

MUNSON

Pratt MUNSON

COLLEGE OF ART AND DESIGN

PARKING AND TRAFFIC HANDBOOK

Campus Safety Department
X2175

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Munson Pratt Munson PARKING AND TRAFFIC HANDBOOK

Purpose

The purpose of this handbook is to set forth rules and regulations for the use of motor vehicles on Munson's property.

These rules and regulations have been promulgated for the safety and welfare of students, faculty, staff and visitors. All New York State Vehicle and Traffic Laws apply on campus in addition to the rules and regulations as established by the Institute.

It is the responsibility of all faculty, staff and students to read and abide by the rules and regulations. Cooperation and compliance with these rules and regulations by all members of the Institute is expected. Failure to comply may result in a parking citation being issued, suspension and/or revocation of driving privileges on campus and in extreme circumstances, the vehicle being booted or towed at the owner's expense.

Policy

Munson is a pedestrian campus.

Driving/parking on walkways, blocking driveways, or parking in handicap parking spaces is prohibited. Violators will be issued a parking citation.

All vehicles must be registered with the Campus Safety Department. Registration is mandatory for all Pratt student vehicles parked or operated on campus.

A student may not have more than one vehicle registered in his/her name at any time. The vehicle must be owned by the student or their parent/legal guardian. Exceptions must be approved by the Campus Safety Department and Campus Safety Director. Falsifying information on a registration form is a violation of Institute policy and will result in disciplinary action that could include loss of parking privileges.

Students are not allowed to park in spaces assigned to faculty or staff and faculty and staff are not allowed to park in areas assigned to students. Any vehicle parked in an unassigned area will be ticketed.

Resident Assistants (RA's) are allowed to register one vehicle as a part of their compensation. All other parking rules apply.

All rules and regulations are in effect seven days a week, 24-hours a day. This includes holidays and breaks.

The Institute assumes no responsibility for vehicles or their contents on campus property.

Parking Permits

Parking permit decals will be prominently displayed on the inside of the left rear window of the registered vehicle. Any vehicle parked in an area other than the area assigned will be ticketed at the owner's expense.

Any vehicle not displaying a valid permit will be ticketed as an unregistered vehicle. *The fine for a first offense of an unregistered vehicle is \$25.00.*

Enforcement

The Institute's Campus Safety Department is responsible for enforcement of all parking regulations. In addition to parking citations, the Campus Safety Director may have a vehicle booted in extreme situations. The owner or operator of the booted vehicle is responsible for the booting cost.

Parking and Traffic Policies

General Policies

- 1 All motor vehicles parked on campus must be registered with the Campus Safety Department and a parking permit decal must be properly displayed.
2. Vehicles must be parked in the assigned lot.
3. The person to whom the vehicle is registered (College registration) is responsible for fines incurred as a result of parking violations.
4. Persons requiring special parking considerations due to physical disability (temporary or permanent) may request access to handicap parking spaces through the Campus Safety Department and Campus Safety Director.
5. Motorcycles, motor scooters and mopeds are subject to the regulations governing motor vehicles. Operators as well as passengers must wear an approved helmet.

6. Abandoned vehicles or vehicles without a current state registration/inspection are subject to booting at the owner's expense unless special arrangements have been made with the Campus Safety Department.
7. No trailers or mobile campers may park on campus without permission from the Campus Safety Department.
8. Vehicles using flashers when parked in restricted areas will be ticketed at the owner's expense.
9. Only visitors to the College may park in designated visitor spaces. Students are never considered visitors.
10. Resident parking lots are for resident students only.
11. Commuter-students with a commuter permit may park in the Meeting House lot.
12. If you cannot locate a parking space in the parking lot you have a permit for, park legally in another lot and notify the Campus Safety Department immediately.
13. Campus Safety must be notified if a staff member or visitor will be parking in the museum lot overnight. Graduate assistance and artists in residence may park in the museum lot.

Operators of Vehicles Will:

1. Observe all campus traffic and parking signs;
2. Observe maximum speed on campus of 5 mph;
3. Not drive on sidewalks, lawns, or other cultivated areas;
4. Park only in designated areas;
5. Not park in fire lanes, reserved visitor parking areas or delivery areas;
6. Not drive around or over any barricade erected to control traffic, or to alter, deface, remove, or otherwise damage any traffic control device; and
7. Comply with directives given by Campus Safety Officers.

Unauthorized parking in spots reserved for the disabled or in fire lanes is not allowed for any reason, for any period of time. Not even "just for a minute" Not even if you have your flashers on.

Violation of alcohol and drug policies or laws result in revocation, without restitution, of your parking permit.

Parking Regulations

1. Restricted Areas

Vehicles may not be parked in any of the following areas for any length of time

- a. Roadways
- b. Grass and lawns
- c. Walkways/sidewalks
- d. Delivery entrances or spots
- e. Blocking driveways
- f. Handicapped areas without permit
- g. Areas other than that assigned
- h. Blocking rubbish (dumpsters) containers
- i. Fire Lanes

Any vehicle found in violation will be ticketed and possibly booted at the owner's expense.

2. Parking Permits

Parking permits must be obtained at the Campus Safety Office, 1208 State Street between the hours of 9:00 AM and 3:00 PM., Monday through Friday. After normal business hours, a visitor overnight pass will be issued. The vehicle must be registered during business hours the next working day.

- a. The student-parking fee is **\$120.00**, per academic year. Student parking is in the lot between William and Cottage Streets and the lot near the Plant and Hart dorms with entrances on Kirkland and Hart St. The lot behind the Library is for Faculty, Staff, Visitors and Students.
- b. All student-parking permits expire on May 15th of the assigned year.
- c. No one may register a vehicle belonging to another person (other than a parent or legal guardian) without permission from the Campus Safety Department and Campus Safety Director.
- d. Parking permits must be displayed properly at all times.
- e. A parking permit is valid only for the vehicle to which it is registered.
- f. The following documentation is required for vehicle registration:

State vehicle registration
Proof of insurance
Valid driver's license
Munson ID (PRATT Munson student ID)

- g. A student may not have more than one vehicle registered in his/her name at any time.
- h. Falsifying information on a registration form, or tampering with decals in any way, is a violation of College Policy and will result in disciplinary action that could include loss of parking privilege.
- i. The permit must be displayed in the lower left corner of the back window on the driver's side of the vehicle.
- j. Any vehicle not displaying a valid permit will be ticketed as an unregistered vehicle.

The fine for a first offense of an unregistered vehicle is \$25.00.

3. Visitor/Guest

Visitors and guests are expected to obey all parking regulations. All visitors and guests are required to display a Visitor Pass, available at the Campus Safety Office.

Visitor/guest parking areas are located behind the School of Art.

Vehicles parked on campus without a Visitor Pass will be ticketed at the owner's expense. It is the responsibility of everyone to advise their guests of all Institute parking regulations.

4. Emergency Service

Disabled vehicles must be reported promptly to the Campus Safety Department. The Campus Safety Department will issue a special disabled vehicle pass in such a situation. This pass is valid for 24 hours. Such vehicles may not block a roadway, driveway, or remain on grass areas.

The Campus Safety Office has a jump pack and vehicle unlock tools. A Campus Safety Officer or Maintenance staff member will assist students with a disabled vehicle. The owner/operator must sign a waiver to have the staff member assist them.

Under no circumstances are vehicles to be repaired on campus property due to the hazardous chemicals and safety issues involved in such repairs.

5. Motorcycles

Motorcycles, motor scooters, motorized bicycles and mopeds must comply with all parking and traffic regulations.

Motorized vehicles or parts may not be stored in any Institute building. The owner will be responsible for any fee required to remove motorized vehicles and or parts from an Institute building.

6. **Campus Speed Limit**

Munson is a pedestrian campus. The maximum speed on campus is 5 mph.

7. **Fines/Booting**

Vehicles that are illegally parked will be ticketed. All parking tickets carry a fine; fines not paid or appealed within 5 days will be billed automatically by the Business Office. Fines vary according to violation. Violations for restricted areas will result in ticketing at the owner's expense. There will be no warning tickets issued for these violations. In extreme cases, the Campus Safety Director can opt to have a vehicle booted at the owner's expense.

Students with three or more parking tickets may have their campus parking permits revoked and will not be permitted to park on campus for the remainder of the academic year. No refunds will be given.

Students who have their privileges revoked and continue to violate parking procedures will be subject to disciplinary action.

The person to whom the vehicle is registered at the Institute is responsible for all parking fines and in extreme situations, booting expenses.

When a tow truck operator is directed by Campus Safety to tow a vehicle and the owner/operator arrives at the vehicle before the truck arrives, the owner/operator is responsible for a service charge which is payable directly to the tow truck operator

If the operator of the vehicle leaves before the tow truck arrives, he/she is still responsible for the service call and will be billed accordingly.

8. **Faculty and Staff Parking Areas**

Meeting House
Museum of Art parking lot
324 Genesee St. studio
Library lot

9. **Students are not permitted to park in the following lots or areas:**

- a. Museum of Art (16 Cottage students can park in the designated area across from the EV Charging Stations)
- b. Dance Studio-Utica Dance Lot
- c. Student Center
- d. Behind 1208 or 1212 State St.
- e. Next to 1222 State St., 14 or 16 Cottage Pl.
- f. Church parking Lot at Hart and Plant St. (vehicle may be booted)
- g. Meeting House lot (William St.) commuters may use this lot.
- h. **Reserved parking spots or vendor parking (signed)**

10. Schedule of Fines

Fines can be paid by cash, check, or charge their student account in the Campus Safety Office Monday- Friday 9:00AM- 3:00PM. Fines must be paid or appealed within 5 days from the issuance of the ticket or they will be sent to finance for automatic billing.

Non-payment of the fines will result in grades, transcripts, diplomas and registration being held until the debt is satisfied.

LOP- Loss of Permit: If a student commits a serious offense their permit to park will be revoked. They will not be able to park a vehicle on Institute or school property for the remainder of the semester. If in the opinion of the Campus Safety Director the transgression was egregious, the offender will lose the privilege permanently. Possession of Alcohol will result in the loss of parking privilege.

OFFENSE	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
			BOOT and
VEHICLE HAS NO VALID PERMIT	\$25.00	\$50.00	\$100.00
PARKING IN DISABLED SPACE/AREA	\$50.00	\$100.00	\$250 & -LOP
PARKED IN NO PARKING SPACE/AREA	\$25.00	\$50.00	\$100.00
PARKED IN RESERVED OR DESIGNATED SPACE/AREA	\$25.00	\$50.00	\$100.00
PARKED IN 2 SPACES	\$25.00	\$50.00	\$100.00
PARKED IN EV CHARGING (GAS VEHICLE)	\$25.00	\$50.00	\$100.00
BLOCKING DRIVEWAY OR ACCESS (1)	\$25.00	\$50.00	\$100.00
PERMIT NOT DISPLAYED	\$15.00	\$25.00	\$50.00
BLOCKING FIRE LANE	\$50.00	\$100.00	\$250.00-LOP
PARKED IN WRONG LOT	\$25.00	\$50.00	\$100.00
PARKED ON GRASS (2)	\$25.00	\$50.00	\$100.00
PARKED IN ROADWAY	\$25.00	\$50.00	\$100.00
PARKED ON SIDEWALK	\$25.00	\$50.00	\$100.00
PARKED OVERNIGHT W/O PERMIT	\$25.00	\$50.00	\$100.00
VEHICLE LEAKING FLUID (S) (3)	\$25.00	\$50.00	TOW-LOP
RECKLESS OPERATION (4)	\$50.00	LOSS OF PERMIT	
BOOT REMOVAL FEE	\$25.00	\$25.00	\$25.00

The boot will be removed after all outstanding fines and boot fees have been paid.

- (1) In extreme situations, the vehicle may be booted or towed IMMEDIATELY
- (2) Plus cost of repair
- (3) Plus cost of clean-up
- (4) Plus college disciplinary action.

11. **Fine appeals process**

All appeals must be written on the appeals form, available in the Campus Safety office. Appeals must be submitted within 5 days of the issuance of the ticket. The tan copy of the ticket must accompany the appeal. Tickets cannot be appealed without the tan copy. The appeal will be reviewed by the Campus Safety Director and a determination will be made whether the fine will stand, be reduced or waived.

12. **Weather Emergency/Snow Removal**

During periods of inclement weather it may be necessary for faculty/staff and students to assist Grounds and Building Trades (GBT) by moving their vehicles so the parking areas can be cleared.

Grounds and Building Trades will notify Campus Safety and Residential Life when the need exists.

Residential Life will notify Resident Advisors and signs will be posted in residence halls. These signs will include the scheduled date, time and location to be cleared.

13. **Parking over School Breaks**

Students must secure permission from the Campus Safety Department and Campus Safety Director if they will be leaving their car over any break, Thanksgiving, Christmas, Spring break, summer etc. Students will be told where they must park their vehicle prior to departure. Failure to secure permission from the Campus Safety Department and Campus Safety Director that a registered vehicle will remain on Campus over break will result in a fine of \$100.00. If the owner fails to receive permission from the Campus Safety Department and Campus Safety Director and the vehicle hampers snow removal or other maintenance or security functions, there will be an additional \$100.00 fine.

If the owner or student does not get permission and they cannot return to move the vehicle and it is at risk of being damaged or is impeding Institute operations, the vehicle may be towed and stored at the owner's expense.

NOTE: The City Of Utica will ticket vehicles parked on the streets overnight. These are city tickets and must be paid in the city hall.

DO NOT DRINK AND DRIVE

All students are encouraged to have an automobile club membership like AAA