Support Office, Higashi-Hiroshima Campus Management Support (hereafter, Support Office).

Entry Restrictions:

Article 3. A person who intends to enter Campus by automobile must obtain permission for entry and possess either an Employee ID Card, Student ID Card, or Use Registration Card issued by Hiroshima University (hereafter, This University).

(2) The permission for entry prescribed in the preceding paragraph shall be granted by the dean of the relevant department, etc. for persons belonging or assigned to a department, etc., and by the dean of the related department, etc. for other persons.

(3) Persons who have not received permission stipulated in the preceding paragraph and try to enter with a Vehicle must fill out the required information on a Temporary Entry Permit Application and Certificate, show a seal of confirmation from your place of work and parking ticket to the Support office, and obtain permission from the dean of the related department, etc.

(4) The Support Office will certify the parking ticket free of charge for the person who received permission mentioned in the preceding paragraph.

Eligibility for Application:

Article 4. The following persons are eligible to apply for entry permission.

[1] An employee belonging or assigned to a department, etc. (excluding persons to whom Item 7 a. applies) who has made a declaration of commute by automobile and has a policy for voluntary automobile insurance that covers automobile bodily injury liability (hereafter, Voluntary Insurance) or is the insured person for that insurance policy.

- [2] A student of This University (including research students, etc.; hereafter, the same shall apply; excluding, however, persons in this item to whom Item 7 b. applies) who has difficulty commuting to Campus without utilizing an automobile due to special circumstances, has a policy for Voluntary Insurance or is the insured person for that insurance policy, and has received the safety education instruction prescribed by the vice president (Student Support); however, the following persons are excluded:
- (a) First-year undergraduate students
  - (b) A resident of Hiroshima City (limited to Naka Ward, Minami Ward, Nishi Ward, and Higashi Ward); however, this shall not apply when the person has been deemed to work in a remote location or reside in an area with very little public transportation
- [3] An employee of The Open University of Japan Library-Hiroshima Branch (excluding persons to whom Item 8 applies)
- [4] A student of The Open University of Japan Library-Hiroshima Branch (excluding persons to whom Item 8 applies) who has difficulty commuting without utilizing an automobile due to special circumstances, and has a policy for Voluntary Insurance or is the insured person for that insurance policy
- [5] An employee of business that is permitted to conduct tasks on Campus at a dining hall, shop, etc.
- [6] A vendor who comes to Campus for commercial business, etc.
- [7] An employee belonging or assigned to a department, etc. or a student of This University who has been issued a disability certificate who falls under any of the following.
- a. An employee who has Voluntary Insurance or is the insured person for that insurance policy
  - b. A student who has Voluntary Insurance or is the insured person for that insurance policy, and has received the Safety Education
- [8] A student or employee of The Open University of Japan Library-Hiroshima Branch who has been issued a disability certificate
- [9] A person visiting Campus from outside the university for education, research, medical care or similar purpose at This University
- [10] Other persons deemed by the executive director (Financial and General Affairs) (hereafter, Executive) as having a special need in order to carry out education and research

Application Period, etc.:

Article 5. The period in which an application for entry permission can be made shall be as follows.

[1] For a person to whom any of Items 1 through 6 in the preceding article applies, it shall be from April 1<sup>st</sup> to April 15<sup>th</sup> and October 1<sup>st</sup> to October 15<sup>th</sup> each year.

Applications shall only be accepted at other times when there is parking available.

[2] For a person to whom any of the Items 7 through 10 in the preceding article applies, applications may be made as needed.

(2) The procedure, etc. for applying for entry permission shall be in accordance with Attached Paper No. 1.

Maintenance Duties, etc.:

Article 6. The costs required for the duties related to the control of Vehicle entry and parking shall be paid by This University based on management needs and by persons who receive permission to enter by Vehicle and park (hereafter, Users).

(2) The costs paid by This University and the charge borne by the Users shall be as follows.

[1] The costs paid by This University shall be the costs necessary to management that do not include the costs required for the control of entry and parking from 7:00 a.m. to 11:00 p.m. on weekdays that is covered by the Users.

[2] The User fee shall be equivalent to the lowest cost that is required for the control of Vehicle entry and parking.

[3] The amount of the User fee stipulated in the previous paragraph (limited to persons to whom any of the Items 1 through 6 or Item 10 in Article 4 apply) shall be as indicated in the following table and not be calculated on a pro rata basis.

Classification	Amount
(a) Parking period: 1 year	10,000 yen
(b) Parking period: 6 months	5,000 yen
(c) Parking period: 1 month	1,000 yen

(3) The following persons may be exempt from paying the User fee.

[1] A person to whom Article 4, Item 7, 8, or 9 applies

[2] A person who enters on a 2-wheeled vehicle

(4) Matters necessary to expenses to be paid by persons who enter Campus without permission as stipulated in Article 3, Paragraph 3 (hereafter, General Visitors) shall be prescribed by the Executive.

(5) A person who, due to special circumstances, is unable to apply for entry permission for the period stipulated in the table under Paragraph 2, Item 3 and has been approved by the dean of the department, etc. may apply for permission in accordance with the period of use of the parking area.

(6) The User fee shall be paid in cash.

(7) If any of the following items is applicable, when a User utilizes the specified form to request a refund of a User fee that has been paid, the amount stipulated in the relevant item shall be refunded to the aforementioned User. However, this shall not apply when a request for the aforementioned refund has not been received by the last day of March in the fiscal year containing the day when the matter for which the refund is requested occurred.

[1] When an applicant withdraws said application for entry permission before the permission is granted, the amount paid shall be refunded.

[2] When the permission is not granted because the conditions stipulated in Article 4 and Article 5, Paragraph 1, Item 1 are not satisfied, the amount paid shall be refunded.

[3] When there is no more need for the applicant who has been granted permission to enter the Campus by automobile, the amount paid shall be refunded.

[4] When payment was made in error, the excess amount paid over the User fee stipulated in Paragraph 2, Item 3 shall be refunded.

[5] When an employee is transferred from a department, etc. to another location of This University or to another institution, and said employee has paid the amount stipulated in a. in the table in Paragraph 2, Item 3 and has 6 months or more until the period of use of the parking area expires, an amount equivalent to the parking period of 6 months shall be refunded.

[6] When a student takes a leave of absence or graduates, and said student has paid the amount stipulated in a. in the table in Paragraph 2, Item 3 and has 6 months or more until the period of use of the parking area expires, an amount equivalent to a parking period of 6 months shall be refunded.

[7] When an employee or student of The Open University of Japan Library-Hiroshima Branch or an employee of a business permitted to conduct business on Campus, such as a dining hall or shop, no longer needs to enter Campus, and said employee or student has paid the amount stipulated in (a) in the table in Paragraph 2, Item 3 and has 6 months or more until the period of use of the parking area expires, an amount equivalent to a parking period of 6 months shall be refunded.

[8] When approved by the Executive for other reasons, an amount equivalent to a parking period of 6 months shall be refunded to persons who have paid the amount stipulated in (a) in the table in Paragraph 2, Item 3 and have 6 months or more until the period of use of the parking area expires.

Term of Validity of Entry Permission:

Article 7. The term of validity for entry permission shall be from May 1<sup>st</sup> to April 30<sup>th</sup> in the following year.

Gate Operation:

Article 8. As a rule, Vehicle entry and exit shall be from 7:00 a.m. to 11:00 p.m. However, entry and exit may be granted when special reasons exist and a request is made to the individual appointed by the Executive (hereafter, Guardsman).

Compliance Rules:

Article 9. A person driving a Vehicle on Campus must abide by the following.

- [1] Give priority to pedestrian safety. Abide by all road signs and pavement markings placed on campus.
- [2] Strictly observe the 20km/h speed limit on campus and take particular care not to create noise.
- [3] Do not park in any place other than designated parking areas.
- [4] Only disabled persons may park in parking spaces for the disabled.

Instruction and Control:

Article 10. Traffic instruction and control of Vehicles on Campus shall be carried out by the Guardsman.

Measures Against Violations:

Article 11. When a person who enters driving a Vehicle violates the stipulations set forth in Article 9, the following measures may be taken.

- [1] A notice (Attached Paper No. 2) shall be attached to the Vehicle in violation and the Vehicle secured.
  - [2] A person who incurs a violation 3 or more times shall thereafter be prohibited from entry by Vehicle. However, a person who engaged in malicious acts shall immediately be prohibited from entry by Vehicle.
- (2) A person whose Vehicle is secured in accordance with the stipulations set forth in Item 1 of the preceding paragraph shall have their Vehicle released after showing to a Guardsman a Request for Vehicle Release from a teaching advisor or tutor in the case of a student of This University, from the dean of the department, etc. in the case of an employee, and the dean of the department, etc. of visitation in the case of non-university persons.

Measures Against Abandoned Vehicles:

Article 12. A 1-month warning shall be cited for a Vehicle that has been abandoned on Campus for a long period, after which it shall be removed. However, the cost required for the removal shall be borne by the owner of said abandoned Vehicle.

Exemption:

Article 13. The stipulations set forth in Article 3, Paragraph 1 shall not apply to a person intending to temporarily enter and park a Vehicle that comes under any of the following.

- [1] A waste collection automobile
- [2] An emergency automobile, such as a fire truck

[3] A delivery automobile, such as a mail truck or automobile delivering telegrams, newspapers, etc.

[4] Other Vehicles specially permitted by the president

Handling Accidents, etc.:

Article 14. In addition to the stipulations set forth in these by-laws, stipulations set forth in relevant laws and regulations shall apply to the handling of Vehicle accidents, etc. that occur on Campus.

(2) This University shall assume no responsibility for accidents such as vehicle theft that occur in parking areas or other areas on Campus.

Temporary Regulations:

Article 15. Notwithstanding these by-laws, when a state of emergency arises or events, etc. are carried out at This University, temporary traffic regulations, etc. may be implemented on Campus.

Miscellaneous Provisions:

Article 16. In addition to the by-laws prescribed here, matters necessary to traffic on Higashi Senda Campus shall be prescribed by the Executive.

#### Supplementary Provisions

1. This by-law shall come into effect from April 1, 2004.
2. When this by-law comes into effect, a person authorized based on the former Hiroshima University Traffic Guide for Higashi Senda Campus (November 13, 2001) shall be regarded as having been authorized based on this by-law.

#### Supplementary Provisions (May 17, 2005 Partial Revision)

This by-law shall come into effect from May 21, 2005.

#### Supplementary Provisions (March 31, 2006 Partial Revision)

This by-law shall come into effect from April 1, 2006.

#### Supplementary Provisions (June 27, 2007 Partial Revision)

This by-law shall come into effect from June 27, 2007, and stipulations set forth in the Hiroshima University Traffic By-Laws for Higashi Senda Campus revised in accordance with this by-law shall be applied from May 21, 2007.

#### Supplementary Provisions (March 31, 2009 Partial Revision)

This by-law shall come into effect from April 1, 2009.

#### Supplementary Provisions (March 31, 2011 Partial Revision)

This by-law shall come into effect from April 1, 2011.

Supplementary Provisions (September 22, 2014 Partial Revision)

This by-law shall come into effect from September 22, 2014, and stipulations set forth in the Hiroshima University Traffic By-Laws for Higashi Senda Campus revised in accordance with this by-law shall be applied from June 1, 2014.

Supplementary Provisions (March 18, 2016 Partial Revision)

This by-law shall come into effect from April 1, 2016.

Supplementary Provisions (May 8, 2017 Partial Revision)

This by-law shall come into effect from May 8, 2017, and stipulations set forth in the Hiroshima University Traffic By-Laws for Higashi Senda Campus revised in accordance with this by-law shall be applied from April 1, 2017.

Supplementary Provisions (April 18, 2019 Partial Revision)

This by-law shall come into effect from April 18, 2019.

Supplementary Provisions (August 31, 2020 Partial Revision)

This by-law shall come into effect from August 31, 2020.

Supplementary Provisions (March 28, 2023 Partial Revision)

This by-law shall come into effect from April 1, 2023.

Attached Paper No. 1 (related to Article 5, Paragraph 2)

Attached Paper No. 2 Instruction and Control (related to Article 11)

Notice

Appended Form No. 1

Higashi Senda Campus Application for Entry Permission

Appended Form No. 2

Application for Temporary Entry Permission / Certificate (Higashi Senda Campus)

Appended Form No. 3

Parking Ticket