AMC Parking Rules and Regulations

Department of Public Safety

OVERVIEW:

The rules and regulations set forth in this policy have been developed to control traffic movement and parking for all persons utilizing the parking lots, roads and ways at Anna Maria College.

While it is the duty of the Public Safety Office to enforce the motor vehicle regulations, it is the responsibility of the entire campus community to abide by them. Each person bringing a motor vehicle onto campus property is expected and required to be familiar with, and abide by, the regulations outlined in this policy. Motor vehicle regulations will be strictly enforced to keep the campus safe, insure smooth operations such as deliveries and snow removal, and to maximize campus parking resources.

All Anna Maria College *faculty, staff and students* who choose to bring a motor vehicle onto campus must obtain a parking decal and permanently affix that decal to the vehicle. *Day consortium cross registration students* will obtain a Cross Registration Parking Permit and display it while on campus. *Visitors* to campus must park in the visitor lot. All visitors are expected to abide by AMC's Motor Vehicle Regulations. *Overnight visitors* must obtain a Visitor Overnight Parking Pass from Public Safety or through the Residence Life Office

Anyone operating a motor vehicle on property owned, operated or controlled by Anna Maria College is subject to these regulations unless otherwise exempt by State and Federal laws, except as otherwise provided herein. The General Laws of the Commonwealth of Massachusetts and the Rules and Regulations of the Registrar of Motor Vehicles shall apply to the College campus and other lands of the College. It is the responsibility of all persons utilizing the College parking facilities to be aware of these regulations and obey such regulations.

All motor vehicles coming onto and/or parked on College property must be in working order and have a valid registration from the appropriate state. Vehicles determined to be abandoned shall be towed from the campus at the owner's expense.

A person involved in a motor vehicle accident on campus or having damage to, or theft from, his/her vehicle while parked on campus should report the incident immediately to the Public Safety Office.

- ## Authority

The College has adopted these regulations and has authorized the Chief of Public Safety and his/her designees to serve as parking control officers. The Chief of Public Safety has designated every Public Safety Officer, and certain Student Auxiliary employees for this purpose provided, that to expedite traffic or safeguard pedestrians in the event of fire or other emergency or special events, officers of the municipal or state police or fire department may direct or control traffic as conditions may require not withstanding the provisions of these rules and regulations.

Anna Maria College assumes no risk or liability for damage or loss for vehicles or vehicle contents when parked on Anna Maria College property.

PRIVILEGE TO OPERATE OR PARK A MOTOR VEHICLE ON CAMPUS:

Permission to operate a motor vehicle on the grounds owned, operated or controlled by Anna Maria College is a discretionary privilege bestowed by the College.

Such privilege may be denied, revoked, suspended or modified by the action of the President or by Officers of the College authorized to take such action.

All College employees and students must comply with the rules and regulations regarding parking as part of employment, appointment or enrollment. The regulations also apply to visitors and are considered part of the terms and permission to be on campus.

- ## Authority to Post Signs

The Chief of Public Safety, or his/her designee, is authorized to place and maintain all official traffic and parking signs, signals, markings and safety zones required on the campus and other lands of the College including the placement of temporary signs and markings as may be specifically required by emergencies or other special circumstances. Operators of vehicles used in and about the campus and other lands of the College shall conform to such signs, signals, markings and safety zones.

- ## Interference with Signs

Any person who willfully, intentionally and without right defaces or otherwise tampers with, removes, interferes with or destroys any traffic or parking regulating sign, light, signal or marking device lawfully erected or placed on the campus or other lands of the College shall be subject to prosecution under the applicable criminal statute of the Commonwealth.

- **Temporary Parking Regulation Changes**

The Chief of Public Safety may at times during the year suspend, change or revise the normal operating parking regulations to meet the needs of the College community and its operating functions i.e., Concerts, VIP visits, Commencement, Admissions Open House, etc. During such events, the College community will be notified of any parking changes and alternative-parking measures will be implemented for those parties who may be displaced from their designated parking areas.

PARKING DECALS:

All AMC students, faculty and staff must register motor vehicles which they bring onto campus. There is no "grace" parking period. Each vehicle must have its unique decal permanently affixed to the lower corner of the driver's side of the windshield. Decals are not transferable. Faculty/staff decals do not expire. Student decals expire on the date indicated on the decal. There is no charge for a parking decal.

"AMC student" can be any full or part time, day or evening, commuter or resident, graduate or undergraduate student who is taking or auditing a class(es). Consortium students who are taking a day class through cross registration should refer to the "Consortium Parking Pass" section of this policy.

Students, faculty and staff using more than one motor vehicle may obtain additional decals to accommodate multiple cars. Each car used must have a unique decal affixed to the driver's side windshield. It is expected that each person shall have on campus only one vehicle at a time.

- **Obtaining a decal or replacement decal**

Decals are obtained by completing the "Anna Maria College Parking Decal Application." This form is available electronically for faculty and staff. Students may obtain the form from the Public Safety Office. Completed forms are presented to the Public Safety Office. Students will be asked to show their current vehicle registration form. There is no charge for a parking decal. Resident students may also obtain the form and decal from the Residence Life Office. No decal will be issued without presentation of the vehicle registration form.

- **Out of State Vehicles Registered at AMC**

All students registering a car on campus that does not have a Massachusetts issued license plate must complete a Commonwealth of Massachusetts Registry of Motor Vehicles "Nonresident Student Vehicle Information Form". This form is available through the Public Safety Office and may also be downloaded on the RMV site at http://www.mass.gov/rmv/forms/20098.pdf. This form is submitted by the student when he/she registers his/her car at AMC and must be obtained annually. The Public Safety Officer will issue the Massachusetts registration decal. This is a free decal.

- **Obtaining a temporary parking permit (students, faculty and staff)**

Students, faculty and staff having possession of a motor vehicle for a period of less than two (2) weeks may obtain a temporary parking permit from the Public Safety Office or, if a resident student, the Residence Life staff. The student must present a valid Anna Maria College ID, a valid operator's license, and the valid vehicle registration. Temporary parking permits must be displayed on the driver's side dash board and is visible from the outside of the vehicle. Incomplete or altered permits shall be invalid. Temporary parking permits are intended for the use of the AMC community member to whom the permit is issued and may not be used by guests.

- **Consortium Parking Pass/Cross Registration for Motor Vehicles**

Full time, undergraduate, cross-registered students taking a day class at AMC may obtain a "Consortium Parking Pass" for parking on the AMC campus. The student completes the AMC Vehicle Registration Form and presents his/her vehicle registration and class schedule stating that he/she is enrolled for a day class at AMC to the Public Safety Office.

VEHICLE REGISTRATION:

Motor vehicles may be registered with the Department of Public Safety; Monday through Friday between 7 AM and 4 PM. Temporary permits for guests may be sought 24 hours a day at the either through Residence Life or at the Public Safety Office.

Faculty and staff registering cars must have a valid registration and proof of insurance; Massachusetts Registrations have insurance information printed on them.

The student applicant must present the following documentation to the Parking Office.

1) Valid Anna Maria College ID

2) Valid operator's license

3) Valid vehicle registration

4) Valid insurance policy

Guests of faculty, staff or students may receive a limited temporary permit.

- **Special Parking Needs**

Persons with mobility impairments may obtain special parking permission by applying for a Special parking pass with the Chief of Public Safety. Applicants should provide documentation from an attending physician regarding the impairment and the length of time the permit is needed. Medical exemptions will allow persons to park in certain designated areas. This exemption is not permission to park in fire lanes, walkways or other prohibited areas.

Anna Maria College will honor all State Handicap Placards and Plates.

Students:

Students are never eligible for a faulty/staff parking decal. Any student vehicle displaying a faculty/staff decal will be considered unregistered and in violation of the College's parking rules and regulations.

The College does not guarantee parking will be available. A permit is merely permission to park legally in one of the College lots.

Students are responsible for all violations and fines incurred by a vehicle registered to them regardless of who was operating the car.

At this time, there is no fee for student or faculty/staff parking permits each year.

Student vehicles are placed on the boot list after receiving five violations regardless of whether or not the citations have been paid. See section on Violations.

Students on the boot list, will loose their parking privileges if violations continue and the car is booted for a second time. The Boot removal fee is $100.00.

Students receiving a parking decal for a car registered in another state must complete an application for a Massachusetts Non Resident Student sticker. Forms and stickers are available at the Public Safety Office.

Faculty/Staff Parking Policy

All College employees must comply with the rules and regulations regarding parking as part of employment, appointment or enrollment.

All Faculty and Staff are eligible for parking permits. There is no cost to Faculty and Staff for parking permits and permits **no longer** need to be obtained annually. The employee MUST register his or her car with the Public Safety Office and affix a parking sticker to the front lower left windshield of the employee's automobile. Employees who do not comply with parking directives shall receive a vehicle violation fine. Faculty and Staff may register more than one car.

The College does not guarantee available parking for all registered vehicles. During peak usage it may be necessary to park a distance from your office.

All parking rules and regulations and pertinent Massachusetts General Laws are applicable to Faculty and Staff vehicles. When a Faculty or Staff person sells or otherwise loses possession of a vehicle Public Safety must be notified. If possible the decal should be returned Public Safety.

Parking citations will be issued to Faculty and Staff vehicles found in violation of Anna Maria College parking regulations and policy. The Chief of Public Safety will notify habitual violators (more than three citations per year) in writing and the appropriate Department Head or Dean advised. Continued violations of the parking regulations or refusal to pay parking fines may result in the offenders parking privileges being revoked and/or referral to Human Resources for a formal charge of violating college policy.

Visitors:

Hosts are responsible for notifying their guests or visitors of the parking rules and regulations and ensuring compliance.

Visitors who receive two or more citations are placed on the boot/tow list. Visitors who do not meet with the Chief of Public Safety and resolve parking citations will be booted and the boot will not be removed until a $100 dollar service charge is paid as well as all parking fines.

Visitors to campus with any official state issued Handicapped placards are permitted to park in any marked handicapped spot on campus without obtaining any additional permits from Anna Maria College.

- **Special Events**

When a department is hosting a special event on campus and a large number of unregistered vehicles will be present, the event host must coordinate parking with Public Safety. The Chief of Public Safety or his/her designee will work with the event host to ensure that participants know where to park so as not to adversely impact the good working order of the College. Event parking may be restricted to certain lots at the discretion of the Chief or his/her designee. Event hosts are responsible for notifying attendees of the parking rules and regulations.

- **Summer Programs**

Parking Rules and Regulations are in effect during the summer months. The department hosting a summer program must notify participant groups of the parking regulations. Host departments will also be responsible for obtaining temporary parking passes for program participants when necessary.

VIOLATIONS:

Vehicles in violation of the College parking policy may be ticketed, towed, or immobilized (booted). This includes all faculty/staff, student, visitor and unregistered vehicles. In addition, any vehicles that pose a danger to public safety may be towed at the direction of the Chief of Public Safety, any Public Safety Officer, Paxton Police Officer, or upon the request of any fire fighter in the performance of their duties.

- **Payment of Parking Tickets**

Parking tickets may be paid at the AMC Business Office located in Foundress Hall. Parking tickets unpaid after fifteen (15) days of issuance shall have a late fee of a minimum of $25 added. Checks should be made payable to "Anna Maria College" and may be mailed to: AMC Business Office, Box R, 50 Sunset Lane, Paxton, MA 01612.

Unpaid student parking fines may result in delays or denial for the processing of grades, transcripts, and/or diplomas as per Business Office policy for unpaid balances.

Unpaid visitor/guest parking fines will result in revocation of parking privileges on Anna Maria College property, being placed on the "Boot List" and/or "Banned Persons List" until all fines have been paid or indefinitely at the discretion of the Chief of Public Safety. In addition, continued refusal to pay outstanding parking fines by visitors may result in the vehicle being towed from campus to a secure tow facility AT THE OWNERS EXPENSE.

Unpaid Faculty/Staff fines and/or continued violations of the parking regulations may result in the employees parking privileges being revoked and/or referral to Human Resources for a formal charge of violating college policy.

- **Appealing a Parking Fine**

Parking tickets may be appealed within 10 days of issuance to the Chief of Public Safety. Parking appeals will be heard every Monday from 9am-11am. Appointments for an appeal may be made by email at publicsafety@annamaria.edu. No in person or phone appeals will be heard. Ignorance of this policy is not an acceptable reason for appealing a violation. Please note that the registered permit holder is responsible for all traffic citations received on the vehicle, regardless of whether or not they are in immediate control of the car.

- **Penalty for multiple offenses**

Students who receive multiple parking violations in a semester may be subject to disciplinary action by the College. The following sanctions may be issued:

For 5th ticket: $100 fine. The student's vehicle, if on campus, will be removed immediately by the student or will be subject to be immobilized by use of a "traffic boot" until all tickets and fines have been paid.

NOTE: Students with more than (5) parking violations that have not met with the Chief of Public Safety will be placed on the immobilization list and may have their vehicle booted for any future parking violation in addition to receiving a parking ticket. Students who have had their vehicle booted will incur a $100 boot removal fee. Student's who have been booted more than once in a semester, must meet with the Chief prior to having the boot removed. The Chief will only remove a vehicle from the boot list upon compelling argument and after consultation with the Dean of Students and the Associate Dean of Campus Life.

For 6th ticket: $100 fine. Student's privilege to operate a motor vehicle on campus will be revoked.

- **Overnight Parking**

Overnight parking is *defined* as midnight – 7 AM Monday – Friday and 1 AM – 7 AM Saturday and Sunday. Vehicles displaying *resident student* decals may park in the appropriate designated resident lots overnight.

Overnight visitors shall obtain an overnight pass from Public Safety or the Residence Life staff and shall park in the Fuller Lot (in front of the Fuller Activities Center).

Overnight commuter students shall obtain an overnight pass from Public Safety or the Residence Life staff, and shall park in assigned commuter lots only.

Faculty and staff members wishing to park overnight shall park in the Fuller Lot or in residence hall lots in "faculty/staff" designated parking spaces.

- **Speed Limit/Traffic Regulations**

The maximum speed on campus is 20 miles per hour. Vehicles must stop and yield to pedestrian traffic. Pedestrians always have the right of way; so please be vigilant and always use extreme caution. No vehicle shall be operated with persons on any part of the vehicle not intended for passengers, including, but not limited to, the hood, trunk, roof or other exterior part. Car surfing on hoods, roofs, or bumpers is strictly prohibited. All traffic regulations including obeying stop signs, yielding to pedestrians, observing "one way" signs, etc. are in effect on campus. Paxton Police may be seen patrolling Sunset Lane.

Any student found to have been convicted of Driving under the Influence of Alcohol or Drugs, or Driving under the Influence of Alcohol or Drugs while on campus may not apply for a permit to park on the Anna Maria College campus and may not operate a motor vehicle on campus. Students in violation of criminal sections of Chapter 90 of the Massachusetts General Laws, such as Operating under the Influence, Operating to Endanger or Operating after Suspension, while operating on campus may face criminal charges in addition to college sanctions.

- **Parking Lot Designations**

Parking lot designation may change, for instance, as parking spaces are added to the campus and in adverse weather conditions. For a current map of parking lot designations, please refer to the AMC web page or see the map posted at the Public Safety Office in the Campus Center. At the time of publication, the following designations exist:

YELLOW decal/Commuter parking: Fuller Lot, Gravel Lot, Campus Center Lot, Miriam Lot, Science Lot and designated spaces in the Madonna Lot.

RED decal/Freshman Resident parking: Freshman Lot (located to the left of the Fuller Activities Center), South Lot, and Gravel Lot.

GREEN decal/Resident parking: Designated spaces in Campus Center Lot, designated spaces in Trinity Lot, Madonna Lot, Coughlin Lot, and Gravel Lot.

WHITE decal/Faculty/Staff parking: Trinity Lot, Fuller Lot, Gravel Lot, Science Lot, Campus Center Lot, Miriam Lot and designated spaces in Madonna Lot, South Lot and along Campus Center Drive.

- **Handicapped Parking /Temporary Medical Parking**

There are marked parking spaces on campus reserved for those persons who are handicapped. Persons parking in handicapped accessible spaces must display the appropriate decal or plate issued from the Registry of Motor Vehicles or other appropriate agency. The person for whom the decal or plate is issued must be present. Should a person wish to be considered for a temporary medical parking pass, he/she must present appropriate documentation to the Chief of Public Safety. Temporary permits will be issued to those who qualify.

- **Lined Parking Spaces**

Motor vehicles must be parked within the lined parking spaces. An improperly parked motor vehicle in an adjacent space does not constitute an excuse for straddling the painted line.

- **No Parking Areas**

Parking is not permitted in the following areas:
Walks, paths and lawn areas
Crosswalks
Any area not marked with parking lines or, if not paved, as a parking lot
Areas of diagonal lines/loading zones/fire lane
Areas where signs have been posted indicating “no parking”
Areas that block egress or ingress of buildings
Roadways/side of roadways on campus not specifically marked with parking spaces including Sunset Lane, the rotary, the area between Socquet House and the Science Building, and the roadway leading to South Hall.

- **Snow Removal**

As necessary during and/or after a snow storm, Physical Plant may require vehicles to move from designated parking areas to facilitate snow removal. Notices will be placed on the front doors of the residence halls and, as appropriate, on other campus buildings. Cooperation with these requests is expected so that parking areas may be cleared. Motor vehicles impeding snow removal efforts may be subject to ticketing with a minimum fine of $25.

TOWING /BOOTING:

In the event of overnight parking during the snow season, repeated parking violations, failure to register a motor vehicle, parking on walks and lawns, illegal parking, towing or booting at the owner's expense will be carried out by an authorized agent. Unauthorized use of handicapped parking spaces may result in immediate towing/booting. Boot Removal Fee $100.00 cash.

Vehicles in violation of the College parking policy may be ticketed, towed, or immobilized (booted). This includes all faculty/staff, student, visitor and unregistered vehicles. In addition, any vehicles that pose a danger to public safety may be towed at the direction of the Chief of Public Safety, any Public Safety Officer, Paxton Police Officer, or upon the request of any fire fighter in the performance of their duties. Vehicles towed from campus are done so AT THE OWNERS EXPENSE. The towing agent is responsible for the safe transport and storage of towed vehicles. Anna Maria College assumes no responsibility for any damages that occur to a vehicle that is being towed or has been towed from campus.

Questions about the Motor Vehicle Regulations at Anna Maria College may be addressed to the Public Safety Office located on the upper level of the Bishop Flanagan Campus Center. The Officer on Duty may be reached 24 hours a day, 7 days a week at 508-494-9010.