

臺北基督學院車輛管理辦法

Christ-College Taipei Vehicle Management Regulations

115 年 7 月 27 日本校 114 學年度第十一次行政會議通過

第一條目的

Article 1 Purpose

臺北基督學院（以下簡稱本校）為管理校內汽車、機車及自行車（以下簡稱各類車輛）之停放，維護校園交通安全與環境整潔，特訂定「臺北基督學院車輛管理辦法」（以下簡稱本辦法）。

Christ-College Taipei (hereinafter referred to as “the College”) has established the “Christ-College Taipei Vehicle Management Regulations” (hereinafter referred to as “these Regulations”) to regulate the parking of cars, motorcycles, and bicycles (hereinafter referred to as “various types of vehicles”) on campus, and to maintain traffic safety and a clean campus environment.

第二條管理權責

Article 2 Management Responsibilities

本辦法之管理單位為總務處，負責車輛資料登記、停車費收繳、停車證核發、車輛審查及違規查察等事宜。

The General Affairs Office serves as the administrative unit responsible for these regulations and is in charge of vehicle registration, collection of parking fees, issuance of parking permits, vehicle inspections, and investigation of parking violations.

第三條申請與分配

Article 3 Applications and Allocations

各類車輛停車位之申請與分配規定如下：

The parking spaces regulations of the application and allocation for various types of vehicles are as follows:

一、**初次申請**：申請人應填具停車申請表(如附件)。

I. Initial Application: Applicants must complete the parking application form (attached).

二、**申請時間**：於每學期辦理申請登記，依順序核發。

II. Application Period: Applications and approvals are accepted each semester.

三、**車位分配**：教職員工生每人得申請一個汽車及機車位。學生及兼任教師在既有車位容量許可下得申請定期停放或以臨時停車方式入校，有餘車位時得申請第二輛停車。

III. Parking Space Allocation: Each faculty, staff and student may apply for one parking space for a car and motorcycle. Students and adjunct faculty may apply for regular parking or temporary parking, subject to available capacity. If parking spaces are available, they may apply for a second parking space.

四、**資格限制**：未依國家法規辦理汽機車定期排氣檢驗者，不得申請入校停車。

IV. Eligibility Restrictions: Individuals who have not undergone periodic emissions inspections for their cars or motorcycles in accordance with national regulations are not eligible to apply for on-campus parking.

第四條停車區域規劃

Article 4 Parking Area Planning

校內各類車輛停放區域規劃如下：

The designated parking areas for various types of vehicles on campus are as follows:

一、**汽車**：教職員工車位不固定，採先到先停；學生汽車一律停放於智慧樓前停車場。

I. Cars: Faculty and staff parking spaces are not assigned; parking is on a first-come, first-served basis. Students must park their cars in the parking lot in front of the Sophie Graham Memorial Hall.

二、機車及自行車：除住宿教職員得停放於教職員宿舍前機車棚外，其餘一律停放於餐廳前機車棚或智慧樓前停車格內。

II. Motorcycles and Bicycles: Except for faculty and staff residing on campus, who may park in the motorcycle shed in front of the faculty and staff dormitory, all others must park in the motorcycle shed in front of the dining hall or in the parking spaces in front of the Sophie Graham Memorial Hall.

第五條停車收費標準如下：

Article 5 The parking fee is charged as follows:

一、定期停車：汽車每學期新臺幣（下同）2,500 元、機車每學期 300 元、兼任教師每學期 1000 元。

I.Regular Parking: NT\$2,500 per semester for cars, NT\$300 per semester for motorcycles, and NT\$1,000 per semester for part-time faculty.

二、外租汽車每月 2000 元。

II. The monthly cost for a external car is NT\$ 2,000.

三、申請第二輛（含）以上車輛者，其收費比照外租標準辦理

III. For applicants a second vehicle or more, the fees will be charged in accordance with the rates for external cars.

四、教職員或學生領有殘障車牌者，得按定期停車（或第二輛以上者）半價優惠。

IV. Faculty, staff, or students who hold a disability parking permit are eligible for a 50% discount on long-term parking.

五、臨時停車：未申請停車位之車輛，進出校園採取單臨時停車計時收費，每次 100 元，未超過 30 分鐘不收費。

V. Temporary Parking: Vehicles without a designated parking space will be charged a one-time temporary parking fee of NT\$ 100 each time. They enter or exit the campus; there is no charge for stays under 30 minute.

六、賓客及廠商：來訪單位填具附件臨時進入校園洽公申請單並於警衛室換發臨時停車證後入校，離校時應換回原留存證件。

VI. Visitors and Vendors: Visiting organizations must complete the attached “Application Form for Temporary Campus Access for Business Purposes” and obtain a temporary parking permit from the security office before entering the campus. Upon leaving the campus, they must return the permit in exchange for their original identification document.

七、車輛未有感應貼紙者，須購買每張 100 元並張貼於易感應之處，損毀或感應不到需要重新購買。

VII. Vehicles without an RFID sticker must purchase one for NT\$ 100 each and affix it in a location where it can be easily detected. If the sticker is damaged or fails to be detected, a replacement must be purchased.

第六條校內交通與停車規範

Article 6: Campus Traffic and Parking Regulations

校內行車及停車應遵守下列規範：

The following rules must be followed when driving and parking on campus:

一、車輛進入校區應依指示方向及標線行駛，並確實停放於指定格位內。

I. Vehicles entering the campus must follow the directed traffic flow and lane markings, and must be parked securely within the designated parking spaces.

二、校內行駛最高時速限制為 20 公里，嚴禁超速，並應禮讓行人優先通行。

II. The maximum speed limit on campus is 20 kilometers per hour. Speeding is strictly prohibited, and drivers must yield to pedestrians.

三、車輛於校區內造成校產或各項設施損害者，駕駛人應負完全賠償責任。

III. If a vehicle causes damage to school property or facilities on campus, the driver shall be fully liable for compensation.

四、無身心障礙專用停車位識別證明之車輛，嚴禁佔用身心障礙專用停車位。

IV. Vehicles without a valid identification certificate for designated parking spaces for people with disabilities are strictly prohibited from occupying such spaces.

五、車輛停妥後應確實關閉車窗並上鎖。校方僅提供車位，不負車輛及車內貴重物品之保管與賠償責任。

V. After parking your vehicle, be sure to close the windows and lock the car. The school provides parking spaces only and assumes no responsibility for the safekeeping of vehicles or valuables left inside them, nor is it liable for any damages or losses.

六、配合環保署「校園環保公約」滿五年之汽機車須做排氣檢驗，未檢驗者不得入校，已繳費後始查獲者，不予退費。

VI. In accordance with the Environmental Protection Administration's "Campus Environmental Protection Pact," all cars and motorcycles that have been in use for five years or more must undergo an emissions inspection. Vehicles that have not undergone the inspection are not permitted to enter the campus. If a vehicle is found to be non-compliant after the inspection fee has been paid, no refund will be issued.

第六條自行車管理

Article 6 Bicycle Management

自行車之停放應遵守校方規定。車輛應整齊排列於指定之停放區，嚴禁隨意停放於人行道、紅磚道或建築物出入口。

Bicycle parking must comply with school regulations. Bicycles should be parked neatly in designated parking areas; parking on sidewalks, red-brick paths, or at building entrances is strictly prohibited.

第八條違規處理與罰則

Article 8: Handling of Violations and Penalties

一、學生汽機車未經許可，嚴禁進入門口木柵欄及餐廳口後方之核心校區（天蘭樓前）因公務或搬運大宗物品需臨時進入之車輛，須經警衛登記並換證，且應於二小時內搬運完畢並駛離，逾時或違停者由總務處予以登記罰款 200 元，若不繳交則取消其停車資格，他校學生違規車輛將轉至其校學務處催繳代收。

I. Students are strictly prohibited from entering the core campus area (in front of Tian-Lan Building), located behind the wooden gate at the main entrance and the cafeteria entrance, with their cars or motorcycles without prior authorization.

Vehicles requiring temporary access for official business or to transport bulky items must be registered with security and receive a permit. Loading and unloading must be completed and the vehicle must leave the premises within two hours. Vehicles that exceed the time limit or are parked illegally will be fined NTD 200 by the General Affairs Office. Failure to pay the fine will result in the revocation of parking privileges. For students from other schools, fines will be forwarded to their respective Student Affairs Offices for collection.

二、停放於校區內久未移動且外觀髒污之各類車輛，經總務處連續公告一個月仍無人認領者，視同廢棄物（無主車）清理或報請環保局協助處理。

II Any vehicle parked on campus that has not been moved for an extended period and is visibly dirty shall be treated as abandoned property (ownerless vehicle) and either removed or referred to the Environmental Protection Bureau for disposal if it remains unclaimed after one month of consecutive public notices issued by the General Affairs Office.

第九條 實施與修正

Article 9: Implementation and Amendments

本辦法經行政會議通過，陳請校長核定後公布實施，修正時亦同。

These Regulations shall be promulgated and implemented after being approved by the Executive Council and submitted to the President for ratification; the same shall apply to any amendments.

停車申請表

申請日期	年	月	日	申請類別	☐ 新申請	☐ 變更資料	☐ 終止
申請人姓名				聯絡電話			
單位				系所			

一、申請車輛資料

車輛種類 ☐ 汽車 ☐ 機車 車牌號碼 _____

車輛廠牌 _____ 車型 / 車色 _____

車主姓名 _____ 與申請人關係 ☐ 本人 ☐ 配偶 ☐ 直系親屬 ☐ 其他：_____

二、停車位資訊 (由管理單位填寫/確認)

使用期限：自_____年____月____日起，至____年____月____日止。
費用：新台幣_____元整（☐現金繳納）

三、查驗文件

☐ 行駛執照

四、申請人同意聲明

1. 申請人已詳閱並承諾遵守本場地之《停車場管理辦法》及相關安全規定。
2. 停車場僅提供車位出租/借用，不負車輛及車內財物之保管與遺失賠償責任。
3. 若車牌變更、車輛汰換或終止使用，申請人有義務主動至管理單位辦理變更登記。
4. 未辦理汽機車排氣檢查者，不得申請入校停車。

申請人（簽名蓋章）：_____

日期: _____

五、 管理單位審核欄（申請人請勿填寫）

承辦人審查

停車證號：_____

- ☐符合資格 ☐核准申請
☐資料不全（補件： ） ☐駁回申請

經辦人簽收：_____

填表人請先閱讀臺北基督學院停車管理辦法，若不同意請勿填寫

來賓與校外車輛臨時進入校園洽公申請單

申請日期： 年 月 日

一、來賓拜訪申請：

拜訪日期	中華民國 年 月 日		
事由(請詳述)			
廠商(機關)名稱			
所有訪客人員姓名 (所有人均須實名登錄、字體請端正)			
所有訪客人數		訪客聯絡電話(1人)	
預計抵達時間	時 分	實際抵達時間	時 分
預計離開時間	時 分	實際離開時間	時 分
實際抵達與離開時間由安勤人員填寫			
接待單位			
接待人員(請詳述)			
接待地點(請詳述)			
備註 如為施工廠商，請說明施工日期時間、地點、廠商聯絡人資訊			

二、車輛進入申請：(請先填完上方訪客資訊)

車號 如有廠牌型號請詳填			
乘載物品			
申請人(簽章)		單位主管簽核	
總務處簽核			

說明：

1. 申請流程：申請人→申請單位主管簽核→校門警勤室→每週彙整送總務處存查。如車輛因施工申請臨停超過一日，單位主管簽核後先送總務處核准後轉送校門警勤室。
2. 本校停車位有限，進入校區之車輛除卸貨或施工須求外，限停智慧樓停車場。