

SAINT MICHAEL'S COLLEGE PARKING AND TRAFFIC REGULATIONS

OBJECTIVES OF THE REGULATIONS

- To provide and insure the parking privileges of those in the SMC community who are entitled to them
- To maintain the appearance of campus by clearly defining appropriate parking areas and prohibiting parking and vehicle operation on lawns and walkways
- To set expectations for safe operation on campus roadways and parking lots
- To administer and enforce all regulations through fair, direct and unbiased procedure

PARKING REGULATIONS

The Department of Public Safety is charged with the responsibility of enforcing the regulations set forth. All vehicles parked in any posted SMC lot must display a valid permit. The responsibility for finding an authorized parking space rests solely with the vehicle operator. Lack of space in a given area is not considered a valid excuse for violation of the regulations. The person named on a college permit or the registered owner shall be held responsible for any violation involving the vehicle.

Each year a deadline for obtaining permits shall be set. Vehicles parked in campus lots after that date not displaying valid permits are subject to ticketing and removal at the owners' expense.

Parking is not permitted on Campus Road, in fire lanes, loading zones, lawns and walkways or other restricted and posted areas. Campus public safety officers monitor and enforce these regulations daily. Tickets and fines are issued to vehicles for the following violations:

- Lack of valid permit
- Parking in designated area w/o proper permit
- Parking in visitor area
- Time violation (10/15/20 minute areas)
- Fire lane/Loading zone/Other restricted areas
- Blocking traffic
- Handicap violation (towing enforced)
- First Year Restriction violations (tow on first offense)
- Parking or operation on turf/walkway
- Stop Sign violation
- Excessive speed, careless and negligent operation

Fines range between \$15 and \$75 (subject to doubling for repeat offenders) and may be paid at the public safety office within 30 days of the violation. After that time, a \$15 late fee is added and fines are posted to students' accounts and must be paid through the cashier. Faculty and staff will receive periodic statements of outstanding fines. Vehicles accumulating multiple violations will be towed at the owners' expense on the 4th and subsequent violations, and the fines for those violations are doubled. If circumstances do not allow for removal of a vehicle when indicated, a towable offense fine will be issued.

instead. **Zone and 1st year violations are subject to towing on first offense.** Upon the 6th violation, a parking permit may be revoked and the vehicle held until notice is served to the owner.

The Director of Public Safety may at times suspend certain parking regulations to accommodate large functions on campus or special events (opening, commencement, athletic games, etc.).

APPEALS

An appeal for a violation may be submitted in writing within 10 days of the violation. A designated member of the Public Safety staff will consider all appeals and render a decision or refer to the Parking Review Committee (PRC) for further consideration if necessary. The PRC is comprised of a student, staff and faculty member and is convened as needed. If an appellant is not satisfied with the decision of the appeal officer, he/she may resubmit the appeal for consideration by the PRC by including payment of the fine with the resubmission. If the PRC rules in favor of the appeal, the fine shall be returned with the decision. Decisions of the PRC are final. Appeal forms are available at the Public Safety Office and in the Public Safety public folder.

PARKING PERMITS

Parking permits can be obtained at the Public Safety office during business hours. Students are required to present a valid ID, vehicle registration and current insurance certificate when obtaining a parking permit. Campus permits are displayed on the lower **passenger** corner of the windshield. All students who utilize campus parking are required to display a campus permit.

Zone permits are issued on a limited basis to allow parking in the designated zones in the residential areas on south campus. Parking in a zoned area requires display of a valid zone permit. Zone permits are available to seniors, then juniors and sophomores until all available permits are committed at a cost of \$45 **per semester**.

First Year students are not permitted to have vehicles on campus during the fall semester, and a limited number of permits are issued for the spring semester by lottery held in December. First Year students who qualify are issued permits for the Sullivan lot on North Campus.

Persons who are involved in misuse of a parking permit or misrepresent themselves for the purpose of obtaining a permit are subject to a \$150 fine and revocation of permit.

Faculty and Staff are issued a hang tag that must be displayed to utilize faculty/staff parking. Faculty and Staff not displaying a valid permit must park in general parking by the Ross Sports Center. Lost and stolen hang tags are subject to a fee for replacement.

PARKING LOTS

Campus parking areas are designated as follows:

- **Faculty and Staff** – Faculty/Staff are reserved Monday – Friday from 7:30am-4:30pm. The Klein lot is reserved until 6:00 pm. These spaces are painted in yellow

and require a validated faculty/staff permit during the posted hours. Permitted students may utilize these areas after posted hours and on weekends (unless otherwise posted), but must vacate these areas before 7:30am.

- **Zone** -- The areas in the vicinity of the residence halls designated as zone A or B require a respective zone permit at all times when college is in session. These areas are towing enforced.
- **General Parking** (not posted-Tarrant and Ryan lots, white lines only) – The general areas are to be utilized by students with campus permits, graduate students and visitors (other than designated visitor spaces).
- **Sullivan Lot** – The Sullivan lot is designated for First Year Students and is located on the North Campus and served by the campus shuttle. First year students are issued permits by exception only during the first semester, and a limited number of permits are issued by lottery for second semester.
- **Rotunda** – The Rotunda, next to the Alliot Student Center, is a service and delivery area where 10 minute parking is permitted. Vehicles left more than 10 minutes will be cited and fined. No overnight parking is permitted.
- **Other Areas** – The campus has other areas that are specifically posted. **Visitor** spaces are intended for transient visitors to campus (admissions, business offices, etc.) and students, faculty and staff are specifically prohibited from parking in visitor spaces. Students' guests should use General parking areas. **Maintenance and Service** areas (including loading zones) are strictly limited to use by service employees, vendors and contractors. **Handicap** spaces require the display of a valid state issued permit.

These parking regulations apply to all campus parking lots including those on North Campus and peripheral areas. Students may also utilize on-street parking, however there is an overnight parking ban in effect in the Town of Colchester from November 15 to March 15 each year.

During the winter months, a snow removal plan may be activated which requires certain parking areas to be vacated during the evening for snow removal. Notice is posted in the lots and distributed via campus e-mail.

TRAFFIC REGULATIONS

The campus speed limit is 15 MPH. The Saint Michael's College campus is designed to be primarily a pedestrian campus. Because of the pedestrian traffic, all vehicles on campus must be operated in a safe and prudent manner at all times. Persons who operate at excessive speeds or in a reckless manner are subject to citation and fine. An officer who observes excessive speed or careless operation may issue a ticket by mail to the owner of the vehicle if contact with the operator is not possible. Owners of vehicles are responsible for their operation on campus regardless of who is operating the vehicle. Campus Road is a public highway as defined by Vermont law, and as such is subject to Vermont and local traffic ordinances enforceable by local police.

Accidents, regardless of severity, must be reported immediately to Public Safety.

SECURITY AND SAFETY

Saint Michael's College is not responsible for any theft or damage that may occur to a motor vehicle while it is parked or operated on campus. Security officers patrol the campus frequently to deter such occurrences, however there are steps you can take to help prevent problems:

- Always lock your vehicle
- Do not leave valuables inside your vehicle in sight.
- Never leave a running vehicle unattended
- If you recognize a hazard, report it immediately
- Observe these regulations and operate your vehicle in a safe manner at all times

Compliance with these regulations is the responsibility of everyone in the Saint Michael's community. With your cooperation, we all do our part in keeping Saint Michael's College safe.

Saint Michael's College
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