

國立成功大學各單位辦理活動交通管制及車輛移置注意事項

Guidelines for Traffic Control and Vehicle Relocation for Events Organized by Units of National Cheng Kung University

113 年 4 月 15 日 112 學年度校園交通管理委員會審查通過

Reviewed and approved at the meeting of the Campus Traffic Management Committee on April 15, 2024 in the 2023 academic year

113 年 4 月 24 日校長核定

Approved by the President on April 24, 2024

- 一、為協助各單位辦理大型典禮、活動時能順利執行校區車輛、人員動線安排、引導及車輛停放作業，適當維護校園景觀、交通秩序及師生安全，以利典禮、活動順利執行，特訂定本注意事項。

In order to assist the units in smoothly coordinating campus vehicle and personnel flow arrangements, guidance, and vehicle parking operations during large-scale ceremonies and events, the Guidelines are hereby formulated to appropriately maintain campus landscapes, traffic order, and the safety of faculty and students, facilitating the smooth execution of ceremonies and events.

- 二、各單位辦理大型典禮、活動如有使用校區道路、人行道或車輛(含自行車)停車區域需求者，應具體評估使用前述空間之必要性，並以優先保障師生公共安全及通行、使用權益為考量目標，執行典禮、活動規劃事宜，如活動影響校區交通動線、校區車輛停車現狀者，活動承辦單位應召開活動協調相關會議或彙整活動計畫以行政程序會知總務處事務組、秘書室駐衛警察隊、活動影響相關單位知悉、給予相關建議及協助。

For units organizing large-scale ceremonies or events that require the use of campus roads, sidewalks, or parking areas for vehicles (including bicycles), a specific evaluation of the necessity of using the aforementioned spaces should be conducted. The primary consideration should prioritize the safety and rights of faculty, staff, and students for public safety and passage. In executing the planning of ceremonies or events, if the activities affect the traffic flow on campus or the current parking situation for campus vehicles, the organizing unit should convene meetings to coordinate the activities or compile activity plans according to administrative procedures, informing the General Service Division of Office of General Affairs, the Campus Security Squad Division of Secretariat Office, and relevant units affected by the activities, providing relevant suggestions and assistance.

- 三、典禮、活動使用校區道路、影響、改變校區交通動線者，承辦單位應研擬活動交通維持計畫，並於使用場地至少三日前於影響交通、停車場地周邊適當公告周知，場地佈置或活動時應設置交通警示、攔阻材(三角錐、連桿、夜間閃光燈等)，並於活動時依校區車輛通行需要指派交通引導人員實施車輛引導，避免危險事件發生。

When ceremonies or events necessitate the use of campus roads, affecting or altering campus traffic routes, the organizing unit should develop a traffic maintenance plan for the

event. At least three days before using the venue, appropriate notices should be posted around affected traffic and parking areas. Traffic warnings and barricades (such as traffic cones, barriers, and flashing lights for nighttime) should be set up during venue setup or the event. Additionally, traffic control personnel should be assigned during the event to guide vehicles according to the needs of campus traffic, mitigating the risk of dangerous incidents.

- 四、 典禮、活動使用校區停車場、停車格位者，承辦單位實施場地佈置或活動至少三日前應於規劃使用停車場、停車格等場地周邊設立適當公告，期使車主知悉相關停車警示資訊，避免於場地佈置、活動期間停放車輛。活動場地佈置、使用空間時間已屆，仍有車輛未駛離者，承辦單位得實施未駛離車輛移置作業，車輛移置後應於原車輛停放位置適當公告車輛移、暫置地點，使車主知悉車輛移、暫置處所或地點，以利車主使用、取回車輛。

For ceremonies or events utilizing campus parking lots and parking spaces, the organizing unit should set up appropriate notices around the planned parking areas at least three days before implementing venue setup or the event. This is to ensure that vehicle owners are aware of relevant parking advisory information and to prevent vehicles from being parked during venue setup or the event. If, upon the expiration of the setup period or the designated usage time of the event space, there are still vehicles remaining, the organizing unit may proceed with the operation to relocate the vehicles. Following the relocation of vehicles, appropriate notices should be placed at the original parking locations, indicating the relocation or temporary parking area, to inform vehicle owners of the relocation or temporary parking location, facilitating vehicle retrieval.

- 五、 如移置車輛為汽車，得洽請總務處事務組（分機 50547）或秘書室駐警隊作業中心（分機 66666）協助通知車主移車或告知規劃移、暫置地點。

If the vehicles to be relocated are cars, the organizing unit may contact the General Service Division of Office of General Affairs (extension 50547) or the Campus Security Squad Division of Secretariat Office (extension 66666) for assistance in notifying vehicle owners to move their vehicles or informing them of the planned relocation or temporary parking location.

- 六、 典禮、活動使用總務處所轄活動場地者，應依本校總務處所轄活動場地借用管理要點、總務處所轄活動收費標準表等規定辦理場地申請及收費事宜。

For ceremonies or events utilizing venues under the jurisdiction of Office of General Affairs, venue applications and fee matters should be handled in accordance with the regulations outlined in the “National Cheng Kung University Directions for Managing the Rental of Event Venues under the Jurisdiction of the Office of General Affairs” and the “Fee Schedule for Venues under the Jurisdiction of the Office of General Affairs”.

- 七、 本注意事項經本校校園交通管理委員會審議通過，經校長核定後實施。

The guidelines shall be reviewed and approved by the Campus Traffic Management Committee, and take effect upon approval by the President.