



Name of Policy: Parking Policy

Responsible Department: Public Safety

Responsible Administrator: Vice President of Finance and Administration

Effective Date: 2/9/2022

Reviewed / Updated Date:

Date of scheduled review: 2/9/2027

I. Purpose

The Purpose of this policy is to regulate parking on the Elms College campus.

II. Scope

The Elms College Public Safety department is the parking authority for all college property. Officers are responsible for establishing guidelines for the use of any parking area on college property or for any college property that could be used for parking even if not specifically designated for parking. Such areas include, but are not limited to, driveways, loading areas and lawns.

Parking at Elms College is a privilege, not a right.

The college reserves the right to remove and impound any abandoned motor vehicle, any vehicle with no license plates, or any vehicle parked in such a way as to constitute a serious hazard to vehicles or pedestrian traffic or to the movement and operation of emergency equipment. The owner will be involved in removing, impounding and storing of any towed vehicle.

III. Definitions

College property: is interpreted to include all properties under the control and jurisdiction of the Board of Trustees of Elms College.

Campus area: refers to all college-owned or controlled property, whether on the main campus or off-campus.

Motor vehicle: is interpreted to include automobiles, buses, trucks, motorcycles, motorbikes, motor scooters and mopeds.

Other vehicles include any mechanism or device that can be used for the transportation of passengers or cargo. This definition includes, but is not limited to, bicycles, skateboards, roller-skates, and in-line skates.

Parking permit: is defined as any hangtag, decal or emblem authorized or issued by the Public Safety Department to allow the user to park within the Elms College Parking lots.

Parking zone: refers to a series of parking areas in which a particular permit is valid.

IV. Procedure (Or Process)

The following general parking regulations are enforced by citations, vehicle immobilization devices, towing, or suspension of parking privileges.

Barricades, Cones, Signage: Disregarding official traffic control device is strictly prohibited. This includes driving around, moving or running over traffic control devices.

Motor Vehicles:

- The owner/operator of a vehicle which becomes stalled or disabled on any part of the college parking system must notify the Public Safety Department immediately. Otherwise, the owner/operator will be held accountable for any citation(s) issued to the vehicle or for any impoundment or towing related fees.
- Recreational vehicles are prohibited from overnight parking or camping on campus without prior authorization and permit issued by the Public Safety Department
- Motorcycles, motor scooters and mopeds (gas or electric) are not to be operated or parked on sidewalks for any reason. Electric mobility devices used by disabled or handicapped persons are exempt from this regulation. Parking or operating a motorcycle on a sidewalk is cause for a citation/fine and immediate revocation of the campus parking permit privileges

Parking Permits:

- Parking Permits are required to park on any campus parking facility. All parking permits, registration forms, and related documents are available through the Public Safety department.
- The person in whose name a parking permit is issued will be held responsible for that vehicle. In the event that a permit is lost or stolen, it should be reported immediately to the Public Safety Department. Failure to report a lost or stolen permit will result in responsibility for all fines assessed against the permit until the time the permit lost or stolen was reported to Public Safety. A citation is not excused on the plea that another person was driving the vehicle at the time the vehicle was cited.
- A permit itself is no guarantee of a parking space near the place where one works, resides or attends class.
- The face of a permit must be clearly legible from the side of the vehicle and properly displayed to be honored. Permit must be permanently affixed to the rear driver's side window. Taping or propping up of a parking permit is not considered to be permanent.
- Parking Permit related regulations are enforced from 7 a.m. to 4:30 p.m. Monday through Friday, anytime that school semesters of any type are underway. This begins the first day of each semester, Summer session and December short-courses and ends after the last day of the semester or course final exams. Yellow curbs, handicap spaces, and fire zones are enforced 24 hours a day, seven days a week, throughout the year.
- Any student vehicle parked on ANY campus parking facility must have a valid parking permit, regardless of the duration, reason, or time of day that the vehicle is parked on campus.



- Falsification of information on a vehicle/motorcycle registration will result in a fine of \$50 and/or loss of parking privileges on campus. This also includes displaying a lost or stolen decal or a falsely made or altered decal, or using a decal which has been issued to another person.

Parking Privileges:

- Parking privileges may be temporarily suspended at any time to accommodate special events or other needs of the college.
- Parking privileges may be suspended due to excessive fines and unwillingness to follow parking regulations.

Parking Spaces:

- Responsibility for finding an authorized parking space within the zones designated by the permit rests with the motor vehicle operator.
- All vehicles must park within a defined space. A space is defined by two (2) parallel stripes. Any vehicle parked parallel on a roadway must face the direction of authorized traffic movement.
- Parking a vehicle in any place that will create a traffic hazard or obstruct access is prohibited and may result in the vehicle being cited or towed. This includes the streets along the side of the Campus.

Sidewalks:

- The use of campus sidewalks by motor vehicles other than authorized emergency/maintenance vehicles for driving or parking is strictly prohibited.

Speed limit:

- The speed limit for all vehicles in a parking lot is 10 MPH.

Parking Permit:

- Parking Permits are required to park on any campus parking facility.

Permit Availability and Parking:

- All faculty, administration, staff employees and students, full- or part-time, who operate a vehicle/motorcycle on college property, regularly or occasionally, are required to register the vehicle with the Public Safety Department and are required to display the current year parking permit.
- All parking permits, registration forms, and related documents are available in the Public Safety office located in Berchmans Hall.

Permit Classifications

- Authorized Student Parking Permit – Students are required to have a parking permit to park anywhere on the Elms campus. Students with parking permits are required to park in Lot B (commuter lot) or Lot C (resident lot) as identified by the permit purchased.
- Faculty/Staff Parking Permit - All employees must have a parking permit and shall only park in lot A, lot D or lot L depending on the location of their office or



classroom. If A, D and L lots are full, Lot B may be used for overflow parking by Faculty and Staff.

- Handicapped/Disabled Placards - State of Massachusetts Handicap permits or placards are available through your County Tax Assessor office. Legally issued and valid handicap placards or license plates are required for vehicles to legally park in campus handicapped spaces. Public Safety will not issue "temporary handicapped" permits.

Parking Permit Fees & Fines (which may change from time to time):

Permit fees for an academic school year (August through July) are:

Lot B (Sheila Ryan Flynn Lot (Gaylord Commuter Lot) / Blue House Lot) - \$150

Lot C (Lot by Soccer Field) - \$250

Lot H (Holy Name Church) - Free

Permits purchased after December 31 of the academic year are as follows:

Lot B (Sheila Ryan Flynn Lot (Gaylord Commuter Lot) / Blue House Lot) - \$75

Lot C (Lot by Soccer Field) - \$125

Lot H (Holy Name Church) - Free

A student may receive a partial refund of their permit fee if the student is voluntarily withdrawing for Spring semester or who is set for December graduation. The Student Parking Permit (or remnants thereof) must be returned or accompany the request for the refund to be processed. No refunds will be made after 10 class days of the spring semester.

Replacement Student Parking Permits may be obtained for a fee of \$25.

Parking Violations

- Parking in handicapped zone (\$50)
- Failure to display a valid parking permit (\$10) plus an automatic registration fee* (see below)
- Improperly affixed or mutilated decal (\$10)
- Failure to park in designated space (\$10)
- Removing / disregarding barricade or barrier (\$ 20)
- Obstruction of fire lane or parking within 15 feet of a fire hydrant (\$20)
- Blatant parking violation (\$30 for first offense, \$50 for second offense)
- Other (as indicated on citation)
- Re-Use of Parking citation to avoid citation (\$20)

*Special note: Any student receiving a campus parking citation, who has not already registered their vehicle and purchased a Parking Permit, will be automatically charged the appropriate Student Parking Permit fee. Parking on campus and receiving a parking citation creates the presumption that the vehicle operator is in fact using the college parking facilities without having paid the required fees for said use, regardless of the reason or number of instances the vehicle has been cited for parking on campus.



Booted Vehicles/Vehicle Immobilization Devices:

- Public Safety may place immobilization devices (boots) upon vehicles for any of the following reasons:
 - Failure to properly register a vehicle
 - Excessive parking violations and/or excessive unpaid parking violations
 - Repeated/excessive illegal parking in handicap zones, red zones /fire lanes
 - Blatant parking violations.

To obtain release of the vehicle, violators will be required to pay a \$50 fine. Tampering with or attempting to remove the device from a vehicle is prohibited. Damage to the boot device or to the vehicle due to unauthorized tampering will be at the owner's expense, and may result in criminal charges being filed.

Any motor vehicle parked, operated, or driven on campus shall be done so solely at the risk of the owner and the operator. Elms College shall not be liable for any loss and/or damage occasioned to any such motor vehicle, the operator, other occupant thereof, or any person unless such damage has resulted from the gross negligence of an employee or agent of the College acting in the course and within the scope of his/her employment.

Every parking and traffic citation may be appealed no later than 7 (seven) calendar days from the date the citation was written. Citations submitted for appeal after 7 (seven) calendar days will be rejected.

An appeal may be filed by contacting the Director of Public Safety. Appeals must be made in writing and require the submission of a typed or neatly printed narrative of facts related to the citation by the violator, to be completed at the same time the appeal form is submitted. Failure to file an appeal form, a narrative, or the violator's copy of the citation will result in the appeal being denied.

There are three possible outcomes for traffic appeals:

1. Not Responsible - the appellant is not responsible for any fines,
2. Responsible - the appellant is fully responsible for all fines,
3. Partially Responsible - and the appellant is responsible for only a portion of the fines.

The decision is solely that of the Director of Public Safety and is final.

The Alumni of Elms College are invited to return to campus at any time. It is requested that the host of the visitor notify Public Safety. Alumni are encouraged to park Lot V (Visitor Lot). Alumni who are still enrolled for graduate level classes, or Alumni whose student(s) are enrolled in classes, are still required to obtain a traditional parking decal.

All other visitors may park in Lot V if spaces are available. If spaces are not available, public safety should be contacted to issue a temporary parking pass that can be used for the visitor's time on campus in a lot designated by public safety.

For guests of residents or for employees that need to park their car on campus overnight, public safety should be contacted and a temporary parking pass should be obtained. Parking will be assigned to a designated lot. Cars not parked in the designated overnight space will be towed at the owner's expense.



V. COMPLIANCE

Employees or students who do not abide by the policy will be towed at the owner's expense. Multiple infractions or failure to pay tickets will result in disciplinary action up to and including termination or non-renewal of contract.