Endicott College Department of Public Safety and Police

Parking and Traffic Regulations 2024-2025

I. PURPOSE

The information contained herein is also available on the Public Safety and Police page on MyEndicott. To navigate there, log into MyEndicott, click on the EC Community tab on the top row, then click Public Safety and Police on the left side of the screen.

The Department of Public Safety and Police has been delegated the authority to enforce parking regulations necessary for the safety and welfare of the College community. From time to time it may be necessary to amend, rescind, modify, or edit existing parking regulations at which time appropriate notifications will be made to the College community.

The Parking and Traffic Office is located in the lobby of the Public Safety Center at the main entrance of the College. For Academic Year 2024-2025, the business hours of the Parking and Traffic Office are as follows:

- Monday through Friday 8:00 a.m. to 4:00 p.m.
- Saturday, Sunday CLOSED
- Traffic Hearings Wednesdays 10:00 a.m. to 2:00 p.m.

Visitors may still obtain a visitor parking pass, or community members who have already registered for parking may obtain a temporary parking pass, at the Police Dispatch window – also in the lobby of the Public Safety Center – after hours or when the Parking & Traffic Office is closed.

II. SCOPE

The Parking and Traffic regulations are applicable to all students, faculty, staff, and visitors of the College. College parking regulations are part of the terms and conditions placed upon students, faculty, staff, and visitors when entering onto the private property of Endicott College to park motor vehicles and to operate a motor vehicle on the College roadways and within its parking facilities.

It is the responsibility of all Endicott community members bringing a vehicle to campus to read and follow these policies and regulations. Please contact the Parking and Traffic Office with any questions at one of the following numbers:

- Phone: 978-232-2227 or ext. 2227 from on-campus phone.
- Email: parking@endicott.edu
- Fax: 978-232-5226

III. REGISTRATION, FEES, AND DECAL PLACEMENT

A. Registration Process

Vehicle registration for the fall 2024 semester will begin on July 8, 2024. All students who are eligible for a parking decal must pre-register online at MyEndicott. Once all paperwork required is submitted your decal will be available for pick-up at the Parking and Traffic Office and/or after hours at Public Safety Dispatch.

All students who will be using a vehicle registered outside of Massachusetts, whether they are a resident or a commuter student, are required by Massachusetts law to submit a Nonresident Student Driver Statement form. This form is located on the Parking and Traffic page at MyEndicott. The form, once completed, can be faxed to 978-232-5226, emailed to parking@endicott.edu, or dropped off at the Parking and Traffic Office located within the Public Safety Center. There is a drop box at the Parking and Traffic Office window to drop the Nonresident Driver forms outside of regular business hours.

Instructions for registering a vehicle on campus:

- To register your vehicle, you must first login into MyEndicott.
- Once logged in, you will choose the EC Community tab on the top of the page.
- On the left-hand column, you will click on Public Safety and Police and then choose Parking and Traffic. The Vehicle Registration Form and Massachusetts Department of Transportation form are located on this page.
- Please note: if you need to register a different vehicle, you will need to contact the Parking and Traffic Office. **You are also required to return the invalid decal to the Parking and Traffic Office.**

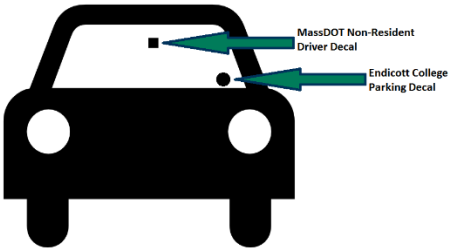
Registration Fees (including motorcycles, mopeds, scooters)

- Undergraduate resident students: $400.00 per year
- Graduate resident students: $400.00 per year
- Full-time undergraduate commuter students: $225.00 per year
- Part-time undergraduate commuter students: $150.00 per year

Fees for parking permits are non-refundable. The fee for a student's parking permit is applied to the student's tuition account. Please contact the Bursar's Office at 978-232-2035 with questions or concerns related to financial matters. *The Parking and Traffic Office does not have the authority to issue refunds, alter fees, etc.*

B. Decal Placement

The parking permit must be affixed inside the front windshield on the lower driver's side corner. Failure to properly display a permit in the required location will subject the vehicle to citations and towing. In accordance with the Commonwealth of Massachusetts regulations, the Nonresident Driver decal must be affixed inside the front windshield behind the rear-view mirror.



(Front of Vehicle)

IV. TEMPORARY PARKING PASSES

Community members with a current parking decal, who based on extenuating circumstances require them to temporarily drive a different vehicle, may be issued a Temporary Parking Pass from the Parking and Traffic Office for a maximum of one week.

Community members who have not been issued a parking decal, who based on extenuating circumstances need to temporarily drive a vehicle on campus, may be issued a Temporary Parking Pass from the Parking and Traffic Office for a maximum of one week. These passes are limited to three (3) per semester per person. The fee for a weekly pass is $100.00. These temporary passes for community members without a decal can ONLY be issued by the Parking & Traffic Office.

Any person using or found in possession of an altered or fraudulent Temporary Parking Pass will be assessed a $500.00 fine and may lose his/her parking privileges on campus. This also applies to anyone found in possession of a fraudulent parking decal. (altered, photocopied, etc.)

V. PARKING AREAS

Unless clearly designated as a parking space or parking area with signage, all roadways on campus, whether marked or unmarked as a fire lane, are considered fire lanes and must be clear of parked vehicles at all times. This would include parking in front of buildings, in gated areas, in travel lanes within parking lots and areas painted with hash marks. Areas covered with wood chips, grass, and gravel are not considered legal parking spaces.

Illegally parked vehicles will be issued a ticket and subject to being towed without warning and at the owner's expense. Towed vehicles will be located at New Beverly Auto Clinic at 126 Rear Park Street in Beverly, MA. (Telephone # 978-922-3650).

Parking Lot Designations

Campus parking lots are designated by a color-coded system; community members are allowed to park in lots in which the colored border of the parking lot sign matches the color of the community member's assigned parking decal. For a visual representation of the designations, please refer to the online parking map at endicott.edu/trafficoffice

Unless otherwise posted or announced, parking lot designations are in effect 24 hours a day, seven days a week. Parking in any lot other than the permit-authorized lot is a violation and may result in ticketing and towing without warning at the vehicle owner's expense.

Resident Student – Green Lots:

Lot 2 – Hawthorne
Lot 4 – Front Kennedy
Lot 5 – Side Kennedy
Lot 6 – Hempstead
Lot 9 – Rear Williston
Lot 12 – North Lot
Lot 13 – Garage Levels 5 and 6 ONLY
Lot 16 – Strip below Trexler Hall
Lot 18 – Rear Bayview
Lot 19 – Across from Bayview

Lot 20 – Front of Bayview
Lot 21 – Marblehead Quad
Lot 22 – Standish and Venuti
Lot 23 – Village Road
Lot 24 – Rear Stoneridge
Lot 25 – Solar Lot
Lot 27 – Stoneridge Lane
Lot 28 – South Lot
Lot 32 – Farmhouse and Ledge
Lot 33 – Cliff and Essex House

Resident Student – Lavender Lots:

Lot 13 – Garage Levels 1 (under the garage), 5, and 6 ONLY
Lot 13P – Outside Perimeter of the garage
Any resident student green lot

Faculty and Staff – Blue Lots

Lot 3 – Public Safety
Lot 8 – Wax Center
Lot 10 – Post Center Front
Lot 11 – Post Center Rear
Lot 12 – North Lot
Lot 13 – Levels 2, 3, and 4 ONLY
Lot 14 – Halle Library
Lot 15 – Manninen Center for the Arts
Lot 16 – Frates Hall - Main Lot only - (NO PARKING along strip below Trexler Hall)
Lot 17 – Misselwood Estate
Lot 26 – West Administrative Center

Commuter Students – Blue and Green Lots:

Lot 2 – Hawthorne
Lot 3 – Public Safety
Lot 4 – Front Kennedy
Lot 5 – Side Kennedy
Lot 6 – Hempstead
Lot 8 – Wax Center
Lot 9 – Rear Williston
Lot 10 – Post Center Front
Lot 11 – Post Center Rear
Lot 12 – North Lot
Lot 13 – Garage Levels 5 and 6 ONLY
Lot 14 – Halle Library
Lot 15 – Manninen Center for the Arts
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Lot 17 – Misselwood Estate
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Lot 32 – Farmhouse and Ledge
Lot 33 – Cliff and Essex House

Sodexo (BROWN lots)

Lot 31 – Behind the Inn
Lot 34 – Service Lane

Wylie Center Staff (YELLOW lots)

Lot 27 – Stoneridge Lane (Designates spaces)
Lot 29 – Tupper Manor
Lot 30 – Front of the Inn
Lot 31 – Behind the Inn
All Blue Lots

President's Council (SILVER lots and SILVER Designated Spaces)

Lot 1 – College Hill
Other spaces on campus are marked with a silver decal sign

A. Visitor Parking

A "Visitor" is defined as any individual visiting the campus who is not a member of the Endicott community. All visitors must register and obtain a Visitor parking pass from the Parking and Traffic Office located within the Public Safety Center.

To acquire this pass, the visitor will need to provide a valid ID, the vehicle license plate number, vehicle make, model, and color.

Unauthorized vehicles found parked in any visitor's space will be issued a citation and may be subject to tow without warning at the owner's expense.

B. Reserved Spaces

Reserved spaces on campus are designated as such by special signage indicating that the space is reserved for a particular reason (e.g., Silver Decal, Parking by Permit Only, Reserved Parking, etc.). Unauthorized vehicles found parked in reserved spaces will be issued a citation and are subject to tow without warning at the owner's expense.

VI. UNDERGRADUATE STUDENT PARKING

A. Resident Students with More Than 30 Credits - Eligibility:

Resident students, who have completed 30 college-earned credits towards their Baccalaureate Degree Program from Endicott College or elsewhere, are authorized to have a motor vehicle on campus.

Resident students with less than 30 college-earned completed credits towards their Baccalaureate Degree are prohibited from (a) registering or having a vehicle on campus unless they have been approved for a waiver under the limited circumstances set forth in Section B of this section.

Any student requesting a parking permit for a vehicle that is not registered to them, or to an immediate family member (parents or sibling), must have a signed letter from the registered owner of the vehicle granting permission to the student to use the vehicle. The student requesting a parking permit for a vehicle not registered to him/her will be responsible for any violations the vehicle incurs and/or any damage(s) caused by the vehicle while on campus property.

B. Resident Students with fewer than 30 College-Completed Credits

Resident students, who have fewer than 30 completed college-earned credits towards their Baccalaureate Degree Program, are NOT authorized to have a motor vehicle on campus.

Any resident student with fewer than 30 college-completed credits who brings a vehicle onto campus without prior written approval from the Parking and Traffic Office will be subject to ticketing and towing at the owner's expense and will lose parking privileges for their sophomore year. Towed vehicles will be located at New Beverly Auto Clinic at 126 Rear Park Street in Beverly, MA. (Telephone # 978-922-3650).

Resident students with fewer than 30 completed credits may seek a waiver for a documented medical exemption. Any such request must be supported with medical documentation. Please be advised that all requests for a medical exemption are vetted through the College's Accessibility Office. If approved, a temporary pass or decal will be issued for the period of time needed to support the medical condition.

The Waiver Request Form is located online at the Public Safety and Police section of MyEndicott and must be submitted no less than one (1) week prior to the date needed. Last minute waiver requests will not be accepted. Extreme circumstances will be considered on a case-by-case basis. Anyone granted a waiver under this section may be required to park in designated lot as specified by Endicott Police personnel.

As the Parking and Traffic Office does not conduct business on the weekends, voicemail messages should not be considered a form of approval and parents or guardians SHOULD NOT send their student back to campus with a vehicle without speaking directly with Parking and Traffic Office personnel.

The Parking and Traffic Office will not issue a Temporary Pass or permanent Parking Decal to a student with fewer than 30 completed credits for any duration unless the Parking and Traffic Office has granted the student's waiver request.

C. Commuter Students

Commuter students, regardless of the number of completed credits, may register a vehicle with Endicott and purchase a parking decal.

D. Students with Vehicles Registered outside of Massachusetts

In accordance with Massachusetts General Laws Chapter 90, section 3, students with vehicles registered in another state or country other than Massachusetts are required by Massachusetts law to complete and submit a copy of the Massachusetts Department of Transportation Nonresident Student Driver Statement to the Parking and Traffic Office at the beginning of each academic year.

This form is located on the Public Safety and Police section of MyEndicott. The form, once completed, can be faxed to 978-232-5226, or dropped off at the Parking Office located within the Public Safety Center.

Once received, the Parking and Traffic Office personnel will assign an Endicott decal and State decal to the applicant. Resident Students will be able to pick up both their State- and Endicott-issued parking decals directly from Public Safety. Commuter students will also pick up their decals at Public Safety.

E. Vacation Periods:

The parking policies are in effect throughout the entire calendar year and citations are issued in accordance with these policies. During the breaks, students with current parking permits may leave their vehicles on campus. A parking request form must be filled out and submitted to the Parking and Traffic Office at which time he or she will be informed of a designated parking area where to leave the vehicle. Vehicles left on campus outside of the designated parking areas may be towed at the owner's expense.

Motor vehicles that are left on campus are done so at the students' own risk. The College, in its sole discretion, is authorized to move the vehicle in case of an emergency without notice.

VII. VAN LOAN STUDENT PARKING

All Van Loan School students must register their vehicles online. Decals need to be picked up at the Parking and Traffic Office located in the lobby of the Public Safety Building. All Van Loan School students are responsible for knowledge of and compliance with the college's parking and traffic policies.

In accordance with Massachusetts General Laws Chapter 90, section 3, students with vehicles registered in another state or country other than Massachusetts are required by Massachusetts law to complete and submit a copy of the Massachusetts Department of Transportation Nonresident Driver Statement to the Parking and Traffic Office at the beginning of each academic year.

This form is located on the Public Safety and Police section of MyEndicott. The form once completed can be emailed back to parking@endicott.edu, faxed to 978-232-5226, or dropped off at the Parking and Traffic Office located within the Public Safety Center.

Once received, the Parking and Traffic Office personnel will assign an Endicott decal and State decal to the applicant. Resident Students will be able to pick up both their State- and Endicott-issued parking decals directly Public Safety. Commuter students will also pick up their decals at Public Safety.

Commuter Van Loan students are exempt from registration fees, but must register their vehicles and are responsible for knowledge of and compliance with the college's parking and traffic policies.

Resident Van Loan students must register their vehicle as described above and will be charged the appropriate registration fees and are responsible for knowledge of and compliance with the college's parking and traffic policies.

VIII. FACULTY AND STAFF PARKING

All Faculty and Staff must register online at the Public Safety and Police section of MyEndicott. Decals will be picked up at the Parking and Traffic Office. Please make sure to update this information if needed. Each faculty and staff member may register no more than two (2) vehicles per person.

Faculty and Staff parking decals are valid for up to three (3) consecutive academic years at a time, depending on the expiration date printed on the decal.

All faculty and staff members are responsible for knowledge of and compliance with the college's parking and traffic policies. All parking and traffic regulations apply to faculty and staff.

IX. HANDICAP PARKING

Vehicles displaying state-issued Handicap (HP) registration plates, placards, or parking permits may park in any Endicott HP designated space. Only holders of state-issued Handicap permits may park in these spaces.

Endicott College does not issue handicap placards.

X. MOTORCYCLES, MOPEDS, AND SCOOTERS

All parking and traffic regulations that apply to motor vehicles also apply to motorcycles, scooters, and mopeds.

Motorcycles, scooters, and mopeds must be registered with the Parking and Traffic Office located within the Public Safety Center. The same fees apply to Motorcycles, scooters, and mopeds. These vehicles are allowed to be driven on campus.

Helmets must be worn at all times pursuant to Massachusetts State Law.

XI. LOST, STOLEN, FORGED PARKING DECALS OR TEMPORARY PASSES

The use or possession of a lost, stolen, or forged parking decal or pass will result in towing of vehicle off campus, a mandatory charge for the original value of the parking decal/pass plus a $500.00 fine, and revocation of parking privileges for the current and next semester.

Penalties for registering another person's vehicle with the College by means of false statements may also include revocation of parking privileges for one year, a $500.00 fine, and referral to the appropriate College disciplinary process. (Students referred to Student Affairs for a conduct hearing, Faculty/Staff referred to the employee's supervisor and Human Resources.)

XII. VIOLATIONS, CITATIONS, FINES, AND THE APPEALS PROCESS

A. Common Violations

The following are common violations that occur on campus that may result in a ticket with a specific fine or be listed under a general category considered "Other."

- Parking on any grass area or sidewalk is prohibited
- Parking on service roads or in loading areas is prohibited
- Parking in a manner that blocks or partially blocks a crosswalk
- Parking in an area that is not designated as a parking space (not between 2 yellow lines)
- Parking in a manner that blocks or partially blocks any fire hydrant, fire lane, or delivery entrance
- Exceeding the posted speed limit (15 MPH) or driving recklessly
- Attempting to destroy or remove any fire lane gates, bollards, cones, barricades or chains
- Parking in any areas that are restricted by the presence of chains, gates, bollards, cones or barricades
- Operating a vehicle on sidewalks or any pedestrian walkway
- Operating a motor vehicle on any campus land other than on paved roadways
- Removing or defacing posted traffic signs
- Athletic Fields: Any unauthorized vehicle parked on any of the athletic fields will be subject to immediate towing
- Operating Under the Influence: Any person on campus operating a vehicle under the influence of alcohol or drugs may be subject to arrest and will immediately lose their driving privileges on campus pending a review by the Student Conduct Office. A citation will be issued for driving to endanger ($100) and the vehicle will be towed off-campus at the vehicle owner's expense to New Beverly Auto Clinic, 126 Rear Park Street in Beverly, MA. Failure to comply with a College official can result in the loss of parking privileges for up to one year.
- Driving to Endanger: Any person stopped on campus for driving to endanger will be issued a
- $100 citation and will immediately lose their driving privileges on campus pending a review by the Student Conduct Office. Failure to comply with a College Official may result in the loss of parking privileges for up to one year.

B. Citations/Fines

The following violations will result in a citation being issued by the Endicott Police. Multiple violations may result in several fines.

• Accessible Parking Area - Tow Zone	$150
• Driving to Endanger	$100
• Tow Fee	$125
• Fire Hydrant - Tow Zone	$50
• Fire Lane - Tow Zone	$50
• No Campus Decal/Permit (Subject to Tow)	$100
• Speeding	$75
• Stop Sign Violation	$50
• Driving in Wrong Direction	$50
• Parked on any Lawn	$50
• Snow Emergency Parking Space	$50
• Restricted Area	$35
• Visitor Parking Only	$30
• Other (violations not specifically named)	Fee based on violation

Payments of fines for those citations must be paid on or before the first (1st) of each month. Students' unpaid citations will be charged to their account. Faculty and Staff will receive a bill from the College via email.

C. Appeals

Community members who wish to appeal a citation must complete the online appeal process within fifteen (15) days of the date of violation. Submitting an appeal does not mean the citation will be automatically overturned.

Appeals are submitted online at the Public Safety and Police section of MyEndicott and by clicking on the "Violation Appeal" link. Appeals are reviewed and processed within twenty (20) business days. Results are sent via email to the appellant. Visitors may appeal parking citations using the form on endicott.edu/trafficoffice

Any community member who accumulates three (3) tickets will be contacted by the Endicott Police Department and will be scheduled for a Parking and Traffic hearing. All hearings will take place on Wednesdays from 10:00 a.m. to 2:00 p.m.

If scheduled for a hearing, the hearing personnel shall take all information under advisement and render a decision. Appellants will receive in writing the decision no later than five (5) business days from the date of the hearing. No appeals will be adjudicated for individuals who fail to appear for a hearing at their scheduled time. Subsequent violations may result in towing of the vehicle off campus at the owner's expense.

** Failure to know/understand policies does not constitute a defense and appeals on that basis will not be considered valid.

XIII. ALTERNATE TRANSPORTATION

For alternative transportation options, please direct any questions on these services to the Student Activities Transportation Office at 978-232-2126 or at transportation@endicott.edu.

XIV DAMAGE OR THEFT

Endicott College shall not be responsible for any loss or damage to a vehicle, its accessories, or its contents due to theft, accident, fire, flood, or otherwise while on the College's campus. The responsibility for a vehicle, its accessories, and contents while on campus, shall at all times reside with the registered user and/ or operator of the vehicle. Registered users should take precautions such as always locking valuables and vehicles and activating anti-theft devices. Registered users also should ensure that they have appropriate insurance coverage for this purpose.

XV TOWING

The Endicott Police Department is authorized to remove, impound, or immobilize any vehicle on College property at the owner/operator's risk and expense. If possible, an attempt will be made to identify, locate, and notify the owner prior to the towing of a vehicle off campus. A vehicle is subject to being towed when:

- A vehicle is left under circumstances that indicate that it has been abandoned; i.e. expired or missing license plates.
- A vehicle is parked in a Handicap space without a Handicap pass or placard.
- A vehicle is in violation of snow removal operations or within restricted posted areas for construction.
- A vehicle constitutes an impediment to vehicular traffic flow or pedestrian travel.
- A vehicle is parked in a fire lane, a crosswalk, blocking a fire hydrant, or blocking building ingress or egress.
- A vehicle is blocking emergency response vehicles, whether or not an emergency is in progress.
- A vehicle is not registered with the College, and has received three (3) or more citations. (Immediate tow - no notification)
- A registered vehicle is issued its fourth violation. (Immediate tow - no notification)

All vehicles towed off campus are towed to New Beverly Auto located at 126 Rear Park Street, Beverly, Massachusetts. The phone number is 978-922-3650. Towed vehicles will not be released until full payment is made to the tow company.

Towing and storage charges are billed directly from the towing service and payments need to be made with the towing service. The College is not responsible for damages to vehicles towed from College property or streets. Claims for damages due to towing must be submitted to the towing company. Tow companies can lawfully assess a drop charge where a properly summoned tow truck arrives, but due to owner/operator intervention, the vehicle is not towed. All towed vehicles are subject to being fully inventoried by Endicott Police prior to towing.

Impounded vehicles not claimed by the owner/operator within 30 days will be considered abandoned and disposed of by the tow company in accordance with Massachusetts General Laws. In the event a vehicle is towed, but relocated on campus, a separate Endicott Police Department citation with a $125.00 fine will be issued.

XVI. REVOCATION OF DRIVING PRIVILEGES

When a community member's privilege to maintain or operate a motor vehicle at Endicott College is revoked, that community member is given until the upcoming weekend to turn in their issued parking permit and remove their vehicle from the campus. Once privileges are revoked, if the community member returns to campus with a vehicle, the vehicle is subject to immediate towing off-campus without warning.

Disobeying a revocation order will result in disciplinary action. Irresponsible or reckless operation of a motor vehicle or repeated or serious motor vehicle infractions may result in the revocation of driving privileges on campus.

Endicott College reserves the right to revoke a community member's driving and parking privileges at any time.

XVII. SNOW EMERGENCIES

A snow emergency is 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 will be posted and distributed to all students prior to winter

months. Once a snow emergency has been declared, announcement of the emergency will be broadcast by several different methods.

Blue strobe lights will typically be activated twelve (12) hours prior to a storm's estimated arrival. When the blue strobe lights are activated, all vehicles parked in parking spaces with a blue "NO PARKING DURING SNOW EMERGENCY" sign or BLUE LINED SPACES, must be moved from those spaces. The "SNOW EMERGENCY" spaces are then not to be used until Physical Plant completes the snow removal and the blue strobe lights are turned off.

There are four (4) blue strobe lights on campus:

- Public Safety Center (main gate)
- Public Safety substation (across from Marblehead Hall)
- Physical Plant
- Endicott Hall

A. Snow Removal Process:

Once a timeline is created by Physical Plant and Endicott Police regarding the removal of snow in the parking lots, an email will be sent to the community informing them of when and where to move their vehicles.

Residence Life will create posters and signs for the Residence Halls for when and where cars should be moved.

Residence Life staff will be available within their respective halls for questions that students have regarding snow removal.

Each students is responsible for the removal of snow from their vehicle.

Enforcement During a Snow Emergency:

In the event that a student cannot be reached by Endicott Police Department to remove their vehicle during a snowstorm, the vehicle will be towed.

Vehicles with valid parking decal towed for snow removal purposes will be issued an Endicott Police Department ticket ($125.00) and towed to another lot on campus.

Vehicles without a valid parking decal that is towed during a snow emergency will be issued an Endicott Police Department citation for "NO DECAL" - $100.00 fine and towed off campus. A separate tow fee will be charged by the private tow company, New Beverly Auto, located at 126 Rear Park Street in Beverly, MA (Phone: 978-922-3650).