

# PARKING PRIVILEGES, POLICIES AND REGULATIONS 2009-2010

ENDICOTT COLLEGE  
CAMPUS SAFETY DEPARTMENT  
376 Hale Street  
Beverly, MA 01915  
Dispatch/Business Line:  
(978) 232-2222  
Traffic Office:  
(978) 232-2227

## I. PRIVILEGES

Resident students who have completed 30 credits towards their baccalaureate degree program, with College approval, are allowed to have a motor vehicle on Campus. In accepting this privilege, the Community Member assumes all responsibility for their vehicle with regard to registration, compliance with regulations, vandalism, and damage. Endicott College provides parking on a space available basis. **There is no guarantee that any community member will be able to park in close proximity to residence halls, offices, or academic buildings.**

Certain areas have been designated visitor, reserved, or restricted parking. It is the driver's responsibility to park in their appropriate designated area only. Inappropriate parking will result in a citation being issued to the vehicle, and/or towing of the vehicle at the owner's expense. **After (3) citations issued to the vehicle, the owner will lose parking privileges on campus for that semester. Parking on campus without a decal or visitor's pass is prohibited and vehicle will be towed at owner's expense.**

The Campus Safety department is in charge of enforcing all policies and regulations that govern the possession and use of motor vehicles on campus. The entire College Community supports this policy and parking privileges can be revoked if compliance with regulations is not met. Individuals who feel that they have been treated unfairly may utilize the appeal process as outlined.

For safety purposes The Campus Safety department has the right to inspect any vehicle that is parked on Endicott College property. The Campus Safety department on a regular but intermittent schedule will do sweep checks to make sure that all policies are being followed, and will tow vehicles that do not possess the proper decal or parking pass if necessary.

It is the responsibility of the Community Member to read and follow these policies and regulations. If there are any questions on what is contained herein, please contact the Campus Safety department at extension 2222.

Special parking assignments are issued through the Director of Campus Safety. The Director will determine on a case-by-case basis the need for a special assignment. These may included a Temporary Medical parking pass, an "all-campus" pass, or issuance of a permit which enables parking closest to the individual's location. All passes must be hung on the vehicle's rear view mirror at all times. These passes can be issued either annually or on a day-to-day basis. Passes must be renewed at the time of expiration. Under no circumstances may any vehicle park in a fire lane, or handicap parking space.

## **II. REGISTRATION**

**ANY PERSON WITH OUTSTANDING TICKETS FROM PREVIOUS SEMESTERS WILL NOT BE ALLOWED TO REGISTER ANY VEHICLE OR USE THEIR VEHICLE ON CAMPUS UNTIL FINES ARE PAID.**

All vehicles must be registered on campus at time of arrival. Student vehicles may be registered during registration days or at the Traffic Office in the Campus Safety Building located at the Main Entrance between the hours of 7:00 a.m. and 3:00 p.m. on regular business days, unless otherwise posted. All faculty, staff, and administration may register their vehicles at the Campus Safety department as well. All non-registered cars are subject to towing without notification.

There will be no registration forms sent or received via campus mail. Each owner must personally register their vehicle and sign the form in the presence of a Campus Safety Officer.

The registration fees are as follows:

- Resident students – \$300.00 per year
- Full-time commuter students – \$225.00 per year
- Part-time students – \$100.00 per year

**Fees for parking decals are non-refundable.**

Faculty, Staff, Administration, and Non-Resident Graduate and Professional Studies Students are exempt from registration fees but must register their vehicles.

Decals remain valid throughout the entire academic year, and remain in effect until the last day of August of that same year. There is no reduction of fees for first semester parking privileges.

Short-term parking permits are available under the following guidelines:

1. Any Community Member, whose vehicle is brought on to campus, even for a limited time, must be registered with the Campus Safety department. The Campus Safety department is authorized to issue a temporary permit for three (3) consecutive days. These passes, however, are limited to two per month per person.
2. Visitor permits will only be issued to Visitors to the College, Faculty or Staff using an alternate vehicle, Vendors, and to those who have business to conduct on campus.

Registered vehicles are identified by their decal, which is to be placed in the rear-most passenger window on the driver's side of the vehicle, unless the windows are heavily tinted. If the windows are heavily tinted, decals may be placed in the lower corner of the front windshield in front of the driver. Failure to display a decal will subject the vehicle to citations and eventually towing. Decals must be PERMANENTLY attached, taping the decal to the window is not allowed.

A registration can be transferred to a new vehicle, such as in the case of the purchase of a new vehicle, by completing a second registration form. It must be noted, on both the old and new registration forms, that this is a second vehicle. This process is done in the same location as the original and no further payment is required. Owners must bring in the old decal when new vehicle is brought onto campus in exchange for a new decal. If the old decal is not rendered at the time of the reissue, an additional registration fee will be charged.

## **III. OVERNIGHT AND OPEN PARKING**

In order to ensure students are able to park in their designated lots, student lots are only open to vehicles with proper parking permits for those areas, Monday through Friday. Faculty lots become

open parking between the hours of 6:00pm to 7:30am, Monday through Friday. During the weekend, from Friday at 6:00pm to Monday 7:30am, the campus becomes open parking.

#### **IV. PARKING POLICIES**

THE FOLLOWING DEFINITIONS WILL CLARIFY THE PARKING REGULATIONS:

**Color Coded Parking Lot Designations:** The color-coded parking system uses seven colors to differentiate community status and corresponding parking lot designation. To be parked in the correct parking lot and be considered legally parked, the border color of one's parking decal must match the border color of the parking lot sign. The three letters on the parking decal reiterate the color designation and do not signify which parking lots one may park in to be considered legally parked.

**Red-bordered signs / Red-bordered decals:** Commuter Student

**Yellow-bordered signs / Yellow-bordered decals:** Wylie Conference Center & Inn staff

**Green-bordered signs / Green-bordered decals:** Resident students living in Brindle, Endicott, Hale, Trexler, Reynolds, Tower, the Woodside and Williston Townhouses, Kennedy, Bayview, Stoneridge, the Village Modular Units, the Cliff and Rockport Houses, the Ledge, the Farmhouse, and Hamilton and Wenham Halls.

**Blue-bordered signs / Blue-bordered decals:** Faculty/Staff (including RDs, ARDs, and Physical Plant)

**Black-bordered signs / Black-bordered decals:** Resident Students living in Alhambra, Rogers, Hawthorne, Beacon, and Winthrop. NOTE: These students will be allowed to park in green-bordered areas during times when the A and B Lots are being used for event parking.

**Silver-bordered signs / Silver-bordered decals:** President's Council

**Brown-bordered signs / Brown-bordered decals:** Callahan Center Staff (Sodexo, Bookstore, Mail & Copy Center, Health Center, Counseling Center, Student Activities, Community Service, and Student Development)

**Fire Lane:** Any and all roads on campus, whether marked or unmarked, are constituted as fire lanes, and must be clear of parked vehicles at all times. Parking in front of buildings, in gated areas, and all roadways unless designated as parking spaces with yellow lines, constitutes parking in a fire lane.

**Legal Space:** A parking space is signified by painted yellow lines on BOTH sides of the space. A natural boundary such as rocks, trees, curbs, or walls may serve in the place of a painted line. Areas covered with wood chips and/or grass is not considered legal parking spaces.

**Reserved Spaces:** Parking spaces designated by signs that read: "Reserved" have been set aside by the College. No one should park in those spaces without prior authorization from Campus Safety or the President's Office.

**Handicapped Spaces:** No Parking Anytime without proper state plates, decal, or placard

**All Visitor Spaces:** Parking for Visitors to the College only. **These spaces never become general parking, and ehicles will be towed at owner's expense.**

**Visitor:** An individual visiting the Campus who is not a member of the Endicott Community.

**Athletic Fields:** Any vehicle parked on any of the Athletic Fields will be towed immediately. Any vehicle found driving on any of the Athletic Fields will lose parking privileges for the entire school year.

**Snow Emergency:** A declared state as determined by College officials caused by impending weather conditions or existing snow accumulations. The Campus may remain open, but parking restrictions will apply. Snow emergency parking procedures shall be posted and distributed to all students prior to winter months.

**Driving to Endanger:** Anyone stopped while driving to endanger on Campus will lose their driving privileges on campus immediately. Their keys will be turned over to the Director of Campus Safety

and driving privileges on campus will be suspended pending a review by judicial affairs. Failure to comply with a Campus Safety officer will result in loss of parking privileges for up to one year.

**Signs:** The following signs are used to designate the color of the decals that may utilize the parking lot in question. Please refer to these signs when selecting a "legal" parking lot.

**Blue Sign with Wheelchair** Handicapped Parking Only

**Handicap Parking** (must have state card, plate, or special decal from Campus Safety)

**"15 Minute"** 15 Minute Parking

**All other signs** Self explanatory

## V. CITATIONS AND FINES

After two parking citations, the student will be notified that they face the loss of their parking privileges if they receive a third citation. After three citations, and if no parking appeals are pending, the student will be notified that their parking privileges have been revoked for the semester. If the vehicle is found on campus seven (7) days after the notification is made, the vehicle will be towed from campus at the owner's expense. Endicott College reserves the right to revoke a student's parking privileges at anytime.

Purchasing another parking permit is required to regain your parking privileges for the upcoming semester.

### **THE FOLLOWING VIOLATIONS WILL RESULT IN A CITATION BEING ISSUED BY CAMPUS SAFETY.**

- 1) Parking in a space other than a "legal space" (see definition of "legal space" in sec. IV).
- 2) Parking in a Handicapped space without possessing the proper state placard, permit, or license.
- 3) Parking in a snow removal area during a declared Snow Emergency.
- 4) Failure to display a College parking decal or permit.
- 5) Parking in a Visitor parking spot.
- 6) Restricted parking, which includes: parking in the wrong lot for your decal, extended parking in a time-limited space or zone, and parking in a reserved space.
- 7) Traveling in excess of the posted Campus Speed Limit (Speeding). **THE CAMPUS SPEED LIMIT IS 15 MILES PER HOUR.**
- 8) Failure to stop at a stop sign.
- 9) Parking in a fire lane or blocking a fire hydrant.
- 10) Driving in the wrong direction.
- 11) Driving to endanger the safety of persons and/or property.
- 12) Driving on walkways or between buildings.

Violators will be cited, the vehicle may be towed or the driver may lose vehicle privileges. A copy of the citation will be left with the vehicle whenever one is written. If a violation is observed by a

Campus Safety Officer, and the Officer is unable to stop you, the Campus Safety Department reserves the right to mail the citation to you or your last known address. Payment is due by ten business days, by the registered owner of the vehicle.

## **VI. TOWING**

All vehicles towed by the Campus Safety Department are currently towed through New Beverly Auto. All vehicles are brought to a location designated by the towing company. All vehicles towed off campus will be held until payment of towing and storage charges are made. Endicott College assumes no liability or expense for any cars towed from the campus for any reason.

Any vehicle for which a tow has been ordered will be assessed a minimum fine of \$50.00, in addition to the citation's fee, **WHETHER THE VEHICLE HAS BEEN TOWED OR NOT**. This is to compensate for the towing companies' efforts.

Towing and storage charges occur directly with the towing service. Endicott College assumes no responsibility for charges, payments and/or damages. Vehicles which require the use of special equipment and/or ramp trucks will be priced higher. Prices are subject to change without notice.

**CAUSE FOR IMMEDIATE TOWING ARE AS FOLLOWS:**

- 1) Parking violations that are outstanding and unpaid for over thirty (30) days. (This applies to all Community Members.)
- 2) Parking in a handicapped spot without possessing the appropriate State placard, license or permit.
- 3) Parking in a fire lane or blocking a fire hydrant.
- 4) Parking in such a way as to impede access to the area by Emergency Vehicles.
- 5) Blocking a driveway or other legally parked vehicles.
- 6) Disregard of a Snow Emergency
- 7) If a vehicle has three (3) or more paid or unpaid violations in one semester, the car will be towed at the owner's expense.
- 8) A vehicle that does not have a valid decal or parking pass.
- 9) Unregistered or abandoned vehicle.
- 10) Parking on the walkways, athletic fields, lawns and roadways.

**ALL TOWING IS DONE AT THE OWNER'S RISK AND EXPENSE.**

## **VII. PAYMENTS**

All fines assessed by the College's parking citations are payable at the Bursar's Office, which is located in College Hall. These fines must be paid within thirty (30) days of the citation. Failure to pay these fines will result in grades and/or transcripts being withheld until all accounts are declared clear by the Bursar. Any vehicle may be towed at anytime if payment is not received on any violation within thirty (30) days (See section VII.TOWING). A Student will not be allowed to register for classes, housing or for a parking decal if there are any outstanding fines due.

This method of dealing with violations is not a progressive system. The Officer on duty will deal with each parking situation based on safety considerations and the severity of the parking infraction.

**ANY VIOLATION MAY RESULT IN AN IMMEDIATE TOW IF AN INFRACTION WARRANTS SUCH ACTION.**

## **VIII. APPEAL PROCESS**

Citations written at Endicott Campus are done so when an Officer, in his or her best judgment, determined that a violation of the College's parking policies existed at the time and place the vehicle was cited. If you feel you were unjustly or unfairly ticketed or towed, you may fill out an appeal form on the Campus Safety's website within three (3) business days to request a review of the ticket by the Traffic Office's Parking and Traffic Sergeant. It is the owner's responsibility to check with the Parking and Traffic Sergeant on appeal status.

**IF LOSS OF PARKING PRIVILEGES HAPPENS THE PERSON HAS THE RIGHT TO APPEAL THIS PROCEDURE IN WRITING TO THE VICE PRESIDENT FOR STUDENT DEVELOPMENT WITHIN FIVE BUSINESS DAYS FOR A HEARING TO TAKE PLACE.**

## **IX. CONDUCT TOWARD OFFICERS**

Campus Safety has, as their primary role, the safety of all students, employees and visitors to the campus. There are obligated to honor and implement the rules and regulations printed in this handbook. Unfair or excessive negative treatment toward an officer as a result of a citation may result in an immediate loss of permission to have a car on campus. Two semester loss of car privileges will result in permanent loss of car privileges.

## **X. PARKING LOTS**

The Overflow Lot is open for all parking, regardless of community status, and the sign for the Overflow Lot does not have a border to reflect this.

**A Lot** Black Border Resident Students  
**B Lot** Black Border Resident Students  
**C Lot** Green Border Resident Students  
**D Lot** Blue Border Faculty/Staff  
**E Lot** Green Border Resident Students  
**F Lot** Blue Border Faculty/Staff  
**G Lot** Red Border Commuter Students  
**H Lot** Blue Border Faculty/Staff  
**I Lot** Green Border Resident Students  
**J Lot** Blue Border Faculty/Staff  
**K Lot** Green Border Resident Students  
**L Lot & Silver Border Signs** President's Council  
**M Lot** Green Border Resident Students  
**N Lot** Blue Border Faculty/Staff  
**O Lot** Green Border Resident Students  
**P Lot** Green Border Resident Students  
**Q Lot** Yellow Border Wylie Center Staff  
**R Lot** Brown Border Callahan Center Staff  
**S Lot** Blue Border Faculty/Staff  
**T Lot** Blue Border Faculty/Staff  
**U Lot** Green Border Resident Students  
**V Lot** Green Border Resident Students

**NOTE: ALL FACULTY SPACES BECOME GENERAL PARKING FROM 6:00PM TO 7:30AM MONDAY THRU FRIDAY, AND THROUGHOUT THE WEEKEND, UNLESS NOTED TO THE CONTRARY IN THESE POLICIES. STUDENT SPACE WILL BECOME GENERAL PARKING FROM 6:00 PM FRIDAY UNTIL 7:30 AM MONDAY.**

## **XI. First Year Students**

First year students who reside in College residence halls are not permitted to register or park a vehicle on campus. First year commuter students who wish to drive to campus must register a vehicle with the Campus Safety department in order to have access to on-campus parking in assigned commuter lots. The following restrictions will be in place for all new residential students with less than 30-credit hours. The policy was developed with two goals in mind: first, to reduce and/or eliminate excessive vehicles which diminish safety on-campus; second, to help build a better community among first-year students. Parking privileges will be provided for students who have completed 30 credits toward their baccalaureate degree program according to published policies.

The following policies exist for first-year students seeking waivers:

1. Medical Exemption: For students with regularly scheduled appointments to offices that cannot be reached by our transportation system.
2. Off-campus Employment: Location not on our transportation schedule and employment requires written employer verification of 15 or more hours a week.
3. Academic: Regular assignment(s) requiring transportation outside our transportation system.
4. Family Hardship: An identified hardship, requested by parent or guardian that requires the student to return home or to another approved location on a regular basis for weekends.

The College will not issue temporary passes for any duration. Most students with exemptions will be assigned to the Overflow Parking Lot. Students with state-issued handicapped plates or placards will have access through the campus to legally identified spaces. The card access systems at the front gate will not accept passage of unauthorized vehicles.

Students seeking waivers can either fill out the online form located at <http://www.endicott.edu/campussafety> or pick up a form at the Traffic Office located within the Campus Safety Building.

## **Alternative Transportation**

Endicott College has scheduled bus service to such locations as: the Beverly train station, North Shore and Liberty Tree Malls, Danvers Health Clinic, specialty stores (for such items as grocery, art supplies, pharmacy), and local restaurants. Occasional transportation to and from Boston will also be provided. Specialty trips will be provided at a nominal cost. Shuttle transportation will be free and will run from early morning to late evening. Schedules will be adjusted by the time of the year and needs of the students. The final schedule will attempt to meet the needs of the larger groups. Two Beverly taxi services are available, with one providing 24-hour service with costs paid by the student(s). Students enrolled in January internships or engaged in College sponsored activities, regardless of the number of credits, will be allowed to have cars on campus during the January term for a fee.

**ALL PARKING POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE UPON APPROPRIATE NOTIFICATION TO ENDICOTT COLLEGE COMMUNITY MEMBERS.**