

*The materials below consist of regulations of the State University of New York Board of Trustees. However, it is not the Official Compilation of the Codes, Rules, and Regulations of the State of New York. Readers are advised to refer to the Official Compilation ( 8 NYCRR Part et seq )in case of questions.*

## **PART 565**

### **STATE UNIVERSITY COLLEGE AT PLATTSBURGH**

Sec.

565.1 Preamble

565.2 General

565.3 Registration

565.4 Parking areas

565.5 Accidents

565.6 Towing

565.7 Penalties and procedures; violations of campus traffic and parking regulations

#### **§ 565.1 Preamble.**

This Part governs vehicular and pedestrian traffic and parking upon the highways, streets, roads and sidewalks owned, controlled or maintained by the State University of New York College at Plattsburgh, New York, and shall apply to students, faculty, staff, and visitors and all other persons upon such premises. Faculty includes those persons listed or eligible for listing in the official faculty directory and visiting faculty as designated by the president of the college. Staff includes those persons listed or eligible for listing in the official staff directory. A visitor is other than faculty, staff or student.

#### **§ 565.2 General.**

(a) The Vehicle and Traffic Law of the State of New York is applicable and enforceable on property maintained by the State University of New York, College at Plattsburgh. All drivers are expected to comply with all campus traffic and parking regulations and traffic ordinances of the City of Plattsburgh.

(b) A complaint regarding any violation of the Vehicle and Traffic Law, or the campus traffic and parking regulations, shall be processed in accordance with the requirements of the applicable law.

(c) All regulations pertaining to motor vehicle registration and operation are enforceable 24 hours a day throughout the entire year, except as otherwise prescribed by the University Police.

(d) Parking is prohibited in those areas designated by posted signs.

#### **§ 565.3 Registration.**

(a) Parking fees, as approved by the chancellor, or designee, shall be charged for vehicles parked on campus in accordance with the guidelines of collective bargaining agreements.

(b) Vehicle Parking Registration. All vehicles parked on campus must be registered with the University Police. This includes motor vehicles, motorcycles, and motor scooters.

(1) Any campus member who is a veteran with an honorable discharge from active military service, parking a registered vehicle on campus, shall present a DD-214 to University Police for waiver of the parking fees.

(2) Reserved Parking Registration. Any campus member authorized to park a registered vehicle in a reserved parking space on campus is required to pre-register the vehicle with the University Police Parking Manager through their applicable supervisor or director. These reserved parking areas include, but are not limited to,

“Service Vehicles Only” and “Reserved for Resident Director.”

(3) Any non-campus employee working on campus in either a temporary or permanent capacity is required to pre-register any vehicle parked on campus with the University Police Parking Manager, through their designated supervisor, within 48 hours of starting employment.

(4) Parking for Disabled Individuals. Any disabled individual possessing a valid parking permit is required to register the vehicle with the University Police for parking in any “Handicapped” parking area, or in the event no handicapped parking is available, in any regular parking space that is a legal parking space.

(5) Any volunteer authorized to park a vehicle in designated parking areas on campus while in a volunteer capacity is required to pre-register the vehicle with the University Police Parking Manager, through the designated supervisor, within 48 hours of starting volunteer work. This includes any docent, authorized to park a vehicle in a “Reserved for Docent” parking space.

(6) Any visitor parking a vehicle on campus while visiting a campus member is required to register the vehicle with the University Police, or designee, and obtain an applicable pass or permit.

(7) Any Emeritus or Alumnus utilizing one or more campus facilities on a routine basis shall register a vehicle for parking on campus at a fee approved by the chancellor or designee.

(8) Any vendor who is parking a vehicle on campus while conducting business on campus is required to register the vehicle with the University Police.

(9) Parking Registration for Construction Contractors or Subcontractors.

- i. Any construction contractor or subcontractor is required to register vehicles for parking on campus through Facilities, and abide by all campus parking regulations for designated parking as stated in the terms and conditions of the contract agreement.
- ii. Any other contractor or subcontractor who is working on campus for any department other than Facilities shall register their vehicle with the University Police Parking Manager.

(10) Parking Registration for Events.

- i. Visitor parking for invited guests to campus events, between Monday-Friday, 8a-5p, requires event registration by the department chair, a minimum of 30 days prior to the event, whenever possible.
- ii. Visitor parking for large public campus events requires the coordination of event planning through the Chief of University Police, or designee.

(c) Parking Permits.

(1) Issuance of Parking Permits. Official campus parking permits for faculty, staff, and students, will be issued through the University Police for the current academic year or summer session. Official campus parking decals will be issued through the University Police for all motorcycles and motor scooters parked on campus.

(2) Distribution of parking permits to campus registrants will be in accordance with the instructions set forth by the University Police Parking Office.

- i. Students, including full-time and part-time students, shall pick up pre-registered parking permits from the University Police within 48 hours from the start of classes.
- ii. Parking permits for all faculty and staff members who have pre-registered for parking will be interoffice mailed to their official campus address before October 1st. New hires shall pick up parking permits from the University Police after completing the vehicle registration requirements.
- iii. Parking permits for non-campus employees will be interoffice mailed to the designated supervisor for disbursement to within 48 hours from registration date.

(3) Display of Permits. Permits must be prominently displayed by all registrants within the applicable campus guidelines.

(4) Lost or stolen Permits. A replacement permit will only be issued whereupon the original permit is reported as lost or stolen to the University Police, and proof of the replacement fee has been paid to Student Accounts, Kehoe 101.

(5) Any change of vehicle license or registration shall be reported to the University Police, within 48 hours of the change. This includes the cancellation of a parking permit within the academic year as a result of termination of employment or student withdrawal from school.

(6) No parking permit – permanent or temporary – is transferrable. All permits are the responsibility of the registrant for the term of the permit, unless returned to University Police.

#### **§ 565.4 Parking areas.**

All authorized vehicles parked on campus are restricted to parking in designated areas and on established campus roadways (authorized service vehicles are exempt) only. No vehicle shall be parked in such manner as to interfere with the use of a fire hydrant, fire lane other emergency zone, or in areas with posted signs.

##### **a. Restricted Parking Areas.**

(1) All parking lots are restricted to authorized permit holders as designated on the lot entrance sign, or unless otherwise authorized by the Chief of University Police. Emergencies, such as snow conditions, may result in the closing of any lot at any time.

(2) Any lot designated as “No Overnight Parking” must be vacated by 12 midnight.

(3) All vehicles must be parked between defined lines of valid parking spaces.

(4) Visitor Parking Areas. All visitors are restricted to parking in designated parking areas as outlined on the visitor pass. Visitors of faculty and staff will be authorized to park in lots designated for faculty/staff; visitors of students will be authorized to park in lots designated as student lots. Open parking lots at the Field House are accessible to visitors without a permit during restricted hours only.

##### **b. Reserved Parking Areas.**

(1) Handicapped Parking Areas. Only a disabled individual who possesses a permanent handicapped license plate; a valid handicapped permit by municipalities in accordance with the Vehicle and Traffic law; or temporary handicapped permit issued by the University Police Parking Manager, may park in spaces designated “Reserved for Handicapped.” A temporary handicapped permit may only be issued upon receipt of a written physician’s statement within the term of the disability specified.

(2) Service Vehicle Parking Areas. Only a vehicle displaying a valid service vehicle permit shall park in spaces designated for service vehicles.

(3) Other Reserved Parking Areas. Only vehicles authorized to park in designated “reserved” parking spaces are allowed to park in said reserved spaces, including, but not limited to, docent, police, physician, clinic, patient, etc.

#### **§ 565.5 Accidents.**

All motor vehicle accidents on campus which cause personal and/or property damage, regardless how slight, must be reported to the University Police for necessary action.

#### **§ 565.6 Towing.**

a. The University reserves the authority to immobilize, or remove from campus by towing, any vehicle which is not registered as required, or which is parked in violation of campus parking regulations, whether in operating condition or not.

b. Any vehicle towed from the premises will be ticketed for the applicable violation. The vehicle owner or registrant, whichever is applicable, will be responsible for all applicable fines and towing charges by the private tow company.

#### **§ 565.7 Penalties and procedures; violations of campus traffic and parking regulations.**

- a. Uniform traffic violations are mandated by the State of New York within a court of competent jurisdiction as directed in the summons.
- b. Any violation of a campus traffic or parking regulation shall be in writing, reciting the time and place of the violation and title, number or substance of the applicable rule.
- c. Any parking violation charged to a permit number is the responsibility of the campus registrant to whom the permit was issued, regardless of vehicle ownership. Any parking violation charged to a vehicle without a permit will be charged to the campus member who is associated with the vehicle owner, or vehicle owner, if there is no campus association.
- d. With the accumulation of 5 or more violations in an academic year, a vehicle parked in violation of the campus regulations may be towed without warning, even if all fines have been paid; or in the event of 10 or more violations, the revocation of all campus parking privileges for the balance of the academic year.
- e. Penalties and fees assessed:

NO PERMIT VISIBLE: Individual has failed to properly display a valid parking permit while parking a vehicle – registered or unregistered - on campus -- \$25 per violation.

EXPIRED PERMIT: Registrant has failed to renew parking permit before the current permit term has ended -- \$25 per violation.

UNAUTHORIZED PERMIT: Unauthorized use of a parking permit on a vehicle parked on campus -- \$25 per violation and the potential for disciplinary action.

VIOLATION OF DEFINED LINES: Parking in a manner that renders an adjoining parking space unusable, or creates a safety hazard -- \$10 per violation.

WRONG LOT: Vehicle is violating lot restriction during restricted hours, M-F, 8a-5p -- \$25 per violation.

NO PARKING ZONE: Vehicle is parked outside of designated parking areas. This includes parking on grass or seeded areas, zones designated by signage, driveways, roadways, etc, or that may create a safety hazard -- \$25 per violation and the potential for towing, without warning, in the event of a safety hazard.

NO OVERNIGHT PARKING: Vehicle is parked in lot that restricts overnight parking after midnight -- \$20 per violation.

PARKED IN HANDICAPPED: Vehicle is not authorized to park in the space reserved for handicapped space -- \$50 per violation.

RESERVED PARKING: Vehicle is not authorized to park in the designated reserved space -- \$25 per violation.

TOW FEE: Any vehicle towed off campus premises is assessed a tow fee in addition to the applicable violation, and any fees assessed by the private tow service -- \$15 per violation.

OTHER VIOLATION: as stated on the citation, does not meet with campus traffic and parking regulations -- \$25 per violation.

f. Payment of Fines.

1. Fines are payable as per the instructions on the ticket.
2. The prosecution and collection of fines shall be in accordance with applicable law.
  - i. The prosecution and collection of fines for visitors shall be voided, until such time as five or more violations are accrued in one academic year. After such time the University reserves the right to tow, without warning, any visitor vehicle which is in violation of any campus traffic and parking regulations.
  - ii. Fines may be deducted from the salary or wages of an offending officer or employee of the university.
  - iii. Student grades and transcripts may be withheld until all fines are paid.
3. Unpaid fines shall restrict access to the vehicle registrant's account until all fines are paid.

g. Appeals.

1. Appeals Board. The President of the State University of New York College at Plattsburgh designates three persons and three alternates to serve on the Traffic and Parking Appeals Board. The board shall hear complaints for violations of the campus Traffic and Parking Regulations enforceable on campus. In no way is this to be construed to take precedence over Section 565.2 of this part. No board member will consider any appeal emanating from an immediate supervisor.
2. Appellant Rights.

- i. The alleged violator has the right to appeal a parking violation in writing, or in person, provided the appeal is submitted in accordance with the campus traffic and parking regulations.
- ii. The alleged violator has the right to re-appeal a parking violation, provided there is new evidence to support the original appeal.

3. Filing an Appeal.

- i. A hearing may be requested by submitting an appeal to the University Police within five business days from receipt of a violation. Failure to submit an appeal within five business days mandates that the violation is valid.
- ii. Any visitor who receives a "No Permit Visible" violation shall complete the reverse of the ticket, and return it within five business days to University Police, 101 Broad Street, Plattsburgh, NY 12901.
- iii. Should an alleged violator fail to appear at the time fixed for the hearing, or should no hearing be requested within the five business days of receipt of the violation, the complaint is proved and shall warrant the violation as valid.

4. Appeal Results.

- i. At the conclusion of the hearing, or not later than five business days thereafter, the Appeals Board shall file a report, which will be communicated promptly to the appellant.
- ii. Appeal result codes:
  - "V" - VALID. The violation is determined to be a valid offense, and payment is due to Student Accounts, Kehoe 101, within 5 business days.
  - "W" – WAIVE. The violation is hereby waived and no payment is required. A prepaid violation will be credited, if applicable.
  - "WL" – WAIVE LIST. The Appeals Board reserves the right to waive a first offense for "No Permit Visible" as a one-time warning, when proof of compliance is reported on the appeal. Subsequent violations for "No Permit Visible" within the current academic year will be considered valid offenses.