

○Hiroshima University Traffic By-Laws for Higashi Hiroshima Campus
(April 1, 2004 Approved by the Vice President (Finance))

Hiroshima University Traffic By-Laws for Higashi Hiroshima 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 Hiroshima 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, the Headquarters for Liberal Arts Education, national joint usage facilities, joint education and research facilities on campus, joint usage facility on campus, attached schools, the Office of the President, the University Management Planning Office, the Audit Office, offices of executives, and Higashi-Hiroshima Campus Management Support Office located on Campus.

Entry Restrictions:

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

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

(3) Notwithstanding the stipulations of the preceding paragraph, automobiles deemed as necessary, such as vehicles belonging to This University, emergency vehicles such as fire engines, vehicles that patrol campus, and other vehicles utilized for safety management and business of This University, may be granted permission for entry by the executive (Financial and General Affairs; hereafter, Executive).

Application Eligibility for Issuance of a Campus Parking Permit, etc.:

Article 4. The following persons are eligible to apply for issuance of the Campus Parking Permit, etc. prescribed in Paragraph 1 of the preceding article.

[1] An employee belonging or assigned to a department, etc. (excluding persons who have been issued a disability certificate) 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; however, the following persons are excluded:

- a. A person residing in Shitami Employee Housing or Gagara Employee Housing
- b. A person residing in an area surrounded by Prefectural Route Umakihachihonmatsu-sen, Prefectural Route Yoshikawasaijo-sen, City Road Shitamimisono-sen, and campus boundaries

[2] A student belonging to a department, etc. (including research students, etc.; hereafter, the same shall apply; however, this item shall exclude persons who have been issued a disability certificate) who has a policy for Voluntary Insurance or is the insured person for that insurance policy, and has received the safety education instruction (hereafter, Safety Education) prescribed by the vice president (Student Support) (including persons who have received the instruction by the time a Campus Parking Permit, etc. has been issued); however, the following persons are excluded:

- a. 1st-and-2nd-year school students
- b. A person residing in Ikenoue Student Housing or International House
- c. A person residing in an area surrounded by Prefectural Route Umakihachihonmatsu-sen, Prefectural Route Yoshikawasaijo-sen, City Road Shitamimisono-sen, and campus boundaries

[3] A vendor who comes to Campus for commercial business, etc.

[4] An employee belonging or assigned to a department, etc. or a student 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

[5] A person visiting Campus from outside the University for purposes of education, research, or medical treatment, etc. at This University

[6] Other persons deemed by the Executive as having a special need in order to carry out education and research

Application Period, etc. for Campus Parking Permit, etc.:

Article 5. The period in which the persons noted in the following items can apply for issuance of a Campus Parking Permit, etc. shall be the period noted in each of the relevant items.

[1] The period shall be as follows for a person to whom any of Items 1 through 3 in the preceding article applies.

- a. From a day determined each year by the Executive until April 15th

- b. From a day determined each year by the Executive until October 15th
- c. From April 16th and from October 16th (however, application can only be made when parking space is available)

[2] Applications may be made as needed for a person to whom any of Items 4 through 6 in the preceding article apply.

(2) The types of Campus Parking Permit, etc. and procedure for application for issuance shall be in accordance with Attached Paper No. 1.

(3) Notwithstanding the stipulations set forth in the preceding article, when a person who falls under any of the following items applies to enter Campus by automobile, the dean of the department, etc. may lend a Campus Parking Permit , etc. to the aforementioned applicant that is limited to the period stipulated in the relevant items.

[1] A person for whom it is deemed necessary to use a vehicle for work: 1 week

[2] A person who must enter Campus by vehicle because of maintenance work, etc. conducted on This University’s campus: 1 month

[3] A person for whom it is deemed necessary to use a vehicle due to infirmity, etc.: 3 months

(4) Notwithstanding the stipulations set forth in the preceding article, permission shall be deemed granted by the dean of a related department, etc. when any of the following items apply on the day of entry by automobile is intended.

[1] When an employee of This University who does not belong to or has not been assigned to a department, etc. presents a form of identification to the staff at the gate and requests to be allowed to temporarily enter by automobile, and the request is approved.

[2] When a visitor who comes to Campus for a specific purpose or a vendor who comes to Campus for commercial business, etc. requests to be allowed to temporarily enter by automobile, and the request is approved.

Costs, etc.:

Article 6. The costs required to maintain automobile entry and parking shall be paid by persons who receive permission to enter by automobile (hereafter, Users). Those charges born by the Users (hereafter, User Fee) shall be equivalent to the lowest cost that is required for the control of automobile entry and parking.

(2) Notwithstanding the stipulations set forth in the preceding paragraph, This University shall bear the costs necessary for the control of automobile entry and parking from 6: a.m. to 9:00 p.m. on weekdays, and the costs necessary for safety management on Campus.

(3) The amount of the User Fee stipulated in Paragraph 1 shall be as shown in the following table. A pro-rate basis shall not be utilized.

Classification	User Fee
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1 A person to whom any of Item 1 to Item 3 or Item 6 in Article 4 is applicable	
(1) Parking period: 1 year	6,000 yen
(2) Parking period: Half year	3,000 yen
2 A person to whom Item 4 or Item 5 in Article 4 is applicable	Free

- (4) A person unable apply for a Campus Parking Permit, etc. due to special circumstances for the period stipulated in stipulated in Item 1 and Item 2 in the table presented in the preceding paragraph and who has been approved by the dean of the department, etc. may apply for a Campus Parking Permit, etc. in accordance with the period of use of the parking area. The User Fee in this case shall be an amount of 500 yen multiplied by the number of months that parking is utilized.
- (5) A User Fee shall be paid either by bank transfer to the account of a financial institution designated by This University, by payroll deduction, or in cash.
- (6) 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 in which the day of discontinued entry to Campus falls.
- [1] When an applicant withdraws said application prior to issuance of a Campus Parking Permit, etc., the amount paid shall be refunded.
- [2] When a permit is not issued because the conditions for issuance of a Campus Parking Permit, etc. stipulated in Article 4 and Article 5, Paragraph 1, Item 1 are not satisfied, the amount paid shall be refunded.
- [3] When a User returns the Campus Parking Permit, etc. unused within the term of validity to This University because the need for entry to Campus by automobile has ceased to exist after the issuance of the Campus Parking Permit, etc., the amount paid shall be refunded.
- [4] When payment was made in error, an amount that exceeds the User Fee stipulated in Paragraph 3 shall be refunded.
- [5] When a person is transferred, an amount shall be refunded that multiples 500 yen by the number of months from the month following the month in which the day of discontinued entry to Campus falls until the month in which the last day of the term of validity of the Campus Parking Permit, etc. falls.
- [6] When a student takes a leave of absence or graduates, an amount shall be refunded that multiplies 500 yen by the number of months from the month following the month

in which the day of discontinued entry to Campus falls until the month in which the last day of the term of validity of the Campus Parking Permit, etc. falls.

[7] When approved by the Executive for other reasons, the amount paid shall be refunded, or an amount shall be refunded that multiplies 500 yen by the number of months from the month following the month in which the day of discontinued entry to Campus falls until the month in which the last day of the term of validity of the Campus Parking Permit, etc. falls.

Prohibition on Lending, etc. the Campus Parking Permit, etc.:

Article 7. A person issued or lent a Campus Parking Permit, etc. shall not lend or transfer the Campus Parking Permit, etc. to another person, or alter any content appearing on the Campus Parking Permit, etc.

Term of Validity, etc. of Campus Parking Permit, etc.:

Article 8. The term of validity for the Campus Parking Permit, etc. shall be limited to April 1st to March 31st of the following year. However, the term of validity for automobiles stipulated in Article 3, Paragraph 3 shall be the term permitted, and a Temporary Campus Parking Permit shall be limited to the day of use.

Operation:

Article 9. The gates which permit entry and exit by automobile and the operation times, etc. shall be as prescribed in Attached Paper No. 2.

Compliance Rules:

Article 10. 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] Place the Campus Parking Permit in front of the driver's seat.
- [3] Strictly observe the 20km/h speed limit on campus and take particular care not to create noise.
- [4] Do not park in any place other than parking areas.
- [5] Only visitors may park in visitor parking.
- [6] Only disabled persons may park in parking spaces for the disabled.

Instruction and Control:

Article 11. Traffic instruction and control of Vehicles on Campus shall be carried out by the individual designated by the Executive (hereafter, Traffic Director).

Measures Against Violations:

Article 12. When a person who enters Campus driving a Vehicle violates these regulations, the following measures may be taken.

- [1] A notice (Attached Paper No. 3) shall be posted on the Vehicle in violation and its license plate number shall be recorded.

[2] A person who incurs a violation 3 or more times shall thereafter be prohibited from entry by Vehicle. However, a person who demonstrates malicious behavior such as falsifying a Campus Parking Permit, etc. shall immediately be prohibited from entry by Vehicle.

Measures Against Abandoned Vehicles:

Article 13. 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 14. In addition to the by-laws prescribed here, the stipulations set forth in relevant laws and regulations shall apply to Vehicle traffic and the handling of 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 Hiroshima 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 Hiroshima Campus (March 9, 1999 Fully Revised) shall be regarded as having been authorized based on this by-law.

Supplementary Provisions (March 1, 2005 Partial Revision)

This by-law shall come into effect from March 1, 2005 and be applied from February 1, 2005.

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 the stipulations set forth in the by-laws related to Hiroshima University Traffic By-Laws for Higashi Hiroshima Campus revised in accordance with this by-law shall be applied from May 21, 2007.

Supplementary Provisions (March 31, 2008 Partial Revision)

This by-law shall come into effect from April 1, 2008.

Supplementary Provisions (March 31, 2009 Partial Revision)

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

Supplementary Provisions (March 31, 2010 Partial Revision)

1. This by-law shall come into effect from April 1, 2010.
2. When this by-law comes into effect, a Campus Parking Permit, etc. or Campus Parking Identification issued based on the Hiroshima University Traffic By-Laws for Higashi Hiroshima Campus prior to the revision in accordance with this by-law (hereafter, Former By-Laws) shall remain valid through the term of validity.
3. When this by-law comes into effect, a person issued a Campus Parking Permit, etc. or Campus Parking Identification that is valid until April 30, 2010 based on the Former By-Laws may submit an application from April 1, 2010 to April 30, 2010, notwithstanding the stipulations set forth in Article 5, Paragraph 1, Item 1 of the Hiroshima University Traffic By-Laws for Higashi Hiroshima Campus revised in accordance with this by-law (hereafter, New By-Laws).
4. In the case set forth in the preceding paragraph, the term of validity for a Campus Parking Permit, etc. or Campus Parking Identification issued after permission is granted by the dean of a department, etc. shall be, notwithstanding the provisions set forth in Article 8 of the New By-Laws, limited to the period from May 1, 2010 to March 31, 2011. Notwithstanding Article 6, Paragraph 3 of the New By-Laws, the User Fee for persons to whom any of Item 1 to Item 3 or Item 8 of Article 4 in the New By-Laws applies, shall be as shown in the following table.

Period	User Fee
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11 months (May 1, 2010–March 31, 2011)	6,500 yen
5 months (May 1, 2010–September 30, 2010)	3,000 yen
1 month	1,000 yen

Supplementary Provisions (March 22, 2011 Partial Revision)

This by-law shall come into effect from March 25, 2011.

Supplementary Provisions (March 31, 2011 Partial Revision)

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

Supplementary Provisions (October 30, 2012 Partial Revision)

This by-law shall come into effect from October 30, 2012.

Supplementary Provisions (March 25, 2013 Partial Revision)

This by-law shall come into effect from March 25, 2013.

Supplementary Provisions (March 25, 2014 Partial Revision)

This by-law shall come into effect from March 25, 2014. However, stipulations under revision related to “payroll deduction” in Article 6, Paragraph 5 shall be applied from April 1, 2014.

Supplementary Provisions (November 20, 2014 Partial Revision)

This by-law shall come into effect from November 20, 2014. However, the stipulations set forth in the by-laws related to Hiroshima University Traffic By-Laws for Higashi Hiroshima Campus revised in accordance with this by-law shall be applied from June 1, 2014.

Supplementary Provisions (April 16, 2015 Partial Revision)

This by-law shall come into effect from May 1, 2015.

Supplementary Provisions (March 7, 2016 Partial Revision)

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

Supplementary Provisions (April 28, 2016 Partial Revision)

This by-law shall come into effect from April 28, 2016. However, the stipulations set forth in the by-laws related to Hiroshima University Traffic By-Laws for Higashi Hiroshima Campus revised in accordance with this by-law shall be applied from April 1, 2017.

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

Attached Paper No. 2 Gate Operation (related to Article 9)

Attached Paper No. 3 Instruction and Control (related to Article 12)

Notice

Appended Form No. 1

Application for Issuance of Campus Parking Permit

Appended Form No. 2

Campus Parking Permit

Appended Form No. 3

Temporary Campus Parking Permit

Appended Form No. 4

Report of Lost Card