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PART 575

STATE UNIVERSITY COLLEGE OF ENVIRONMENTAL SCIENCE AND FORESTRY

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§ 575.1 Statement of purpose.

This Part is intended to govern vehicular traffic and parking on the campus of the College of Environmental Science and Forestry at Syracuse. They are designed to allow safe and convenient movement and parking of motor vehicles in compliance with the Vehicle and Traffic Law of the State of New York. They shall be applicable to all college community members and visitors whether or not their presence is authorized on the campus of the State University of New York College of Environmental Science and Forestry.

§ 575.2 Application and jurisdiction.

Section 360 of the Education Law authorizes the State University to develop its own rules regulating traffic and parking, not inconsistent with the Vehicle and Traffic Law of New York State. This law provides that punishment for offenses of such campus rules be administered by the institution. Transgressions of the provisions of the New York State Vehicle and Traffic Law shall be adjudicated by the local court of jurisdiction.

§ 575.3 Definitions.

- (a) College community member. Every person who is officially affiliated with the College of Environmental Science and Forestry.
- (b) Student. Any person who is registered at the College of Environmental Science and Forestry for the purpose of attending classes.
- (c) Subject premises. The Syracuse campus of the State University College of Environmental Science and Forestry.
- (d) Motor vehicle, vehicle. Every device in, upon, or by which any person or property is or may be transported or drawn on a highway except devices moved by human power.

§ 575.4 Vehicular regulations and procedures.

(a) Registration of vehicles. Every college community member shall register any motor vehicle, to be operated or parked on the subject premises, with the public safety department.

(1) Classifications of registrations.

- (i) Employees shall be issued a permit to allow parking in lots designated by the public safety department. The permit must be displayed in the manner specified thereon, whenever the motor vehicle

is operated or parked on the subject premises.

(ii) Work study, teaching assistant, or other student employee may be issued a permit, as authorized by the Office of Student Affairs, to park in the C-3 (Standart Street) lot. Permit must be displayed in the manner specified thereon. The permit is not valid during Carrier Dome events as directed by the public safety department (see paragraph [b][11] of this section).

(iii) Students with appropriately registered vehicles may park on the main campus between 5 p.m. and 2 a.m. weekdays and between 7 a.m. and 2 a.m. on weekends. The permit must be displayed in the manner specified thereon.

(iv) Visitors permit shall be issued to any authorized visitors parking on campus. They shall be issued by the officer at traffic control station and shall be valid only for the period of time authorized by the officer. Visitors coming to campus at a time when there is not a public safety officer at the traffic control station (Irving Avenue) must report to the public safety department to obtain a parking permit. The permit must be displayed in the manner specified thereon.

(v) Student medical permits. Temporary permits to park on the main campus will be issued to students upon receipt of a medical need request from the Office of the Vice President for Student Affairs.

(2) Procedure to register vehicles. Prior to the issuance of any permit (except visitors permits), the following information must be on file with the public safety department:

- (i) name of the operator(s);
- (ii) name of the registered owner (registration must be produced);
- (iii) vehicle description;
- (iv) license plate number and state;
- (v) campus office phone number(s); and
- (vi) college identification must be produced.

(b) Vehicular parking.

(1) General prohibitions. No motor vehicle shall park on the subject premises:

- (i) without a valid permit;
- (ii) on a campus roadway;
- (iii) in a fire lane;
- (iv) within 15 feet of a fire hydrant or standpipe;
- (v) on a sidewalk;
- (vi) obstructing pedestrian crosswalks;
- (vii) obstructing an entrance or exit of a parking lot;
- (viii) obstructing an entrance or exit of a building;
- (ix) in any area where parking is prohibited;
- (x) in an area temporarily marked as parking prohibited; and
- (xi) in any area contrary to the instructions of a public safety officer.

(2) Loading zones. Motor vehicles may be temporarily parked in a loading zone while actually loading or unloading the vehicle. Four-way flashers must be left on while temporarily parked for this purpose.

(3) Handicapped spaces. Motor vehicles shall not park in handicapped parking spaces unless they bear a handicapped parking permit or medical permit.

(4) All vehicles parked on campus shall park within one parking space as designated by lines painted on the lot surface.

(5) Designated visitor parking spaces shall not be used by anyone other than those with visitors passes.

(6) No college community member shall park in any reserved space without authorization from the public safety department.

(7) No motor vehicle shall be left on campus overnight without specific authorization from the public safety department.

(8) All vehicles must be removed from lots by 2 a.m. to allow snow plowing. Failure to remove vehicle may cause it to be towed at the owner's expense. This section is effective November 1st to April 15th.

(9) Anyone operating a New York State vehicle, drawn from the college's motor pool must park the vehicle in the maintenance and operation garage during the day unless the operator actually will be driving the vehicle during the course of that day, except those authorized to park the State vehicle in a reserved space. State vehicles may not be parked on campus overnight, they must be returned to the maintenance and operation garage. Contact public safety department for admittance to the garage during times other than normal business hours.

(10) No employee authorized to park on campus shall park more than one vehicle on campus during normal business hours. Any authorized person wishing to bring a second registered vehicle on campus must obtain a visitor's permit. Such permit shall be issued for limited periods of time. Such permit must be displayed in the prescribed manner.

(11) Dome event parking. Special parking instructions and limitations shall be issued during events at the Carrier Dome as described by the public safety department.

(c) Vehicular operation.

(1) No person shall drive a vehicle on university streets, roads or highways at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing but in no event shall a person drive a vehicle in excess of 20 miles per hour unless a different speed is authorized and indicated by the university.

(2) No person shall park a vehicle on the premises of the university in such a manner as to interfere with the use of a fire hydrant, fire lane or other emergency zone, create any other hazard, or unreasonably interfere with the free and proper use of a roadway or pedestrian way.

(3) No person shall drive a vehicle with disregard for any traffic sign, signal, pavement marking, or direction of a public safety officer; or

(4) No person shall drive a vehicle on a sidewalk, pedestrian walkway, or lawn, except duly authorized maintenance and emergency vehicles.

(d) Miscellaneous provisions.

(1) No person shall:

(i) operate a snowmobile or all-terrain vehicle on the subject premises without the prior approval of the director of public safety or his designee;

(ii) by act or omission provide false information when applying for a parking permit or when requested by

a public safety officer to provide information regarding the operation or parking of a vehicle on the subject premises; or

(iii) abandon a motor vehicle on the subject premises.

(2) Any motor vehicle accident occurring on the subject premises must be immediately reported to the public safety department.

(3) Registered permit holder shall be primarily responsible for the operation and parking of any vehicle bearing their permit.

§ 575.5 Enforcement.

(a) Uniform traffic tickets issued for any offense of the Vehicle and Traffic Law of the State of New York shall be processed in compliance with the requirements of such law and shall be returnable in a court of competent jurisdiction.

(b) Parking tickets issued for violations of the campus parking rules or regulations shall adhere to the following procedure:

(1) The parking ticket shall contain:

(i) time and location of violation;

(ii) title and number or substance of rule violated;

(iii) signature of public safety officer witnessing;

(iv) permit number of vehicle, where applicable;

(v) description of vehicle, license plate number and state;

(vi) the amount of the fine assessable and procedure for paying undisputed fines at the business office within 14 days of date of the violation; and

(vii) information that a hearing may be requested to appeal a parking ticket within 14 days from date of issuance by appearing in person at the public safety office or at such other place as may be designated by the College Board of Trustees, and that failure to request a hearing will constitute an admission of guilty for which appropriate action will be taken.

(2) Parking tickets may be attached to the motor vehicle or delivered to the operator.

§ 575.6 Adjudication procedures.

(a) A hearing officer or board, as designated by the administrative officer of the college, shall hear appeals for violations of campus traffic and parking regulations. Such officer or board shall not be bound by the rules of evidence and may receive any testimony or evidence deemed material to the issue.

(b) At the conclusion of the hearing or within five days thereafter such officer or board shall file a decision and report. Notice of the decision shall be given to the accused and a report transmitted to the public safety department and the business office.

(c) The report of the hearing shall include:

(1) name and address of the accused;

(2) date, time and place of the incident;

(3) campus rule violation cited;

(4) date, time, and place of the hearing;

- (5) names of the witnesses testifying;
- (6) concise statement of facts based on evidence offered;
- (7) verdict of officer or board; and
- (8) penalty (if applicable).

§ 575.7 Penalties and remedies.

(a) Fines.

- (1) Violations of any rule or regulation contained in section 575.4 of this Part shall be punishable by a \$25 fine.
- (2) Fines shall be payable at the business office.
- (3) Fines are due within 14 days of the date of issuance or the hearing decision.
- (4) Employees who fail to pay fines will have the amount due deducted from their paycheck.
- (5) Students who fail to pay fines will not receive grades or transcripts until fines are paid.
- (6) Collection of fines from persons who are neither students nor employees shall be in accordance with applicable law.

(b) Parking privileges may be revoked upon a finding that more than 10 violations have occurred during one academic year from the first violation date. The privilege of parking may be revoked for all vehicles registered in the name of the offending individual for the balance of the academic year.

(c) In addition to the penalties prescribed herein, the public safety department may immobilize vehicles parked in violation of these regulations by means of wheel locks or may remove or cause vehicles to be removed by towing at the owner's expense.