

**\*\*Operators of vehicles with tinted windows should contact Campus Police to make special arrangements**

\*Vehicles not registered, improperly registered, or without proper license plates are subject to towing. Vehicles that cannot be readily moved or are inoperable shall be towed.

\*Report changes in license plates, makes, models, owners, etc., to the Campus Police Department immediately.

**\*\* Safety Tips \*\***

- ❖ Always lock your car doors.
- ❖ Keep your windows completely closed.
- ❖ Walk on well traveled and well lit roadways.
- ❖ Be aware of your surroundings. Walk with confidence and purpose.
- ❖ Ask a classmate or friend to accompany you to your vehicle. Use the buddy system!
- ❖ **BE AWARE!** As you approach your vehicle, **OBSERVE EVERYTHING!**
- ❖ Look around and under the vehicle as you approach. Quickly check inside, both front and back seats.
- ❖ Have your keys in your hand as you approach your vehicle. Do not linger, get right in and lock your door.
- ❖ Never leave mail, tempting valuables, or other property visible within your vehicle.
- ❖ Secure valuables out of sight, or leave them at home.
- ❖ Memorize Emergency **BLUE LIGHT** phone locations.
- ❖ Trust your instincts, leave at the first sign of danger and immediately call Campus Police at **508-565-5555**.

**Motorist Assistance – Call 508-565-5555**

- ❖ To jump-start a dead battery
- ❖ Lockout service
- ❖ We will assist you in contacting a service station or your auto club.
- ❖ **WE DO NOT CHANGE FLAT TIRES.**

**General Parking Rules**

\*Students may only park in the areas designated by their permit. Parking in any other location is unauthorized at all times, even for momentary parking. **White lined spaces are for students.**

\*Students on official business or employed at any college office are expected to park in their designated student parking area and walk to that particular office or destination.

\*Students and employees who need to park close to a building must park in designated short-term parking spaces. At no time are they allowed to park in a no parking zone or in a fire lane, to drop off items, unload a vehicle or to pick up passengers. Student vehicles parked after 11 pm on Sunday in lot 2 are subject to ticketing and towing at the owner's expense.

**\*\*\*Only the Chief of Police or designee may make exceptions to these regulations\*\*\***

**There is no parking anytime in the following areas:**

- On the side of any campus roadway.
- In front of any building (residential, academic or administrative).
- On public streets adjacent to the campus.
- In any visitor, vendor, or reserved space without appropriate permit.
- In any designated fire lane.
- In any loading area, grassy or unpaved area.
- In front of any chain, gate or fire hydrant.
- In handicap spaces without a state permit.
- On any sidewalk, path or crosswalk.

**Snow Removal Operations**

Snow removal is always difficult, but more so when parked cars obstruct operations. If necessary, cars hindering snow removal will be towed. To facilitate snow removal operations individuals may be directed to move their vehicles to an alternate parking location.

Snow removal information is updated regularly on the College's channel 70 and the Stonehill College homepage. Weekend parking locations may be restricted during snow removal operations.

**Billing for violations**

Traffic violations are billed through the Bursar's office. Parking violations/fines are billed immediately. Appeals must be submitted within 14 days from the date of issue. If an appeal is granted the violation fee will be credited to the student's account. Payment is accepted at the bursar's office during regular business hours – **Campus Police does not accept violation payments.**

**Pedestrian Safety**

The campus speed limit is **20 MPH**. Stop for pedestrians in a crosswalk or waiting to cross the street.



**This pamphlet addresses the most frequently asked parking questions, but is not designed to cover all parking rules. If in doubt about an issue, check with us first to avoid unnecessary citations. Contact us at 508-565-5555 with any questions.**

**Campus Parking 2011-2012  
Stonehill College Police Department  
1-508-565-5555**



[www.stonehill.edu/x10482.xml](http://www.stonehill.edu/x10482.xml)

**Objectives**

Parking and traffic regulations seek to:

- ❖ Provide students with the opportunity to maintain a vehicle while attending Stonehill College.
- ❖ Assure that students, employees, visitors and guests have an appropriate place to park.
- ❖ Establish and encourage a walking campus.
- ❖ Minimize congestion, noise and safety problems.
- ❖ Enforce safety for pedestrians and vehicular traffic.
- ❖ Assure that access for emergency vehicles and equipment is maintained at all times.

**Automobile Registration**

\*Vehicle owners must register their vehicles with the college. Parking decals can be purchased at the Campus Police Department.

\*Parking decals must be permanently affixed to the lower left corner of the windshield. Hangtag permits must be properly displayed from the rearview mirror. Failure to properly display a current parking permit will result in fines and/or towing. All previous parking permits must be removed.

**Campus Police reserve the right to tow any illegally parked vehicle at the owner's expense.**

### Towing

- \*Any vehicle parked on campus property is subject to towing if deemed necessary by a police officer
- \*Drivers are responsible for parking legally
- \* Illegally parked vehicles may be towed without prior notification of the owner. Owners are responsible for towing and storage charges.

### **The following are some examples of vehicle violations:**

- \*Obstructing fire lanes or other emergency access
- \*Parked in front of any campus building
- \*Not registered and/or not displaying a proper permit
- \*Parked illegally in handicapped parking spaces
- \*A student vehicle parked in Admin/Faculty/Staff (AFS) areas (yellow lined spaces) or any unauthorized lot
- \*Obstructing snow removal
- \*Parked over time in a short-term parking space

### Parking Citations

Campus Police officers issue parking citations for vehicles parked in violation of rules and regulations. Multiple citations may be issued to vehicles parked in violation over two enforcement periods, i.e. permit violation and overnight violation

### When a lot is full

While a parking permit authorizes parking on campus, it does not guarantee a parking space. Some days finding a parking space may be challenging. Commuter students should plan to arrive early to find a valid parking space.

### Tips to avoid a parking Ticket

- ❖ **DO NOT park in staff parking spaces (yellow lines)**
- ❖ **Park in a valid student parking space (white lines)**
- ❖ Park within painted stall lines
- ❖ Do not "Create-a-space"
- ❖ Do not park on unpaved surfaces
- ❖ Do not park or drive on a sidewalk
- ❖ Do not park in a reserved or handicap space

### Guest Parking

Parking rules are enforced **24 hours** a day. Vehicles parked in residential lots must display a valid resident parking permit. Guests must park their vehicles in Lot 17 while on campus.

### Temporary Parking Permits

Campus police issues temporary parking permits on a space available basis. Individuals who do not possess a current parking permit must contact Campus Police to determine if space is available **before** bringing a vehicle to campus. Temporary permits are not issued just because you have brought a vehicle to Campus. Non-permit holders may request up to three temporary parking permits for one week at a time per academic year. Freshman may not receive a temporary pass. A \$5.00 fee will be charged for temporary passes.

**\*\*Alterations to any parking pass may result in loss of parking privileges for a designated length of time and/or discipline \*\***

### Medical Hangtags

Students with temporary or permanent medical disabilities may request a medical hangtag. Medical documentation of an illness or injury must be submitted by your physician and will be reviewed by the Director of Health Services, as

well as the Campus Police Department to substantiate disability claims.

### Revocation of driving privileges

The Chief of Police, or designee, may revoke the privilege to maintain/operate a vehicle on campus for:

- ❖ Continued disregard for rules/regulations
- ❖ Six or more parking violations in the academic year
- ❖ Flagrant violations, reckless driving and violations that jeopardize the safety/welfare of the community
- ❖ Individuals who have been notified that their privilege to maintain and/or operate their vehicles on campus must remove their vehicle from campus within 48 hours of the revocation notice. Should the vehicle be observed on campus, it will be towed at the owner's expense, and the operator will be subject to further disciplinary action.
- ❖ Any other offense which the Chief deems necessary

### Parking Appeals

You have the right to appeal your parking ticket. Your appeal must be received within 14 days from the date the ticket is issued or the appeal will not be considered - **NO EXCEPTIONS!**

Appeal forms are located outside the Campus Police Department. The appeal form can also be accessed via the Campus Police website by clicking on the "Parking on Campus" link.

### \*PARKING SPACES

**Parking spaces on campus are clearly color coded**  
**Student – White lined spaces**  
**Faculty/Staff – Yellow lined spaces**

### Handicap Parking

A state issued permit is required to park in any designated disability parking space. A vehicle only displaying a campus medical permit parked in a disability space is subject to ticketing and tow.

### Lot Closings

Campus Police reserves the right to close any parking lot or portion thereof, and/or authorize alternate parking locations for certain campus events. Time permitting, advance notices are sent to the community via email and posted on channel 70.

### First year students

***First year resident students are not authorized to bring vehicles to Campus. Please check the Campus Police website for information regarding off-campus parking options.***

### Resident Students

Resident students must park their vehicles in designated areas in **white lined spaces** only and walk from place to place. The designated resident student lots are Lots 4, 5, 6, 8, 10, 13, 15, 16, and 17.

### Commuter Students

Commuter students must park their vehicles in the appropriate Commuter Parking areas (Lots 2, 9, or 17) during the hours of – 7:00 am to 11:00 pm Monday through Friday. The commuter permit is not valid for overnight parking. Overflow parking is available in Lot 17.

### Part -Time Students- Authorized Parking Times

**Monday through Friday 7:00 am – 5:00 pm**

Lot 2 & 9 Commuter spaces (white lined)

**Monday through Friday 5:00 pm – 11:00 pm**

Lot 2 & 9 Any valid parking space

Lot 17 North of Roche Commons

Part-time students are issued a rearview mirror hangtag permit from the Registrar's Office. This hangtag ***is not*** valid for overnight parking.