



# Parking Policies and Procedures

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## 1. Parking Permits/Vehicle Registration

SUNY Maritime College requires the registration of any motor vehicle parking on any property owned or leased by the College. This policy includes vehicles, motorcycles, Gem-carts, mopeds, scooters, etc. A fee may be assessed. SUNY Maritime College limits parking registrations to passenger classed vehicles and light duty pick-up trucks, that have not been modified, with an unladen weight of no more than 5,500 lbs. Any repairs or maintenance to motor vehicles are strictly prohibited on SUNY Maritime College's property.

SUNY Maritime College is not responsible for any injuries sustained, or damage to a vehicle while on campus. Permit holders of any vehicle left on campus overnight shall make arrangements prior to leaving campus for someone to move their vehicle in the event of a snow or campus parking emergency.

- Permits in decal form must be affixed on the exterior passenger side rear window while parked on campus.
- Visitor/Guest and Temporary passes must be displayed on the driver's side, dashboard of the vehicle, with the effective date facing out.
- Permit fee is non-refundable.
- Permits may be purchased by mail or in person at University Policy Department.
- Duplication, alteration, or reproduction of a SUNY Maritime Parking Sticker, Temporary or Visitor Pass is a violation of section 170.05 of the Penal Law (forgery 3<sup>rd</sup>) and possession of such a forged instrument is a violation of Section 170.20 of the Penal Law (Criminal Possession of a Forged Instrument) and may subject the violator to arrest, prosecution and/or College disciplinary action.
- Motorcycles, Gem-carts, mopeds, scooters, must be properly registered with the University Police Department (UPD).
- Permit holders of any vehicle left on campus overnight shall make arrangements prior to leaving campus for someone to move their vehicle in the event of a snow or campus parking emergency.
- Permit holders must possess and maintain a valid U.S. Driver's License, or equivalent. The permit holder must be legally qualified to operate a motor vehicle in New York State. Permit and privileges shall be revoked upon loss of valid driver's license.

## 2. Permit Classification

### Faculty/Staff

- Faculty/Staff are defined as any employee on the non-student payroll of the State University of New York Maritime College as well as affiliated organizations.
- Faculty/Staff registration applications are available on-line and at University Police Department. Permits are issued at University Police Department.
- Faculty/Staff, and affiliates, may apply for one permit. Exceptions may be made by the University Police Chief.
- If two Faculty/Staff or affiliates share the same household, each member must apply for a parking permit for each vehicle registered.
- Faculty/Staff Permits are in decal form and must be affixed on the exterior passenger side rear window while parked on campus. Each vehicle must be properly registered with the University Police Department.
- Faculty/Staff that have obtained the appropriate parking permit will be issued a one-day temporary pass if registered vehicle is not driven. This pass may be obtained on a daily basis from University Police. This practice can be done up to 10-business days. After 10 days within a semester, a second permit must be obtained. Vehicle access to campus may be denied after

10 business days. Failure to obtain and properly display temporary permit is subject to summons.

- Contracted/temporary employees defined as individuals engaged by the College to provide a specific set of services, but not on the College payroll may apply for one permit.
- Emeritus and retirees who return on state payroll shall be considered employees.
- Non-resident Faculty/Staff permit holders may not park vehicles overnight unless they are conducting official College business on campus or are in official travel status for the College. Overnight starts at midnight.
- Any and all privileges associated with permit shall be terminated upon issuance of ten (10) or more violations associated with the same license plate within an academic year.
- Any and all privileges associated with permit are voided upon employee's separation of employment.

## **Student**

- A student is defined as any person registered at the College for academic credit. Teaching assistants, student assistants, and interns are considered students.
- Students are not allowed to use a Faculty/Staff parking permit.
- A student who is the spouse, son, or daughter of a Faculty/Staff member must register the vehicle he or she will be driving in compliance with the student parking regulations and must park in the appropriate student parking areas.
- Student Permits are in decal form and must be affixed on the exterior passenger side rear window while parked on campus. Each vehicle must be properly registered with the University Police Department.
- Permit fee is non-refundable.
- Any and all privileges associated with the permit expire immediately upon student's disenrollment from the College and annually at the conclusion of the summer semester.
- Any and all privileges associated with the permit shall be terminated upon issuance of ten (10) or more violations associated with the same license plate within an academic year.
- Any and all privileges associated with permit may be terminated by University Police Department in coordination with College disciplinary action.

### **1. Commuter Students**

A commuter student is a registered student who is not assigned on-campus housing.

- A commuter student may purchase one parking permit per year.
- Commuters may not park on campus after midnight.

### **2. Resident Students**

A resident student is a full-time registered student who is assigned on-campus housing.

- Freshmen and sophomore resident students are not allowed to purchase, use or be in possession of a parking permit.
- The Dean of Students or Commandant of Cadets may recommend to UPD a hardship waiver affording the purchase of a parking permit for freshman or sophomore resident students.

### **3. Vendors**

Vendors' vehicles are required to have vendor parking permits, which will be issued by the University Police Department. Those required to register are Food Service Providers. Those exempt from registering are delivery vehicles or trucks. Example: UPS, FedEx, Pepsi, Office Supply Companies.

1. Vendors are allowed to use the loading docks and/or load/unload zones for up to the posted time. If longer, vendors may park in any parking lot excluding visitor, reserved, service, or handicapped spaces.
2. Vendors must coordinate with University Police Department the parking of large delivery vehicles, dumpsters, roll-aways, or storage containers.

### **4. Contractors**

Contractors and its employees shall be subject to all the rules and regulations of the SUNY Maritime College campus, including parking regulations. Parking violations are subject to fines and are the sole responsibility of the Contractor or its employees. For contractors requiring lay-down areas near a specific building, the Office of Facilities will assign the area. Site supervisors may park in this area with prior permission. A campus temporary permit is required. Contractors may not park in visitor, reserved, or handicapped spaces. Contractors are responsible for payment of all parking citations. Fees may be withheld from contractor payments. Parking of large delivery vehicles, dumpsters, roll-aways, or storage containers must be coordinated with the University Police Department.

### **5. State Vehicle Parking**

"State Vehicle Only" parking locations are available for all College-owned vehicles, which include SUNY Maritime College state fleet, Gem-carts, and University Police vehicles.

1. State vehicles will be allowed to park in any parking space regardless of lot designation with the exception of handicapped spaces.
2. State vehicles are allowed to load and unload in designated locations.
3. State vehicles are allowed to park in loading areas in accordance with posted time periods.
4. State vehicles may not block entrance doors.
5. State vehicle operation must abide by all vehicle and parking rules, including Section 18, Parking Violations. Vehicle operators are subject to disciplinary action.

### **6. Loading Areas**

1. Loading docks are restricted to state fleet, contractor or vendor deliveries, as marked.
2. Load/unload spaces have maximum time limits as posted. Flashers must be used.

### **7. Reserved Spaces**

1. Reserved spaces are provided for faculty and staff designees. A valid parking permit is required.
2. Temporary closure of a space may be required due to construction or unforeseen circumstances. If the space closure is prolonged, University Police may reassign the location temporarily.
3. Illegally parking in a reserved space may result in a citation, boot, and/or tow of the vehicle.
4. Reserved spaces are not transferable, and may be reassigned or eliminated.

## **8. Faculty/Staff Resident Parking**

1. Faculty/Staff Resident Parking areas and spaces are reserved for campus residents in faculty/staff housing with proper Resident Parking permits.
2. Residents' vehicles must be properly registered with the University Police Department and permits in decal form must be affixed on the exterior passenger side rear window while parked on campus. In addition, Resident Parking Hang Tag must be displayed facing out on rear view mirror of registered vehicle to park in Resident Parking Areas. Resident permits allow for overnight parking. Resident Parking Hang Tags are administered by Housing Office.
3. Resident Visitor permits may be obtained from University Police and used in conjunction with guest Resident Parking Hang Tag for access to Resident Parking areas and overnight parking.

## **9. Visitor/Guest Parking or Temporary Parking**

A visitor or guest is defined as a person who is not a registered student, an employee of SUNY Maritime College, or an employee of an on-campus affiliate.

1. Visitors must obtain a parking pass from the University Police Department if parking on campus.
2. Visitors and guests are not allowed to park in handicapped spaces (without a valid tag), service areas, loading areas, or areas blocking entrance doors.
3. Visitor/Guest and Temporary passes must be displayed on the driver's side, dashboard of the vehicle, with the effective date facing out.
4. Recreational vehicles are prohibited access to campus without advance written approval by campus president or chief of police, or unless registered with a campus authorized special event. Special fees may apply.
5. Parking violations received by a visitor may be paid no later than the close of business ten (10) days from the date of the ticket. Payment may be sent to Office of Student Accounts. Failure to respect this guideline will cause a late fee added to the fine amount. All applicable state and municipal laws will apply for non-payment of fines. Visitors may appeal parking violations using the published guidelines.

## **10. Special Event Parking**

1. Parking rules and parking areas on campus are subject to the rules of Special Event Parking.

## **11. Tailgate Event Parking**

1. Parking rules and parking areas on campus are subject to the rules of Tailgate Event Parking.
2. Tailgating is not permitted on campus unless Tailgate Event Parking is in effect, and only in designated Tailgate Event Parking area(s).
3. A non-refundable fee will be assessed per vehicle.
4. Tailgate Event lots are open 3 hours prior to an event and close 2 hours after conclusion of event.
5. It is illegal to serve alcohol to minors.
6. NO alcohol will be served to any Maritime College student, regardless of their age within the tailgate area. Persons registered to tailgate are responsible to ensure that no alcoholic beverages they bring onto the premises are passed to under age persons or a Maritime student.
7. There are to be no "shared containers" in this tailgate area. Shared containers being defined as kegs or a container that serves more than 1 individual. Single cans, bottles and individual cups are not considered "shared containers".

8. ABSOLUTELY no alcoholic beverages are to be taken out of this tailgating area. There are no alcoholic beverages allowed inside College facilities, the gym or the field gates. Failure to follow this policy will result in your removal from the premises.
9. Persons registered to tailgate are responsible to remove all trash to appropriate receptacles.
10. There is a NO visitor policy in effect in the residence halls during tailgate event periods.

## **12. Summer Sea Term Parking**

### **Student**

1. Students (participating in Summer Sea Term), wishing to park their vehicles on campus during Summer Sea Term, must register for this privilege separately, must pay any applicable fees (Section 26) and must park in an area designated by the University Police Department. Vehicle keys must be left with UPD.

### **Faculty/Staff**

1. Faculty/Staff (participating in Summer Sea Term), wishing to park their vehicles on campus during Summer Sea Term, must register for this privilege separately and must park in an area designated by the University Police Department. Vehicle keys must be left with UPD.

## **13. Summer Ashore Parking**

Summer parking permits are required of all student vehicles, for those working, attending classes or programs at SUNY Maritime College, for the period immediately following Spring graduation and the beginning of the Fall semester. This fee (Section 26), in accordance with SUNY Rules and Regulations, pertains to summer-only student and summer program participants without a student residential permit.

## **14. Handicapped Parking**

1. Faculty/Staff or students who require the use of handicapped parking must obtain a valid parking permit and display their valid city, town, or village handicapped tag. SUNY Maritime College issues handicapped tags to the handicapped person - not a vehicle.
2. If temporary parking in a closer lot is needed, students must provide a physician's note verified by the Office of Health Services indicating the necessary time period for this accommodation. If the requesting person has obtained a parking permit, a temporary permit will be issued which will allow closer parking to campus buildings but excludes handicapped, service, or reserved areas. Faculty/Staff must provide a physician's note. The permit issued by the University Police Department will be for a maximum of two weeks.
3. If the requesting person has not obtained a parking permit, they must apply for a permit prior to requesting closer parking due to temporary disability.

## **15. First Three (3) Days of Semester (Fall and Spring Semesters)**

1. From the time a vehicle arrives on campus, the driver is responsible for insuring s/he is in compliance with the campus parking and driving regulations.
2. No permits are required in Lots 5, 7, 8, 9, 11 and street parking during the first three (3) days of classes to allow additional time to purchase your permit. This does not apply to handicapped, reserved, service, or visitor areas. Vehicles with a permit must display it properly and park in their designated lots.

3. Beginning at 12 am on the fourth day of classes, all vehicles require proper permit and must park in their designated lots or authorized student street parking.

## 16. Parking Permit Enforcement

Parking permits and lot enforcement will be in effect at all times.

## 17. Parking and Registration Fees

The College sets the annual registration and parking fees. Permits fees are non-refundable.

## 18. Replacement Permits

### 1. Lost/Stolen Permits

Lost, misplaced, defaced, or stolen permits must be reported immediately to UPD and replaced. Permits that are reported lost and later found, must be returned to UPD.

If a permit is lost prior to the recipient receiving the permit (i.e. lost in the mail) and is reported to UPD before the end of the grace period, a new parking permit will be issued free of charge. If reported after the end of the grace period, the vehicle must be re-registered and the full registration and parking fee must be paid. A lost permit fee may be assessed in lieu of full payment.

A free replacement permit will be issued when:

- A signed "Stolen Permit Report" is filed with University Police, or
- Upon providing a police report or insurance verification of theft or destruction of the vehicle.

### 2. Changing Vehicles

When changing registered vehicles, to avoid being charged the registration fee for a parking permit, the owner must remove the parking permit or remnants of it from the vehicle before it is sold or exchanged and returned to the University Police Department.

## 19. Lot Designation

Permit Type	Lot Designation
Faculty/Staff	Lot 1, Lot 2, Lot 3, Lot 4, Lot 5, Lot 6, Lot 10, Lot 12, Lot 13, Patterson Street, and approved on-street parking.
Student Parking	Lot 5, Lot 7, Lot 8, Lot 9, Lot 11 and approved street parking.
Visitor Parking	Lot 1, Lot 5, Lot 6, Lot 11 and approved on-street parking.
Contractor Parking	Lots 1, 8, 11 and Wadhams Street, and lay-down areas approved by UPD.
Vendor Deliveries & Service Vehicles	Any parking area except Wadhams Street.



## 20. Parking Violation

A vehicle may be subject to a citation and/or towed or immobilized for a variety of reasons, including but not limited to:

- No permit.
- Parking in an unauthorized parking lot or parking space.
- Parking in a handicapped area without the proper permit.
- Blocking another vehicle.
- Parking in a roadway or driveway.
- Blocking a fire hydrant, fire lane, or other emergency zone.
- Parking in violation of temporary instructions during a declared snow/campus emergency parking.
- Blocking a trash dumpster.
- Interfering with the free and proper use of a crosswalk or pedestrian way.
- Parking on grassy area.
- Parking or blocking a service drive or service area.
- Parking in a loading zone.
- Blocking entrances to buildings.
- Parking where signs or road markings prohibit parking.
- Parking a vehicle on the quad or sidewalk.
- Parking outside the lines designated for parking.
- Failure to display permit properly.
- Ten (10) or more outstanding violations associated with the same license plate within an academic year.
- Vehicle not properly registered.
- Illegal use of lost/stolen permit.

## 21. Loss of Parking Privileges

- Parking privileges shall be revoked from any permit holder with ten (10) or more violations assessed within one academic year. Upon issuance of 5<sup>th</sup> or more unpaid parking violation, vehicle shall be booted and subject to removal from campus.
- Failure to pay fines within 28 calendar days.
- Separation from employment.
- Disenrollment from SUNY Maritime College.
- At term of the parking permit.

## 22. Towing/Vehicle Immobilizer Policy

SUNY Maritime College is not responsible for any damages that may occur as a result of the removal or immobilization of any vehicle. University Police will tow or use the auto-boot immobilizer in the following situations:

- To impound a vehicle pertaining to an investigation (to preserve evidence) or to disable a vehicle so it cannot be moved before a tow truck arrives (i.e. accident).
- When the vehicle/license appears on the multiple ticket offender list.
- Other instances, when deemed necessary by University Police.
- Removal fee must be paid by the violator at time of removal of immobilizer.
- 5<sup>th</sup> summons in one academic year.

## 23. Voiding Citations

The Parking Board has oversight for voiding tickets.

The following criteria will be used for voiding tickets:

- Violation caused by failure of College faculty or staff to inform or provide necessary parking arrangements for person(s) invited to the College.
- A Pass or courtesy notice issued prior to violation.
- Officer error.

## 24. Appeals

1. Individuals wishing to appeal a citation and/or tow must initiate a formal request for appeal on a UPD Appeal Form within 10 business days following the issuance of the citation or tow.
2. After the 10-day period, the option of appeal or other consideration expires and summons is irrevocable.
3. Appeals are submitted in writing, on the proper form, to the University Police Department. The alleged violator may request an in-person hearing.
4. Appealed decisions will be sent to campus email address or in writing. The Appeals Hearing Board will adjudicate within 30 days of the receipt of the appeal.
5. All decisions of the Hearing Board are binding and final.
6. Citation payments can be made at the Office of Student Accounts.
7. Penalty for non-payment of fines -- See section 26.

## 25. Refunds

Permit fees are non-refundable.

## 26. Billings

A billing will be conducted for all outstanding parking obligations monthly. A collection agency will be used for those obligations not paid after a minimum of two notices to the violator. Outstanding accounts will be transferred to a collection agency.

## 27. Fine Schedule and Payment of Fines

Uniform traffic summonses (moving violations) are returnable to Bronx Traffic Court.

1. Pay Online: [www.parkingticketpayment.com/sunymaritime](http://www.parkingticketpayment.com/sunymaritime)  
Pay By Mail: Do Not Mail Cash. Payment must be made by Check or Money Order. Write your Plate and Ticket number on the front of your payment to ensure proper credit.  
Pay To: SUNY Maritime College  
Mail To: Student Accounts – Baylis Hall  
6 Pennyfield Avenue  
Bronx, NY 10465-4127
2. Pay In Person: Cash, Check, Money Order, or Credit Card is accepted at the Office of Student Accounts during scheduled office hours.

3. Violation amounts:

<b>VIOLATION</b>	<b>FEE SCHEDULE</b>	<b>FEE, if paid AFTER 10 business days of issuance of ticket.</b>
Violation	\$ 40.00	\$ 50.00
Second/Subsequent same Violation	\$ 65.00	\$ 75.00
Parking in Handicapped Space or Fire Zone	\$100.00	\$110.00
Removal of Immobilizer	\$125.00	\$135.00
Towing of Vehicle	\$200.00	\$210.00

**Penalty for Non-Payment of Fines:**

- Student Holds: A student who has outstanding parking summonses will have a hold placed on their Student Account and shall be blocked from receiving any College transcripts or registering from any further courses.
- Faculty/Staff: A faculty or staff members who has outstanding parking summonses, tows, and fees, will be subject to payroll deductions through the campus Payroll Office.

**28. Permit Rates**

Commuter Student

- Annual Fee - \$ 80.00

Resident Student

- Annual Fee - \$100.00

Summer Sea Term Student

- SST Fee - \$40

Summer Ashore Student

- SA Fee - \$40

**29. Snow/Campus Emergency Parking**

The SUNY Maritime College Snow/Campus Emergency Parking Policies are intended to facilitate the removal of snow/ice from our roadways/parking lots, or to prepare for and respond to an emergency, and maximize the number of parking spots available on the campus. These policies shall govern the plowing and removal of snow/ice when a snow emergency or campus parking

emergency is declared by the Chief Operating Officer, the Director of Facilities or the Chief of University Police. All students, faculty and staff are expected to familiarize themselves with these policies and comply accordingly.

The following is the snow or campus parking emergency policy for the SUNY Maritime College campus:

1. A snow emergency or campus parking emergency means that it is necessary for the College to plow and/or remove snow/ice, or to prepare for and respond to an emergency, and that it is further necessary to move a significant number of vehicles from College roadways and parking lots to do so.
2. A snow emergency or campus parking emergency does not mean that classes are cancelled or the College is closed.
3. Whenever possible, snow emergencies will be declared during evening and early morning hours, when the fewest number of vehicles are on campus.
4. When a snow emergency or campus parking emergency is declared, an announcement of that fact will be posted to the SUNY Maritime College web site and an email will be sent to **AllMaritime**. All other available communication medium will be utilized. Those notices shall indicate that a snow emergency or campus parking emergency has been declared and shall provide specific information as to parking regulations and times for plowing.
5. When a snowfall is predicted, students, staff and faculty are responsible for checking the SUNY Maritime College web site and email.
6. When a snow emergency is declared, all parking regulations specific to commuter or staff/faculty status shall be waived for the duration of the snow emergency. All other parking regulations shall remain in effect.
7. When a snow or campus parking emergency has been declared, all non-essential state vehicles will be moved to Parking Lot 8 by departments or individuals issued those vehicles, and all vehicle keys must be returned to the campus Facilities Office.
8. When a snow emergency is declared, vehicles will first be moved from all roadways, including Erben Avenue, Hanus Street, Wadhams Street, Shepard Avenue, McGowan Street, and Crowninshield Street. Vehicles moved may be parked in the student parking lots, including Lot 5, Lot 7, Lot 8, Lot 9 and Lot 11. Lot 8 is the preferred lot for parking during the snow emergency.
9. The vacated roadway spots and vacant parking lots will be plowed and/or snow removed.
10. At the completion of the plowing of roadways, all resident student vehicles must be returned to roadway parking spots, no later than 7AM on the next day after the snow emergency. Any, unplowed parking lots will be plowed at this time.
11. Resident students who leave campus without their vehicles, or staff/ faculty who leave vehicles on campus shall make arrangements prior to leaving campus for someone to move their vehicle according to this policy in the event of a snow or campus parking emergency.
12. Vehicles not complying with these procedures will be moved or towed by a tow company contracted by the SUNY Maritime College.
13. Fees assessed for the moving or towing of vehicles not complying with this policy shall be the responsibility of the owner of the vehicle and not the responsibility of the College. The College is not responsible for damages to vehicles towed from roadways and lots during a snow or campus parking emergency.
14. Persons moving their vehicles to New York City streets during a snow or campus parking emergency shall obey all relevant parking regulations.