

# PAUL SMITH'S COLLEGE

## PARKING AND VEHICLE POLICY

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To enhance the safety and security of the people, vehicles, and property on campus, Paul Smith's College has established the Parking and Vehicle Policy. It provides vehicle registration, lot assignments, and traffic and parking procedures for use by all individuals on the Paul Smith's College campus. This policy vests the Office of Campus Safety with enforcement of these regulations, which includes issuing parking and moving citations to those who violate the policy. This policy also establishes the appeals process for those who want to dispute a parking/moving citation.

### **GENERAL**

This policy is in effect 24 hours a day, 7 days a week. The campus community will be notified via email of any addendum to this policy. Parking lots may be closed or limited periodically for maintenance, snow removal, emergencies, or special events. The campus community will be notified when this occurs.

Failure to follow this policy, which includes accumulation of 10 or more parking/moving violations during the academic year and egregious violations/offenses, is a violation of policy. Students in violation of campus policy will be referred to Student Affairs and employees in violation of campus policy will be referred to Human Resources for disciplinary action, which could include suspension and revocation of parking privileges on campus.

### **VEHICLE OPERATION ON CAMPUS**

All drivers must operate their vehicles in a responsible manner and obey all New York State traffic laws while on campus. The campus speed limit is 15 mph, and is enforced. Drivers who fail to abide by traffic laws or the campus speed limit will be issued a moving citation, and be subject to further disciplinary action, including suspension, revocation, or denial of campus parking privileges.

### **TRAFFIC CONTROL**

During special events and emergencies special traffic control measures will be instated; drivers are expected to follow all directional devices and personnel during those times.

### **MOTOR VEHICLE ACCIDENTS, DAMAGE, AND OTHER INCIDENTS**

Drivers are required to report all incidents of motor vehicle accidents/collisions, damage, theft of motor vehicles, larceny from motor vehicles, and other incidents to the Office of Campus Safety immediately.

### **LIABILITY**

Vehicles operated and parked on campus are at the owner's risk.

## VEHICLE REGISTRATION, PERMITS, AND LOT ASSIGNMENTS

Vehicles can be registered online at the Campus Safety page of the Paul Smith's College website: [www.paulsmiths.edu/campussafety](http://www.paulsmiths.edu/campussafety). From there, click Parking, and then Online Vehicle Registration. Once a vehicle is registered, go to the Campus Safety Office to pick up the parking permit.

Parking permits will be assigned to a specific vehicle and are not transferable. If a student or an employee requests a second permit for an additional vehicle there will be no charge for the second vehicle, but only one of the vehicles is permitted on campus at a time.

### STUDENTS

Students must register their vehicle with Campus Safety within 10 days of reporting to campus. Once registered, they will be issued a parking permit. This permit is to be applied to the rear window on the lower left (driver's side) corner. All permits must be placed in this location, regardless of the tint of the rear window. Accommodations will be made for permit placement on motorcycles.



Students living on campus are permitted to park in any designated student lot. Commuter students are permitted to park in any designated commuter lot. A commuter student is defined as any student who does not live in an on campus residence hall.

#### **Student Lots**

- 2 Hillside/Lower and Upper St. Regis/Alumni Halls
- 3 Currier/Livermore Halls
- 5 Clinton/Essex/Franklin Halls/Lambert House
- 6 LMS/Lakeside Halls
- 11 Blum House
- 12 Saratoga Hall
- 14 Overlook Hall

#### **Commuter Lots**

- 4 Lot between Freer and Facilities
- 7 Two tiered lot by US Post Office

### EMPLOYEES

Employees (faculty, staff, and contracted Sodexo employees) will be issued a hang tag parking permit to be displayed on the rear view mirror of the vehicle while parked on campus. Accommodations will be made for permit placement on motorcycles. An employee parking permit allows for parking in any designated employee lot.

- 8 Front Half of LMS Hall, across from Freer Hall and Cantwell Hall
- 9 Administration Building
- 11 Sporck Admissions Center
- 13 Facilities Building
- 15 Paolozzi Center
- 16 Freer Science Hall

### OPEN PARKING

Anyone may park in these lots. When assigned lots are full, drivers must park in these lots.

1 Large lot behind the Facilities Building and lot 13

10 Lot behind Saunders Sports Complex

### VISITOR PARKING

17 Student Center/Library/Pickett Hall

### **Visitor Parking**

All overnight visitors to the college must obtain a temporary parking permit and must park only in areas designated as visitor parking or open parking. Visitor permits can be obtained from the Office of Campus Safety. Overnight visitors of students must obtain and present their campus guest pass when registering with Campus Safety. Visitors on campus for the day only do not need to obtain a parking permit, unless they cannot find any parking in the visitor parking or open parking lots, or need to load and unload cargo. If a visitor receives a parking/moving citation, the visitor or the student/employee they were visiting should immediately present the citation to the Campus Safety Office and submit a Ticket Appeal.

### **Parking Map**

The parking map, which can be obtained during the registration process and any time at the Campus Safety Office, indicates the designated areas where students, employees, and visitors may park. The map should be reviewed and drivers should only park in their designated lots. It is the responsibility of each motorist to be parked within a clearly marked designated parking space. The map should be kept for reference when needed. Drivers should contact Campus Safety for any questions or clarifications on where they are permitted to park.

### **Recreational and Other Motor Vehicles**

Other motor vehicles (trailers) and recreational vehicles (ATVs, dirt bikes, go carts, snowmobiles, boats, etc.) must be registered with Campus Safety. Recreational vehicles must be stored on a trailer or in the bed of a truck. Trailers must be parked in the rear row of lot 1. Recreational vehicles cannot be operated on campus property. Motorized boats cannot be launched from the campus shoreline. Students may not leave these items on College property during the summer or between semesters without prior permission from the Director of Campus Safety.

*Trailers, boats, bicycles, canoes, and kayaks must also be registered with Campus Safety.*

### **Disabled Vehicles**

The office of Campus Safety must be notified immediately if a vehicle is disabled (not operable). Emergency flashers or other signage on the windshield indicating the vehicle is disabled are not sufficient notification. Disabled vehicles will be issued a disabled vehicle permit, which must be displayed on the front dashboard. All attempts should be made to remove a disabled vehicle from campus as soon as possible. If a disabled vehicle cannot be removed from campus in a timely manner, Campus Safety must be notified. Any disabled vehicle which is in a roadway, is

blocking traffic, is creating a hazard, is otherwise illegally parked in a handicap space or fire lane, or has not been removed in a timely manner will be towed at the owner's expense.

### **Special Parking and Permits**

Special parking permits are issued for special parking spaces. These spaces include handicap parking spaces, low emission fuel efficient parking spaces, Relay for Life parking spaces, MERT (Medical Emergency Response Team) parking spaces and PSGVFD (Paul Smiths Gabriels Volunteer Fire Department) Member parking spaces. Any vehicle that possesses a state issued handicap parking permit may park in any handicap parking space without additional authorization. Those who do not have a state issued handicap parking permit, but would like to request a campus issued handicap parking permit for medical reasons must present a doctor's note or a note from the College nurse to Campus Safety. Vehicles that are certified as low emitting and fuel efficient are eligible to park in the College low emission fuel efficient parking spaces, but must first request a LEFE parking permit from Campus Safety; the permit must be displayed next to their regular parking permit. Winners of the Relay for Life parking spaces will be issued Relay for Life parking permits, which are only valid for the period stated. Students who are active members of MERT will be issued MERT parking permits, which allows them special parking when on duty for quick response to medical calls. Students who are active members of the Paul Smiths Gabriels Volunteer Fire Department, registered with Campus Safety, and designated as the daily/nightly carpool vehicle will be issued a permit to park in a PSGVFD Member Parking space for quick response to the fire department for fire calls. Anyone parked in special parking spaces without a current authorizing permit will be ticketed, and subject to be towed at the owner's expense.

### **Contractors/Vendors**

Contractors and vendors must check in with the Office of Campus Safety when arriving to campus and before leaving campus. They will be issued a Contractor Parking Permit, which will allow them to park near the building they will be working/visiting.

### **Weekend Parking**

Vehicles parked on campus during the weekend must still be parked in their designated lot.

### **Event Parking**

Parking lots may be temporarily closed or limited for periods of time due to events. When this occurs, notifications will be made to the campus community in advance informing them of when lots are closed or limited to event parking only.

### **Snow Removal & Maintenance Needs**

Any person using campus parking areas shall cooperate during periods of snow removal and required maintenance by moving their vehicle promptly when notified to do so. Notices will be emailed, and posted in residence halls and the Joan Weill Student Center. The notice will indicate the date and times of snow removal or required maintenance. Any vehicle impeding snow removal or required maintenance will be towed without warning or notice, and the owner will be responsible for all related expenses.

### Loading and Unloading Vehicles

Vehicles may be parked temporarily close to residence halls, classrooms, and other public buildings for up to 30 minutes for the purpose of loading or unloading the vehicle, provided that the emergency flashers are activated, and the driver is available to move the vehicle. However, the vehicle cannot be blocking traffic, in a fire lane, or parked in an inappropriate or unsafe manner. In order to preserve the lawn and sidewalks, vehicles cannot be driven or parked on the lawn or sidewalks without permission from Campus Safety; permission is only granted due to special circumstances and not simply for loading and unloading. After the vehicle has been loaded or unloaded, it must be moved to an approved parking space consistent with the type of permit issued to the individual. Vehicles parked for more than 30 minutes may be ticketed and/or towed without warning or notice. During Residence Hall Move-in / Move-out days, the loading and unloading period is extended to one hour.

### Parking Signs

Parking signs have been kept to a minimum on the Paul Smith's College campus to preserve the beauty of the campus. Consequently, signs primarily will designate where you are allowed to park, rather than where you may not park. It is the responsibility of each student and employee who parks on campus to obtain a copy of these regulations and a campus parking map. The map clearly designates where students, employees, and visitors may park. It is each person's responsibility to be familiar with the map and locations on campus where parking is permitted; this includes during winter when snow may cover parking lot lines.

**NOTE:** *WHEN IN DOUBT, CHECK BEFORE YOU PARK; CALL CAMPUS SAFETY AT 518-327- 6300.*

### PARKING AND MOVING VIOLATIONS AND FINES

Citations will be issued to those who violate campus parking and moving regulations. Parking and Moving Violations, and the associated fines are listed below.

<b>Parking Violations</b>	<b>Fine</b>	<b>Moving Violations</b>	<b>Fine</b>
Failure to Register/Display Permit	\$20.00	Stop Sign	\$20.00
Parking in Wrong Lot	\$20.00	Unsafe Operation	\$50.00
Improper Parking	\$20.00	Speeding	\$60.00
Parking on Grass, Sidewalk, Loading		Operating on Walk or Grass	\$100.00
Zone or Other Restricted Area	\$50.00	Operating so as to Endanger Lives	
Fire Lane	\$100.00	or Cause Property Damage	\$100.00
Handicap Zone	\$100.00	Refusing to Give Name or	
Unauthorized or Fraudulent Use		Giving False Name	\$100.00
of a PSC Parking Permit	\$100.00		
Other	\$_____	Other	\$_____

### Payment of Fines

The person to whom a vehicle is registered is responsible for any and all fines resulting from citations written for that vehicle regardless of who is responsible for the infraction.

### **Students**

All fines are forwarded to the Student Accounts Office and charged to the student's account. All fines must be paid to the Student Accounts office prior to the end of the current semester. Failure to clear any outstanding fines can result in a hold on a student's account and suspension of parking privileges on campus.

### **Employees**

All fines shall be paid to the Student Accounts office within fourteen (14) business days. Any fines not paid may be referred for collections and parking privileges on campus may be suspended.

### **Towing**

The following violations may result in towing of the vehicle at the owner's expense:

1. Any illegally parked vehicle that poses a traffic and/or safety hazard.
2. Any vehicle parked in an area designated as "No Parking" or "Fire Lane".
3. Any vehicle impeding snow removal during extreme weather conditions.
4. Any vehicle that has not been registered with Campus Safety.
5. Any disabled vehicle that has not been removed from campus property within a reasonable amount of time.

### **Vehicle Searches**

All registered vehicles operated and parked on College property are subject to search by the Office of Campus Safety if an illegal item or violation of campus policy is seen in plain view or there is reasonable belief an illegal item is contained in the vehicle. If a student or employee fails to cooperate with the search, the vehicle must be immediately removed from College property and the incident will be referred to Student Affairs or Human Resources for review; the New York State Police may also be contacted.

### **Revocation of Parking Privileges**

Any student issued 10 or more parking/moving violations during the academic year will be referred to Student Affairs for judicial review. The results of the Judicial Hearing may include suspension of parking privileges for the semester or revocation of parking privileges for the remainder of the academic year.

Any employee issued 10 or more parking/moving violations during the academic year will be referred to Human Resources for disciplinary review. Results of the review may include suspension of parking privileges for the semester or revocation of parking privileges for the remainder of the academic year. Outstanding fines that are 30 days overdue may result in the suspension of parking privileges and place the vehicle in jeopardy of being towed. Parking privileges will be reinstated upon payment of all outstanding fines.

If parking privileges are suspended or revoked and the vehicle is located on campus, the vehicle will be towed off campus at the owner's expense and without notification. When a driver has their parking privileges revoked, they cannot obtain an additional parking permit. When parking privileges are revoked, all vehicles formerly registered to the driver may not be parked on



campus by any other motorist, unless the vehicle is then owned and operated by another motorist and registered with Campus Safety.

**NOTE:** *THE ACCUMULATION OF TEN (10) OR MORE CITATIONS MAY LEAD TO REVOCATION OF PARKING PRIVILEGES. FULL OR PARTIAL PAYMENT OF OUTSTANDING FINES, AND/OR RECEIVING ANY REDUCTION OF FINES OR VOIDING OF TICKETS DOES NOT ERASE THE RECORD OF INFRACTION AND DOES NOT ENTITLE THE PERMIT HOLDER TO ACCUMULATE ADDITIONAL CITATIONS WITHOUT RISK OF TOWING, IMPOUNDMENT, AND/OR REVOCATION OF PARKING PRIVILEGES.*

### **TICKET APPEAL PROCESS**

Individuals who receive a ticket (students, employees, and contract Sodexo employees) have 7 days from the date ticket was issued to appeal it. Appeals are filed by a Ticket Appeal Exam or Ticket Appeal (available at the Campus Safety Office) and submitted with a copy of the ticket. Notification of the outcome of the appeal will be made via email by Campus Safety.

#### Ticket Appeal Exam

Those who have received their first ticket of the academic year for a parking violation may fill out and submit a ticket appeal exam. Anyone who has already received a parking ticket for the academic year or who has been ticketed for a moving violation will not be eligible to submit a Ticket Appeal Exam, but will still be eligible to submit a Ticket Appeal.

The ticket appeal exam consists of 10 questions related to the parking policy. The Ticket Appeal Exam will be reviewed by the Director of Campus Safety and the ticket will be voided. Notification will be made to the person submitting the Ticket Appeal Exam via their PSC email, notifying them of the outcome.

#### Ticket Appeal

Anyone may submit a ticket appeal. There is no limit to the amount of tickets that can be appealed, as long as they are submitted within 7 days from the date the ticket was issued and are submitted individually.

The Director of Campus Safety will review submitted ticket appeals. An email notification will be sent to the person appealing the ticket, informing them of the appeal outcome. If the ticket appeal is denied, it will automatically be forwarded to the Parking Committee for final review. After the Parking Committee reviews the ticket appeal, another email notification will be sent informing the person appealing the ticket of the final appeal outcome. Decisions made by the Parking Committee are final and cannot be appealed further.

### **PARKING COMMITTEE**

The Parking Committee was established to review issues regarding parking and driving on campus, and to provide a second level of review for ticket appeals. The Parking Committee consists of members from the following groups on campus: on campus students, commuter

students, faculty, staff, Student Government Association (SGA), Residence Life, and Sodexo. The committee is facilitated by the Director of Campus Safety. The committee meets at least once a month to discuss parking and traffic issues on campus, and to review ticket appeals.