

## VEHICLE AND PARKING REGULATIONS

### INTRODUCTION

**Parking on the campus and college property is limited.** Therefore it is necessary to regulate parking in order to afford as many persons a place to park as possible. In addition, the college has an obligation to provide a safe environment to the people on campus. This requires us to keep the “FIRE LANES” on the campus clear for the passage of Schenectady Fire Department vehicles as well as ambulances and other emergency vehicles attempting to access the campus. **Remember that all roadways on the campus are fire lanes and have to be kept clear at all times.** Union College assumes no responsibility or risk for any vehicle, its occupants or property in or on the vehicle while parked or driven on Union College property. Parking on Union College property is a privilege, not a right and a parking space is not guaranteed for each vehicle registered on campus.

### REGULATIONS- PART ONE

**All vehicles operated on the Union College Campus must be in compliance with the registration and insurance laws of the vehicle state of origin.** That is, whatever state the vehicle is registered in, the vehicle must be in compliance with the laws of the state of registration. The registration for the vehicle must be valid.

**All vehicles operated on the Union College Campus must comply with the Union College vehicle and parking regulations and the New York State Vehicle and Traffic Law.** These regulations apply to all areas of the campus including but not limited to the roadways, alleys, sidewalks, walkways, parking spaces, fire lanes and parking lots.

### Vehicle Registration

**All motorized vehicles brought onto the campus by students, faculty, staff or their guests must be registered with the Campus Safety Department and display a parking decal or a temporary permit. FIRST YEAR STUDENTS ENROLLED IN A FULL TIME UNDERGRADUATE PROGRAM ARE NOT PERMITTED TO HAVE ANY VEHICLE ON CAMPUS DURING THEIR FIRST YEAR,** except, those students who live at home and commute to the College. Clearance for this exception must be obtained from the Dean of Students office.

**If permitted First Year students will be restricted to parking in the Nott, Seward and Roger Hull parking lots only. All other areas on campus will be off limits at all times of the day and night. Traffic enforcement will apply to those who violate this rule.**

**Application for Permits** – may be obtained at the Campus Safety desk at College Park Hall in person or by calling x6381 between the hours of 7:30am to 2:30pm and requesting the form through the mail or by fax. Permits are the property of Union College and may not be sold, transferred, given away or otherwise disposed of. The student who is registering a vehicle must appear in person at College Park Hall to register. Permits may be paid for in cash, check, money order, or by charging the amount to your student account.

## **Fees –**

There is a \$15.00 annual registration fee for each registered vehicle. If a registration is current and you change vehicles there is no charge for a new permit **IF** you return the old permit to Campus Safety. When a vehicle is sold or disposed of, the permit should be returned to Campus Safety. Remember, you are responsible for all parking violations connected to the permit issued to you, even if you sell the vehicle to another. **REMOVE THE PERMIT.** When vehicles are not registered and the owner/operator fails to respond to violation notice the plate number will be submitted to the appropriate motor vehicle department in the state of registration to determine who the owner/operator of the vehicle is. **ALL COSTS ASSOCIATED WITH THE INQUIRY TO A DEPARTMENT OF MOTOR VEHICLES WILL BE BILLED TO THE OWNER/OPERATOR OF THE VEHICLE.**

## **Handicapped Parking Permits –**

Temporary handicapped permits are issued to persons with a temporary disability affecting mobility. Prior to applying to Campus Safety, students seeking a handicapped permit should obtain a prescription from a physician stating the duration of the disability. Authorization may also be obtained from Health Services at Silliman Hall. The prescription or authorization should be presented with an application for a handicapped parking permit. Handicapped parking permits issued by Union College are not recognized by other jurisdictions. You may be subject to a penalty if you use them off campus. You may present your prescription to a City or Town Clerk and obtain a permanent or temporary handicapped permit that will be recognized on and off campus.

## **College Park Residents –**

College Park residents must also obtain a hang tag to park in the college park parking lots. There is no charge for the College Park hang tag **UNLESS** you fail to return the tag at the end of the academic year or upon change of residence outside the College Park area. The fee for failing to return the hang tag is \$25.00.

## **Displaying of Permits –**

**Parking permits** should be placed in a driver side window, preferably in one that is clear and not darkened. If placed in the window of the driver's door place it in the lower right hand corner of the window when viewed from the outside. The permit is a peel and stick type and should be placed on the inside of the window.

**Hang tags** should be hung from the interior rear view mirror, printed side facing out to the windshield.

**Visitor Permits** can be obtained at the desk at College Park Hall. When you anticipate the arrival of a visitor request one at the desk. There is no charge for a visitor permit that is limited to three days. Visitor passes for up to one week will be issued under special circumstances, such as a parent attending to an ill or injured student who is remaining at school. Faculty, staff and students are responsible for their guests, including the use of the guest's vehicle on campus. Please advise your guests of the campus rules and regulations regarding vehicles. Visitor parking is restricted to the areas designated for visitors.

## **REGULATIONS-PART TWO**

1. Vehicles must be parked within the lines of a marked parking space. Any area not lined as a space or designated with a parking sign is a NO PARKING area. The absence of a "No Parking" sign or curb marking does not mean that parking is permissible. **ALL ROADWAYS ARE FIRE LANES – PARKING IS NOT PERMITTED IN A FIRE LANE.**
2. "Faculty/Staff" parking lots have a 24 hour restriction from 7:00am Monday to 6:00pm Friday. Unless designated otherwise, "Faculty/Staff/Visitor" parking lots are restricted Monday through

Friday from 7:00am to 5:00pm. Any signs located in the parking lot specifying restricted hours will prevail. During restricted hours, only vehicles with the appropriate decal may park in the lot.

3. Parking is not allowed in any loading dock area at any time.
4. **THE SPEED LIMIT ON CAMPUS IS 15 MILES PER HOUR.**
5. Double parking, obstructing drives, walkways, doors, refuse containers or other vehicles is prohibited.
6. Parking or driving on curbs, lawns, landscaped areas, traffic islands or walkways is prohibited.
7. Tampering with, defacing, destruction or theft of parking lot signs, markings or traffic control devices is prohibited. Traffic control devices include but is not limited to stop signs, road chains, ropes, tape and barricades placed to restrict or regulate parking or access to an area. When these devices are put into place they take precedence over general parking designations on the parking map.
8. Handicapped parking spaces are clearly marked and restricted at all times. Only vehicles displaying a valid handicapped permit issued to a person in the vehicle may park in a handicapped space.
9. There are a number of "Limited Time" spaces on campus. "Limited Time" parking spaces are restricted at all times. The restriction on these spaces is enforced 24 hours a day, seven days a week.
10. Approval of parking for extended times between the spring and fall semesters or ALL times where the vehicle owner cannot respond in a reasonable amount of time to campus must come from the **Director of Campus Safety**. This applies to Faculty, Staff and Students.

## **PENALTIES**

1. UNREGISTERED VEHICLE – First offense – warning only – the owner/operator of the vehicle has 48 hours from the time of the violation to register the vehicle at Campus Safety, Second offense - \$25.00 charge, Third offense - \$50.00 charge – after a vehicle has received a third non-registered violation notice, it will be placed on a boot list. The next time the vehicle is discovered on campus (fourth offense) a boot will be applied to the vehicle. The boot is a device applied to one wheel of the vehicle to immobilize the vehicle. If after three days the owner/operator fails to appear at Campus Safety to register the vehicle, the vehicle will be towed at the owner's expense to either the Nott/Seward Lot (if space permits) or off campus. The college will not be responsible for any damages as a result of the immobilization or towing of any vehicle. Pending adjudication through a conduct hearing the vehicle will not be permitted on campus and the operator will not be permitted to register any vehicle.

### **2. PARKING IN A HANDICAPPED SPACE WITHOUT A VALID PERMIT**

**DISPLAYED.** – First offense - \$50.00 plus towing charge, Second offense - \$100.00 plus towing charge. In each case the vehicle will be towed and booted. If space permits the vehicle will be towed to the Nott/Seward Lot. If space is not available the vehicle will be towed off campus.

3. DRIVING/PARKING ON THE GRASS OR A PEDESTRIAN WALK - \$25.00
4. RECKLESS DRIVING OR SPEEDING - \$25.00
5. FAILURE TO AFFIX DECAL - \$25.00
6. IMPROPER TRANSFER OF DECAL - \$25.00
7. PARKING IN IMPROPER LOT - \$25.00
8. OTHER IMPROPER PARKING VIOLATIONS - \$25.00

\*Compliance issues may also be addressed through the Student Conduct Code.\*

Fines may be mailed with the violation notice to Campus Safety, or paid in person at Campus Safety at College Park Hall. Remember to bring the violation notice with you.

## **APPEALS**

Violations may be appealed in writing within seven (7) days of the violation. Fines not paid or appealed within the seven (7) day period are considered delinquent and will be added to the account of the student or employee. Students with unpaid fines remaining on their accounts will not be permitted to graduate until payment is made. Employee fines remaining unpaid at the end of a term (following written notice to the employee) will be deducted from the employee paycheck.

Appeals are reviewed by the appeals committee. The committee consists of representatives from the Faculty/Staff, Student Body and Campus Safety.

Appeals are based on the following two rules to determine if an appeal should be accepted:

1. Did a violation actually occur?
2. Were there exigent circumstances surrounding the violation?

Violation history will be reviewed and applied as it pertains to the violation under appeal.

Appeals will be accepted only if the appellant meets the following conditions:

1. The vehicle involved in the violation was registered on campus;
2. the appeal must be received within seven (7) days of the date of the violation;
3. the violation notice must be attached to the appeal form;
4. the appeal must be submitted on the appropriate appeal form;
5. the appeal form must be fully completed, legible and signed;
6. the appellant must be the owner/operator of the vehicle;
7. separate appeal forms must be filed for each violation;
8. completed appeal forms are to be submitted in person to the traffic clerk at the front desk at College Park Hall;

**9. TOWING AND MOTOR VEHICLE SEARCH FEES INCURRED TO DETERMINE THE OWNER AND/OR OPERATOR OF A VEHICLE MAY NOT BE APPEALED.**

**Appeal procedures:**

1. The appeals committee will adjudicate parking appeals. Appeals will be submitted to the committee without identifying the appellant. Only the circumstances surrounding the violation and prior driving record will be considered.
2. Appeals that do not conform to the previously stated stipulations will not be submitted to the committee for consideration.
3. Decisions by the Appeals Committee are final and binding. If the appellant believes that there was a procedural error in the appeal process, that issue may be addressed, in writing, to the Director of Campus Safety for review.
4. A copy of the adjudicated appeal will be returned to the appellant by campus mail.
5. Every effort will be made to have appeals reviewed and returned within 30 days of receipt. A delay beyond that period of time is not a basis for appeal.

**THANK YOU FOR YOUR COOPERATION AND EFFORTS TO EASE THE PARKING AND TRAFFIC CONGESTION ON CAMPUS. IF YOU HAVE ANY QUESTIONS REGARDING PARKING OR VEHICLE REGISTRATION PLEASE CALL THE TRAFFIC CLERK AT 388-6381 BETWEEN THE HOURS OF 7:30AM AND 2:30PM.**