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## **PART 580**

### **STATE UNIVERSITY AGRICULTURAL AND TECHNICAL COLLEGE AT MORRISVILLE**

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#### **§ 580.1 Preamble.**

The traffic regulations promulgated by the college are intended to provide safe usage of campus roadways and maximum storage of student vehicles with a minimum of interference with necessary services. To meet this purpose, the administration asks the students' cooperation in obeying not only the letter but also the spirit of this Part.

#### **§ 580.2 General.**

(a) The vehicle and traffic laws of the State of New York are applicable and enforceable on campus roadways. Drivers are expected to obey State laws and to know and observe college parking regulations. Changing conditions may necessitate revisions to this Part and, upon sufficient notice, any revised regulation or regulations will become enforceable.

(b) All college regulations related to motor vehicles on the campus are enforceable at all times throughout the year.

#### **§ 580.3 Registration requirements.**

(a) No student shall operate or park a motor vehicle of any kind or description on the campus unless such motor vehicle is properly registered in the office of the director of public safety.

(b) Such registration shall be valid for the academic year and shall be conditioned upon registrant's payment of a motor vehicle registration fee approved by the chancellor and upon his remaining a student in good standing at the college.

(c) In the event a student changes vehicles and/or motorcycles, or adds a second vehicle and/or motorcycle, the newly acquired vehicle will be registered for a fee approved by the chancellor, or his designee, for a set of decals.

(d) Two identifying decals will be issued to each student who registers a vehicle. The decals shall be permanently affixed to the left side of the front and rear bumpers. Failure to affix both decals constitutes a violation of this Part. Motorcycles shall display one decal affixed to the rear fender. If the physical makeup of a particular vehicle precludes strict compliance with this Part, then the decals must be affixed to the vehicle in such a manner as to make them clearly visible.

(e) Students' guests who bring motor vehicles onto the campus must obtain a guest pass. These can be obtained from the office of the director of public safety or from any of the residence hall directors or their designees without charge. A guest pass will be valid for three days only. Guests have only the same parking privileges as students.

(f) Temporary parking permits are available for students who have not previously registered a vehicle with the college, or for students who already have a car registered and who bring a different vehicle onto the campus for a short period of time. These permits can be obtained from the office of the director of public safety, without fee, during normal business hours from Monday through Friday. Students should obtain the permits before bringing the vehicle to the campus. If for some reason they cannot do so and they return the vehicle to the campus on a weekend, the permit should be obtained no later than 5 p.m. on the Monday immediately following. Temporary parking permits will be valid for two weeks from the date of issuance. They may, however, be issued for longer periods at the discretion of the director of public safety or his designee. Guest passes and temporary parking permits shall be placed on the dashboard of the vehicle in such a manner as to be clearly visible through the windshield.

(g) Special medical parking permits may be obtained from the director of public safety or his designee for a valid medical reason. Documentation by a medical doctor will be required to establish a need for such a pass. Periodic updating, to remain in force, will be upon the advice of the authorizing physician. They may be applied for at the office of the director of public safety, Monday through Friday, during regular business hours. These passes will be placed on the dashboard of the vehicle in such a manner as to be clearly visible through the windshield.

#### **§ 580.4 Moving violations.**

(a) The posted speed limits on campus roads are established by the New York State Department of Transportation. Exceeding that limit is a violation of the New York State Vehicle and Traffic Law.

(b) Driving on any of the pedestrian walks on the campus is a violation of this Part. Emergency vehicles or college maintenance vehicles are exempt from this Part.

(c) Drivers are required to obey the instructions conveyed by traffic control devices (stop and yield signs, one-way signs, etc.) authorized by the New York State Department of Transportation. Failure to obey these instructions is a violation of the New York State Vehicle and Traffic Law.

(1) The following roadway is for one-way traffic: south end of road by the student activity building and library with a "ONE WAY" sign at the south entrance and a "DO NOT ENTER" sign at the north exit.

(2) The following intersections are stop intersections:

(i) north end of parking lot "A" before entering campus road with a stop sign at the north end; and

(ii) exit from "E" lot to South Street with a stop sign at the exit.

(3) The following is a caution intersection: the southwest corner of Hamilton Hall with a "CAUTION-TRUCKS" sign.

(d) 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 30 miles per hour unless a different speed is authorized and indicated by the university or the Department of Transportation.

#### **§ 580.5 Parking.**

(a) Parking fees as approved by the chancellor, or designee, shall be charged for motor vehicles parked within designated lots, consistent with applicable collective bargaining agreements and in accordance with guidelines established by the chancellor or designee. Such guidelines shall provide that the determination of the amount of the fee be substantially based on an analysis of the costs attributable to the operation and maintenance of the parking facilities owned and operated by the College of Agriculture and Technology at Morrisville.

(b) 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.

(c) Except as specifically permitted in this Part, student vehicles may only be parked in student parking lots. Spaces

are available in these lots on a first-come, first-served basis. Limited student parking is permitted in the wide area on the south side of the campus roadway providing access to South and West Halls.

(d) The easterly quarter of the "A" parking lot (closest to the administration building) is reserved for the administrative staff and official visitors. Students may utilize this section after 5 p.m. weekdays and over weekends. However, after 7 a.m. on weekdays, any student vehicle in this section of the lot will be in violation of this Part.

(e) The entire westerly three-quarters of the "A" parking lot (closest to the athletic field) is reserved for commuting students. Resident students may utilize this section after 5 p.m. weekdays and over weekends. However, after 7 a.m. on weekdays, any resident student vehicle in this section of the lot will be in violation of this Part.

(f) Limited commuter parking is available in a section of the "G" parking lot immediately north of Galbreath Hall. Commuting students parked elsewhere than in the area specifically assigned will be in violation of this Part. The most westerly line of parking spaces (adjacent to the north wing of Galbreath Hall) is assigned to faculty and staff. In addition, the most northerly section of "G" lot (behind East Hall) is further divided as follows: resident parking is allowed along the east side, behind East Hall; the opposite (westerly side) is for faculty and staff personnel.

(g) Limited commuter parking is available on the west side of Chenango Road in the area directly opposite the faculty-staff lot (parking lot "H") located between Hamilton Hall and Charlton Hall. Student parking within parking lot "H" or along the sidewalk fronting the lot on the east side of the West Campus Road is strictly prohibited.

(h) Perpendicular parking for commuter students is available on the easterly side of Chenango Road directly in front of "H" lot.

(i) From 5 p.m. Friday to 7 a.m. Monday, resident students may park in parking lot "H" behind Charlton Hall.

(j) Students may park in the faculty-staff area to the north of Helyar Hall only from 5 p.m. Friday to 7 a.m. Monday. Student vehicles parked in this area after 7 a.m. Monday will be in violation of this Part.

(k) Students may not park at any time in the areas reserved for and signed "dining hall employees only". These areas are as follows: north side of South Circle Road opposite Helyar-Stewart dining hall; south side of South Circle Road adjacent and east of Helyar-Stewart dining hall; and north side of Cayuga Dorm service area, south of Seneca dining hall.

(l) Students may not park at any time along the campus roadway or on the grassy areas adjacent to any such roadway.

(m) Students may not park at any time on the loading dock ramps at the rear of the Stewart-Helyar and Seneca dining halls.

(n) Students may not park at any time in the service areas of any of the residence halls without the expressed approval of the residence hall director concerned. A student who possesses a special medical parking permit may, at the discretion of the administration, be granted permission to park in the service area of his or her residence hall only for the duration of the disability.

(o) Students may not park at any time on the roadway leading to the service area at the rear of Oneida Hall or on the roadway which parallels South Street on the west and which provides access to the service area at the rear of Mohawk Hall and to the rear entrance of Mohawk Hall.

(p) Students may not park at any time on any of the pedestrian walks on campus.

(q) Students may not park at any time in the area between Marshall Hall and Galbreath Hall. Students in the automotive technology program may bring vehicles into the area only for required laboratory work, but these vehicles must display passes issued by a faculty member.

(r) It is a violation of this Part for student vehicles to be parked in such a way that they are not completely within the obviously intended limits of a parking lot, as evidenced by pavement markings delineating spaces, or to block an exit, driveway, or any other vehicles in a parking lot.

(s) "E" lot, situated south of the laboratory-classroom building, is for faculty and staff parking only. Resident students may utilize this lot from 5 p.m. to midnight Monday through Thursday, and from 5 p.m. Friday to midnight Sunday. Any student vehicle parked in this lot at times other than as stated above will be in violation of this Part. This lot will also provide for official visitor parking.

(t) The following parking lots are designated as resident student parking lots, 24 hours, seven days a week: "B" lot, "D" lot, "F" lot and "J" lot. "B" and "D" lots are also designated as dual purpose lots for overflow commuter parking.

- (u) Parking lot "B" is designated as a dual purpose lot for resident and commuter student use only.
- (v) Overnight parking (midnight to 7 a.m.) is not permitted in any designated commuter parking lot or area throughout the school year.
- (w) Declared snow emergency period from December 1st through April 1st of each school year, overnight parking (midnight to 7 a.m.) is not permitted in any faculty/staff parking lot or area.
- (x) That parking area designated "Faculty/Staff", situated on the northwest corner of Hamilton Hall, is designated "Maintenance Department Parking Only".
- (y) Trucks may not park in the first three spaces on north end of parking lot "A" on east side of main road with a "TRUCKS--NO PARKING" sign, or in any space on east side of road by parking lot "H" with a "TRUCKS--NO PARKING" sign.
- (z) "J" lot. A resident student parking lot and overflow at the southeast corner of Chenango Road and South Street.
- (aa) "V" lot. Special parking area for the Madison County Public Health Nursing Office and its patients and official vehicles of the office of public safety, located at the northeast section of South Street and Route 20, on the east side of Bailey Hall.
- (ab) "W" lot. Designated parking for dining hall employees only (Seneca Dining Hall) located south of Seneca Dining Hall and west of Cayuga Dormitory.

**§ 580.6 Inoperative vehicles.**

- (a) If a vehicle becomes inoperative for any reason and it is parked in violation of this Part, it is the responsibility of the student who owns or is in control of the vehicle to make immediate arrangements to remove it. Vehicle breakdowns may not be accepted as an excuse for being illegally parked.
- (b) Storage of inoperative or damaged vehicles or those not displaying registration plates in campus parking lots is prohibited, except as specifically permitted by the administration.

**§ 580.7 Abandoned vehicles.**

It is a violation of the New York State Vehicle and Traffic Law to abandon a vehicle. In the absence of specific permission by the administration, all vehicles owned or under the control of a student must be removed from the campus prior to the beginning of the Christmas and Easter recesses and, of course, prior to the end of the school year. Violators may be prosecuted under the State law.

**§ 580.8 Towing.**

Any motor vehicle parked on campus in violation of this Part may be towed away and stored at the owner's expense.

**§ 580.9 Violations.**

- (a) Any student who violates this Part which has been approved by the Board of Trustees of the State University shall be subject to a fine, revocation of campus registration, or other penalty.
- (b) Fines shall be in the amounts listed in the schedule of fees and fines.
- (c) Upon the receipt of 10 campus traffic or parking convictions during an academic year, a campus motor vehicle registration shall be revoked for the balance of the academic year.
- (d) Depending on circumstances, a warning notice may be issued. Students, however, are not entitled to a warning before a "notice of violation" is issued to them.

**§ 580.10 Hearing and determination of charges.**

(a) A complaint regarding any violation of a campus rule shall be in writing, reciting the time and place of the violation and the title, number or substance of the applicable rule.

(1) The complaint must be subscribed by the officer witnessing the violation and shall be served upon the violator or attached to the vehicle involved.

(2) The complaint shall indicate the amount of the fine assessable for the violation, and advise that, if the person charged does not dispute the violation, fines may be paid at the traffic office of the campus public safety office within five days.

(3) The complaint shall recite that a hearing may be requested within five days, Monday through Friday (excluding Saturday, Sunday and holidays), after service of the charges by appearing in person at the office of the director of public safety or such other place as may be designated by the council.

(4) The complaint shall recite that, should the alleged violator fail to appear at the time fixed for the hearing or should no hearing be requested within the period as prescribed by the college council in paragraph (3) of this subdivision, the complaint is proved and shall warrant such action as may then be appropriate.

(b) The chief administrative officer shall designate a hearing officer or board, not to exceed three persons, to hear complaints for violation of campus traffic and parking regulations enforceable on campus. Such hearing officer or board shall not be bound by the rules of evidence, but may hear or receive any testimony or evidence directly relevant and material to the issues presented.

(c) At the conclusion of the hearing, or not later than five days thereafter, such hearing officer or board shall file a report. A notice of the decision shall be promptly transmitted to the violator. The report shall include:

(1) the name and address of the alleged violator;

(2) the time and place when the complaint was issued;

(3) the campus rule violated;

(4) a concise statement of the facts established on the hearing based upon the testimony or other evidence offered;

(5) the time and place of the hearing;

(6) the names of all witnesses;

(7) each adjournment, stating upon whose application and to what time and place it was made; and

(8) the decision (guilty or not guilty) of the hearing officer or board.

**§ 580.11 Schedule of fees and fines.**

(a) Parking fees as approved by the chancellor, or designee, shall be charged for motor vehicles parked within designated lots, consistent with applicable collective bargaining agreements and in accordance with guidelines established by the chancellor or designee. Such guidelines shall provide that the determination of the amount of the fee be substantially based on an analysis of the costs attributable to the operation and maintenance of the parking facilities owned and operated by the College of Agriculture and Technology at Morrisville.

(b) Registration fees. There shall be a registration fee for vehicles and motorcycles, as approved by the chancellor or his designee for resident students and commuting students. An additional fee shall be imposed for registration of a second or subsequent student vehicle and/or motorcycle per set of decals.

(c) Fines. There shall be a fine system as follows:

(1) Five dollars will be assessed for the first conviction of a campus parking violation.

(2) Ten dollars will be assessed for second and subsequent convictions of a campus parking violation.

(3) Upon the accumulation of 10 or more convictions of campus parking violations, revocation of a campus motor vehicle registration and loss of parking privileges for the balance of the academic year will take effect.

(4) Violations prosecuted under the New York State Vehicle and Traffic Law will be adjudicated by the police justice of the Village of Morrisville.

(5) If a student fails to pay the required fine, grades and transcripts will be withheld until such fine is paid.

(d) Refunds. A student registering a vehicle will be entitled to a refund of one half of the original amount paid from the day of registration until the first day of the Thanksgiving recess.

(e) Second semester vehicle registration fee is at one half of the full year's rate. No refunds shall be granted for those vehicles registered for the second semester.