

# **Parking Rules and Regulations**

## **2018-2019**

**These regulations include and are issued in conjunction with Part 560 & 568 of the SUNY Trustees Official Compilation of Codes**

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### **General**

- Part 560 & 568 of the SUNY Trustees Official Compilation of Codes are included as part of this policy.
- All vehicles must be registered with the Parking Office and display the appropriate valid decal/hangtag at all times. For decal placement and lot assignment, please see attachment 1. For the current fee structure please see attachment 2.
- A vehicle is considered registered only when the official Purchase College decal/hangtag has been displayed as required and remains affixed at all times and is legible at all times.
- Vehicles, when parked in parking lots, must be parked between the pavement striping.
- A parking permit is not a guarantee of a specific parking space. The driver is responsible for finding an authorized parking space and the lack of a space does not justify illegal parking.
- It is the vehicle owner's responsibility to read and fully understand the parking rules and regulations. Professing ignorance of them will not be accepted as an excuse to alleviate fines assessed for violations.
- Parking regulations are in effect year round, including semester breaks and holidays. These enforcement regulations apply to all persons who operate motor vehicles on Purchase College property.
- Disabled vehicles must be reported to the University Police at (914) 251-6900.
- Stolen/lost decals must be reported to the University Police at (914) 251-6900. Should the owner of the decal wish to seek a replacement, it shall be the responsibility of the owner to purchase a new decal. Lost decals for residential campus parking lots may be replaced with a new permit for designated commuter lots/overflow parking lots.
- Reproduction of decals or hangtags is prohibited and is a violation of Purchase College policy.
- No person shall park a vehicle on the premises of the College in such a manner as to interfere with the use of a fire hydrant, fire lane or other emergency zone, create any other hazard or interfere with the free and proper use of a roadway or pedestrian right-of-way.
- No vehicle may park in or upon any pedestrian right-of-way nor shall any vehicle be driven upon any pedestrian right-of-way.
- No vehicle at any time shall cause delay to emergency responders.

- No vehicle at any time shall cause delay/prevent snow removal efforts.
- All vehicles loading/unloading at loading docks must have the emergency flashers on. Loading/unloading must be accomplished within 15 minutes.
- Activated flashers on an illegally parked vehicle do not exempt the vehicle from receiving a parking citation.
- The registrant of the vehicle is responsible for any parking citation assigned, regardless of who is driving the vehicle at the time of the violation.
- Any area not specifically designated for parking is considered a no parking zone and vehicles will be cited appropriately.
- The Parking Office reserves the right to change any parking regulation. Changes in the regulations will be announced through campus broadcast email and other appropriate media (college website).

### **Prohibited Parking**

- No parking is permitted on the following streets:
  - Lincoln Avenue
  - Brigid Flannigan Drive
  - Service Roads
  - East-West Roads
  - Any of the service and pedestrian roadways between and around buildings
  - Any roadways around campus buildings, the apartments and access roadways to the Performing Arts Center
- Within 15 ft. of any fire hydrant, in any fire lane, or fire circle
- Blocking/obstructing a dumpster
- On sidewalks, pedestrian walkways, grass or other unpaved areas
- Parking Meters and Short-term parking spaces are not to be used by resident students, faculty, or staff
- In the underpass at the Performing Arts Center or the Humanities building
- Behind buildings in areas where parking spaces are not striped
- Gymnasium parking spaces are not to be used by students, these spaces are only for gym members and faculty/staff.
- W1 is a visitor's lot only, but a visitor permit must be obtained.

### **Registration of Vehicles and Parking Permits Students**

- Students – are defined as any and all individuals registered for course work for any length of time during any time.
- Any person associated with the College who operates a vehicle on College property must register that vehicle with the Parking Office and display the appropriate valid decal at all times. For decal placement and lot assignment, please see attachment 1.
- Students are only permitted to park in the white spaces.

- Academic decals are valid from August 31 – May 31. Summer decals are valid from May 31 – August 31.
- Vehicles may only park in assigned areas. Areas are coded to coincide with permits. For decal placement and lot assignment, please see attachment 1.
- Parking decals must be affixed to the driver-side rear window only.
- Parking permits may not be transferred from one vehicle to another.

### **Faculty/Staff**

- Faculty/Staff – are defined as any and all individuals employed directly by Purchase College or members of the Purchase College Foundation or Purchase College Association. This does not include summer workers, vendors/contractors, student workers, camp workers, volunteers and Neuberger docents. For the purpose of these regulations, "Staff" includes all faculty, administrative and professional employees, other support personnel employed by the College, and the personnel of other entities located on campus.
- Faculty/Staff may park in the red spaces.
- All vehicles must be registered with the Parking Office and display the appropriate valid hangtag at all times.
- Parking hang tags must be hung from the rear view mirror while vehicle is parked.
- Hangtags are valid from September 1<sup>st</sup> – August 31<sup>st</sup>.
- Hangtags may be transferred to up to three vehicles, but all vehicles must be registered.

### **Visitors/Guest**

- Visitors – are defined as persons who are not staff or matriculating students and who only visit the campus on an occasional basis.
- Parking for visitors is in the W1 lot only.
- Visitors/Guest can register for a temporary hangtag by visiting the Purchase Park 2 Fly office in the W1 parking lot.
- The department or individual inviting the Visitors/Guest to campus is responsible for contacting the Parking Office and making parking arrangements.
- Visitors parking on campus for more than 4 days are encouraged to purchase a community member parking decal, which can be purchased in the Parking & Card Office located at Campus Center North1014.
- PAC ticket holders are not required to purchase these permits, as their ticket price includes a parking fee.
- Overnight guests of residential students must be registered with an RC and would be permitted to park in W2 only.

### **Vendor/Contractor**

- Vendors/Contractors – are defined as any and all individuals working on campus for any period of time during any time.

- Parking for Vendors/Contractors is in the W2 lot (other locations may be made available based on working needs at the discretion of the Parking Office).
- Vendors/Contractors are only permitted to park in the white spaces.
- Hangtags are valid from September 1<sup>st</sup> – August 31<sup>st</sup>.
- Vendors/Contractors are required to purchase a Vendor/Contractor hang tag from the Parking & Card Office located in Campus Center North 1014.

### **Community Members**

- Community Members – are defined as any and all individuals' utilizing Purchase College property and not defined in previous categories in this policy.
- All vehicles must be registered with the Parking office and display the appropriate valid decal at all times.
- Community Members are only permitted to park in the white spaces.
- Community Members decals are valid from September 1<sup>st</sup> – August 31<sup>st</sup>.

### **Veterans**

- Any veteran, as defined in section 360 of the New York State Education Law, in attendance as a student at Purchase College shall be exempt from registration and parking fees upon submission by the veteran of a written request for exemption together with written certification by the veteran that such veteran was honorably discharged or released under honorable circumstances from such service will be provided with a complimentary student parking permit.
- Veterans must identify themselves with their military ID card, Veterans card, or DDR14 card. This must be presented at time of purchase; the Parking Office will record and file the information.
- Veterans will still be expected to abide by all aforementioned rules and regulations applicable to Student parking.

### **Gym Parking**

- Gymnasium parking spaces are not to be used by students, these spaces are only for gym members and faculty/staff.
- All vehicles must be registered with the Gym or the Parking Office and display the appropriate valid decal at all times.
- Decals are valid from September 1<sup>st</sup> – August 31<sup>st</sup>.
- The gym will distribute decals to registrants.

### **Summonses**

- The campus is regulated by New York State Vehicle and Traffic Laws; therefore, drivers are subject to standard traffic and parking regulations and outstanding parking tickets are entered into the New York State scofflaw system. Fines currently range from \$25 to \$150, please see attachment 3 for fine schedule.

## **Payment of Fines and Filing of Appeals**

- Appeals must be filed within 14 calendar days of the ticket issue date. After 14 days have passed from the time a ticket is issued it may no longer be appealed, failure to appeal a ticket within 14 days constitutes as pleading guilty.
- The decision of the Hearing Officer is final. Date(s) & time(s) of hearings will be emailed upon receipt of an Appeal Form and can also be found online at <https://www.parkingticketpayment.com/purchase/>.

## **Non-Payment of Fines Student Account Holds**

- Students with outstanding fines for more than 30 days and or amounting to \$75 or more will have a hold placed on their student account. Fines must be paid in full for the hold to be removed. Holds make it unable for you to register in the future, obtain transcripts, or receive graduation diplomas.

## **Boot & Tow**

- Vehicles are subject to booting or towing for unpaid parking summonses and illegal parking; in such case, the owner/driver of the vehicle is responsible for booting and towing fees.
- Vehicles may receive a boot for the following reasons:
  - Unpaid parking tickets exceeding 90 days (even if the car is currently parked legally, including at meters and in parking lots)
  - Vehicles owing \$75 or more in parking tickets.
  - Illegal parking (cars parked in any of the prohibited areas at the discretion of UPD)
  - Parking in a closed lot
- If a vehicle is booted for one of the above reasons, a \$35 boot fee will be added to the final violation. The boot fee must be paid before the boot is removed from the vehicle. The owner/operator must make contact with the Parking Office to make arrangements for boot removal. Boot will be removed by UPD.
- Vehicles may be towed for the following reasons:
  - Parking in any of the prohibited areas.
  - Having a boot on the car for more than 72 hours.

## **Event Parking**

- Individual departments are responsible for contacting the Parking Office to make arrangements.

## **Management Confidential**

- Purchase College, Management Confidential (MC) employees have a required annual parking fee of \$180.00 and may receive a reserved parking space. Employees designated management confidential are not members of a negotiating unit/union. The Taylor Law does not permit them to organize or to bargain collectively on terms and conditions of employment because of the nature of their work. MC employees formulate policy, assist directly in preparing for or conducting negotiations, administer labor agreements, or assist in a confidential capacity those employees who have employee relations responsibilities. Employees that are classified by the college as MC may receive a reserved space. They may also decline this option if they choose but will still be required to make their annual payment of \$180.00.

## **Handicap Parking**

- Handicap parking spaces are available throughout campus.
- All vehicles parked on campus are to be registered with the parking office and obtain the appropriate decal/hangtag based on the status of the individual.
- All vehicles parked in handicap spaces should display a valid state issued handicap pass.

## Attachment 1

<b>Resident Type</b>	<b>Decal Type</b>	<b>Permitted to Park In</b>
<b>Commuter Student/Community Member</b>	E2/W2	East 2, West 2
<b>Cross Roads Resident</b>	E2/E3	East 2, East 3
<b>Farside Resident</b>	E2/E3	East 2, East 3
<b>Outback Resident</b>	E2/E3	East 2, East 3
<b>Big Haus Resident</b>	E2/E3	East 2, East 3
<b>Fort Awesome Resident</b>	E2/E3	East 2, East 3
<b>Community Member w/Gym Membership</b>	E6	Lower Athletics Lot, East 6
<b>Olde Resident (G/J street)</b>	N2	Central 5
<b>Olde Resident</b>	E4/E5	East 4, East 5
<b>Alumni Village</b>	E4/E5	East 4, East 5
<b>Commons Resident</b>	W3	West 3
<b>NYU Student</b>	NYU	Central 4, Central 5
<b>Commons Resident</b>	LIU	East 2, West 2
<b>Commons Resident</b>	W3	West 3

## Attachment 2

### Fee Chart

*Individual Type*

Student				Employee					Visitor							
Permit Type	Price	Valid		Permit Type	Price	Valid		Permit Type	Price	Valid	Price	Valid				
Purchase Commuter	Decal	E2/W2	\$20.00	8/31-5/31	Faculty	Hangtag	Faculty/ Staff	\$16.00	9/1-8/31	Vendor	Hangtag	Vendor/Contractor or Temp. Hangtag	\$35.00	9/1-8/31	\$6.00	Daily Fee
Purchase Commuter	Decal	E2/W2	\$20.00	5/31-8/31	Staff	Hangtag	Faculty/ Staff	\$16.00	9/1-8/31	Contractor	Hangtag	Vendor/Contractor or Temp. Hangtag	\$35.00	9/1-8/31	\$6.00	Daily Fee
Purchase Resident	Decal	Varies	\$20.00	8/31-5/31	Neuberger	Decal	E2/W2	\$25	9/1-8/31	Volunteer	Hangtag OR E-permit	Temp. E-permit OR Hangtag OR E2/W2	\$25.00	9/1-8/31	\$6.00	Daily Fee
Purchase Resident	Decal	Varies	\$20.00	5/31-8/31	PAC Prompters	Decal	E2/W2	\$25.00	9/1-8/31	Interview	Hangtag OR E-permit	Temp. E-permit OR Hangtag OR E2/W2	\$25.00	9/1-8/31	\$6.00	Daily Fee
NYU Commuter	Decal	NYU	\$80.00	8/31-12/31	Usher	Decal	E2/W2	\$25.00	9/1-8/31	Meeting	Hangtag OR E-permit	Temp. E-permit OR Hangtag OR E2/W2	\$25.00	9/1-8/31	\$6.00	Daily Fee
NYU Commuter	Decal	NYU	\$80.00	12/31-5/31						Walker, Jogger	Hangtag OR E-permit	Temp. E-permit OR Hangtag OR E2/W2	\$25.00	9/1-8/31	\$6.00	Daily Fee
NYU Commuter	Decal	NYU	\$80.00	5/31-8/31						Other	Discretion of the Parking & Transportation Office					
LIU Commuter	Decal	LIU	\$80.00	8/31-12/31												
LIU Commuter	Decal	LIU	\$80.00	12/31-5/31												
LIU Commuter	Decal	LIU	\$80.00	5/31-8/31												
Senior Auditor	Decal	E2/W2	\$25.00	8/31-5/31												
Senior Auditor	Decal	E2/W2	\$25.00	5/31-8/31												



### Attachment 3

<b>CODE #</b>	<b>DESCRIPTIONS</b>	<b>FINE</b>	<b>PEN1</b>
03	RESERVED PARKING	\$ 25.00	\$ 35.00
04	LOADING DOCK/ZONE	\$ 25.00	\$ 35.00
08	EXPIRED INSPECTION	\$ 25.00	\$ 35.00
09	EXPIRED REGISTRATION	\$ 25.00	\$ 35.00
11	NO PARKING ANYTIME	\$ 25.00	\$ 35.00
20	FIRE HYDRANT	\$ 50.00	\$ 60.00
25	ROADWAY INTERFERENCE	\$ 25.00	\$ 35.00
30	FACULTY/STAFF ONLY	\$ 25.00	\$ 35.00
32	POLICE VEHICLES ONLY	\$ 25.00	\$ 35.00
40	OTHER	\$ 25.00	\$ 35.00
42	FIRE ZONE/LANE	\$150.00	\$160.00
43	EQUIPMENT (LIST)	\$ 25.00	\$ 35.00
61	UNREGISTERED	\$ 25.00	\$ 35.00
62	UNINSPECTED	\$ 25.00	\$ 35.00
63	ABANDONED VEHICLE	\$ 25.00	\$ 35.00
72	NO SUNY DECAL	\$ 25.00	\$ 35.00
86	PHYSICALLY HANDICAPPED PARKING	\$150.00	\$160.00
87	PARKED OFF PAVEMENT	\$ 25.00	\$ 35.00
92	ALL NIGHT PARKING (2AM-6AM)	\$ 25.00	\$ 35.00
100	PARKING ON GRASS	\$ 50.00	\$ 60.00
101	PARKING IN WRONG LOT W/PERMIT	\$ 35.00	\$ 45.00
102	CCN NO PERMIT/WRONG PERMIT	\$ 35.00	\$ 45.00
103	OLDE/ALUMNI VILLAGE NO PERMIT	\$ 35.00	\$ 45.00
104	W1/W2 PARKING LOT ANY VIOLATION	\$ 25.00	\$ 35.00
105	PARKED OUTSIDE MARKING	\$ 25.00	\$ 35.00
106	PARKED IN WALKWAY	\$ 25.00	\$ 35.00

*The materials below consist of regulations of the State University of New York Board of Trustees. However, it is not the Official Compilation of the Codes, Rules, and Regulations of the State of New York. Readers are advised to refer to the Official Compilation ( 8 NYCRR Part et seq )in case of questions.*

## **PART 568**

### **STATE UNIVERSITY COLLEGE AT PURCHASE**

#### **Sec**

- 568.1 Applicability of this Part
- 568.2 Definitions
- 568.3 General provisions
- 568.4 Traffic regulations
- 568.5 Signs
- 568.6 Enforcement
- 568.7 Penalty
- 568.8 Validity of regulations
- 568.9 Effective date

#### **§ 568.1 Applicability of this Part.**

(a) This Part shall govern vehicular and pedestrian traffic and parking upon the highways, streets, roads and sidewalks of the State University of New York College at Purchase, and shall apply to students, faculty, employees, visitors and all other persons upon such premises.

(b) The Vehicle and Traffic Law shall apply upon such premises notwithstanding any references in such law to public highways, streets, roads or sidewalks.

(c) A violation of any section of the Vehicle and Traffic Law made applicable by subdivision (b) of this section shall be a misdemeanor or traffic infraction as designated in such law, and shall be punishable as therein provided.

(d) Such laws adopted by State University of New York in subdivision (a) of this section shall be enforced in any court having jurisdiction.

(e) A complaint regarding any violation of the Vehicle and Traffic Law, or any traffic ordinance applicable on such premises, shall be processed in accordance with the requirements of applicable law.

### **§ 568.2 Definitions.**

Unless otherwise expressly stated, whenever used in these regulations, the following terms shall respectively be deemed to mean and include each of the meanings and/or the meanings as set forth in the Vehicle and Traffic Law of the State of New York. Any term in the singular shall include the plural, and vice-versa, and any term in the masculine shall include the feminine and neuter.

(a) Title. These rules and regulations shall be known and designated as Campus Traffic and Parking Rules and Regulations, SUNY College at Purchase.

(b) University police officer. Any person employed or designated by the State University of New York as a police officer and a member of the university police department, for the purpose of enforcing law, order and observance of the rules and regulations enacted by the State University Board of Trustees, pursuant to section 355(2)(l) of the Education Law of the State of New York and as amended.

(c) Parking place. Any part or area on any SUNY-owned property, duly designated as a place for the standing of vehicles.

(d) Pedestrian right-of-way. Any road, sidewalk or other place in any SUNY- owned property, the use of which is restricted or limited to persons on foot.

(e) Service roadway. Any road in any SUNY-owned property, the use of which is restricted or limited.

(f) SUNY-owned property. Any and all real property acquired by or under the jurisdiction and/or control of the State University of New York College at Purchase.

### **§ 568.3 General provisions.**

(a) Driver responsibility.

(1) The person registering a private vehicle for use on campus is responsible for its operation and for any fines incurred during or due to their presence on campus.

(2) By registering a vehicle for campus privileges, a person agrees to abide by the traffic and parking regulations in force at that time, and any subsequent regulation that may be issued. The assignee of a State-owned vehicle is responsible for its operation and for any fines incurred during the period of assignment.

(b) Registration of vehicles.

(1) Any person associated with the college who operates a vehicle on university property must register that vehicle with the local college as required by the university.

(2) Vehicle registration entitles a person to drive on campus and to park in designated parking places only.

(3) An official college identification parking decal will be issued for the current year or summer session at a charge per vehicle as approved by the Chancellor or their designee.

(4) Each parking decal must be removed with change of ownership or termination of the owner's association with the college.

(5) A vehicle is considered registered only when the official college parking decal has been displayed as required and remains affixed at all times and is legible at all times.

(6) Display of a parking decal for which the owner and/or operator of a vehicle is not entitled shall be a violation of these regulations.

(c) Parking. Parking fees as approved by the Chancellor, or designee, shall be charged for motor vehicles parked within designated lots, consistent with applicable collective bargaining agreements and in accordance with guidelines established by the Chancellor or designee. Such guidelines shall provide that the determination of the amount of the fee be substantially based on an analysis of the costs attributable to the operation and maintenance of the parking facilities owned and operated by the College at Purchase.

(d) Obedience to university police officers and traffic control devices. No person shall fail, neglect or refuse to comply with or obey the direction or command of any university police officer, or comply with or obey and instruction or direction, regulation, warning or prohibition written or printed, displayed or appearing on any traffic or parking sign or placard on any part of SUNY-owned property. The directions on any such sign or placard may be disregarded only on order of a university police officer.

(e) Temporary instructions. Occasionally, special short-term conditions arise that may require suspending a portion of these rules and regulations or may require additional, temporary regulations and/or instruction. The chief of university police or their designee, may be authorized by the president to take such of these temporary actions as circumstances may dictate.

(f) Veterans. Any veteran, as defined in section 360 of the New York State Education Law, in attendance as a student at the College at Purchase shall be exempt from registration and parking fees upon submission by the veteran of a written request for exemption together with written certification by the veteran that such veteran was honorably discharged or released under honorable circumstances from such service.

#### **§ 568.4 Traffic regulations.**

(a) Traffic control devices.

(1) No person shall fail, neglect or refuse to comply with any instruction, direction or regulation displayed on any post, standard sign or marking on any roadway or parking area or other device installed or placed for the regulation of traffic on SUNY-owned property.

(2) No person shall deface, damage or remove any traffic control device without authorization. Such interference with a traffic control device shall be unlawful.

(b) Speed limits.

(1) No person shall drive a vehicle on university streets, roads or highways at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing. But in no event shall a person drive a vehicle in excess of 30 miles per hour unless a different speed is authorized and indicated by the university or the Department of Transportation.

(2) Maximum speed in any of the campus parking lots is 15 miles per hour.

(3) Fifteen miles per hour is the maximum speed through the tunnel on Lincoln Avenue and for a distance of 500 feet south of the tunnel and 500 feet north of the tunnel on Lincoln Avenue. Speed in excess of 15 miles per hour shall be unlawful.

(4) Fifteen miles per hour is the maximum speed through the service area from Lincoln Avenue to Brigid Flanigan Drive. Speed in excess of 15 miles per hour shall be unlawful.

(5) Maximum speed in the PAC drive and underpass, service roadways, roadways around the original campus buildings and on Cottage Avenue between Brigid Flanigan Drive and Lincoln Avenue is 15 miles per hour. Speed in excess of 15 miles per hour shall be unlawful.

(6) No person shall operate a bicycle or other human powered vehicle anywhere on university property at a speed in excess of 15 miles per hour.

(c) One-way traffic. Upon a roadway restricted to one-way traffic, no vehicle shall proceed in the opposite direction. The following roadways are one-way traffic flows:

(1) Traffic through parking lots when applicable will be one-way as indicated by signage.

(2) Streets D and E around the cemetery are one-way in a counterclockwise direction.

(3) Cottage Avenue between Brigid Flanigan Drive and Lincoln Avenue is one-way in an easterly direction.

(4) Circumference Road of the W3 apartments is one way in a counter clockwise direction.

(d) Driving off pavement. No vehicle shall enter upon any unimproved area or drive off of the improved or paved roadway of any SUNY-owned property except when directed to do so by those persons with authority to regulate traffic. The provisions in this subdivision shall not apply to university and local police, maintenance or emergency vehicles.

(e) Parking.

(1) All vehicles must be parked in assigned areas.

(2) No parking is permitted on the following streets:

(i) Lincoln Avenue;

(ii) Brigid Flanigan Drive;

(iii) service roads;

(iv) East West Road;

(v) any of the service and pedestrian roadways between and around buildings, namely Streets A, B, C, D, E and F; and

(vi) any of the roadways around the original campus buildings, W3 apartments and access roadways to the Performing Arts Center.

- (3) Vehicles may not be parked off the paved areas.
- (4) No vehicle may be operated on other than the designated streets, roadways or parking lots on the campus.
- (5) Vehicles, when parked in parking lots, must be parked between the pavement stripings.
- (6) No person shall park a vehicle on the premises of the college in such a manner as to interfere with the use of a fire hydrant, fire lane or other emergency zone, create any other hazard or unreasonably interfere with the free and proper use of a roadway or pedestrian right-of-way.
- (7) No vehicle may park in or upon any pedestrian right-of-way nor shall any vehicle be driven upon any pedestrian right-of-way.
- (8) Vehicles parked in violation of the official campus traffic regulations may be towed away by an independent vendor operating under contract who must be paid for their services by the vehicle owner.
- (9) Vehicles parked in violation of the official campus traffic regulations may be restrained in place by means of a vehicle restraining device locked to a wheel of the offending vehicle. A charge for the installation and removal of such device may be imposed by the university police department in addition to any fines incurred for the parking violation. Any damage incurred by attempts of the driver or owner of the vehicle to move said vehicle shall be the liability and responsibility of the person causing the damage.
- (f) Disabled vehicles. Disabled vehicles shall be driven or moved off the paved portion of the roadway so as to prevent obstruction of traffic, but a disabled vehicle shall be permitted to remain on such unpaved portion only until temporary repairs are made or until power can be obtained to remove it, but any such disabled vehicle must be removed within at least 24 hours.
- (g) Repairing vehicles. A vehicle shall not be parked or stopped on any roadway, parking area or any other place for the purpose of being serviced or repaired, including body work, except with the permission of the university police department.
- (h) Abandoned vehicles. No person shall abandon or shall cause to be abandoned (as defined in the Vehicle and Traffic Law of the State of New York) a motor vehicle anywhere on the college campus. Vehicles abandoned anywhere on property owned or controlled by the college may be towed away and disposed of at the expense of the last registered owner.
- (i) Impounding vehicles. Vehicles illegally parked or abandoned or disabled in such a place as to constitute a safety hazard or to interfere with public convenience on SUNY-owned property, may be towed away and impounded.
- (j) Roads closed. Entrance roads to the SUNY College at Purchase campus, at the discretion of the campus president, may be closed to traffic between 9:00 p.m. and 5:00 a.m. daily. All vehicles entering the campus between those hours would do so through the main entrance to the campus at Anderson Hill Road. Before entering, all vehicles would stop and the driver and occupants identify themselves in the manner set forth in the directives of the President of the State University of New York at Purchase. Persons not properly identifying themselves or giving proper reason for entry to the campus may be denied entrance and turned away.
- (k) Unregistered or uninsured vehicles. No vehicle may be operated upon the campus of the State University College at Purchase unless that vehicle is registered and insured as required by the Vehicle

and Traffic Law and the regulations of the Commissioner of Motor Vehicles. It shall be a violation to park an unregistered vehicle on the SUNY College at Purchase campus. Vehicles found to be operating without a valid motor vehicle registration or without insurance may be impounded and towed away at the expense of the owner.

(l) Trucks. Trucks over 10,000 pounds are not permitted on any campus roadway, except for local delivery and pickup or for construction or other work on the Purchase College campus.

**§ 568.5 Signs.**

(a) Speed limit signs:

(1) 30 MPH placed at intervals along the following roadways:

- (i) East Brigid Flanigan Drive;
- (ii) West Brigid Flanigan Drive;
- (iii) Lincoln Avenue (except central campus); and
- (iv) East-West Road.

(2) 15 MPH placed at intervals along the following roadways and lots:

- (i) all service roadways;
- (ii) Lincoln Avenue (central campus);
- (iii) all parking lots;
- (iv) W3 apartments roadway;
- (v) Performing Arts Center roadway;
- (vi) Cottage Avenue;
- (vii) service group roadways; and
- (viii) roadways to and around original campus buildings.

(b) Stop signs:

- (1) Lincoln Avenue at Brigid Flanigan Drive (north and south);
- (2) Lincoln Avenue at Brigid Flanigan Drive and Salter Drive (four- way stop);
- (3) Lincoln Avenue at mall underpass (north and south);
- (4) Cottage Avenue at Lincoln Avenue and Brigid Flanigan Drive;

- (5) East-West Road at Lincoln Avenue and Brigid Flanigan Drive;
- (6) Street D at administration driveway;
- (7) exit roadways of all parking lots;
- (8) gym access roadway at Brigid Flanigan Drive and at service road to E8;
- (9) Brigid Flanigan Drive at campus entrance (south);
- (10) A-B-C Street service roadways at Lincoln Avenue and Cottage Avenue;
- (11) West 3 apartments driveway exits; and
- (12) Brigid Flanigan Drive at campus entrance (south);

(c) Yield signs:

- (1) campus entrance (south) to Brigid Flanigan Drive;
- (2) campus entrance (south) left turn from Brigid Flanigan Drive;
- (3) West 1 parking lot entrance (south) from Brigid Flanigan Drive; and
- (4) West 2 parking lot exit (north) to Brigid Flanigan Drive.

(d) Do not enter signs (may be placed in conjunction with one-way signs where appropriate):

- (1) exit and enter Central 3 parking lot (one-way control);
- (2) exit Central 4/Central 5 parking lot;
- (3) at pedestrian rights-of-way where vehicle access is possible;
- (4) West 3 apartments driveway from Cottage Avenue;
- (5) Cottage Avenue at Lincoln Avenue;
- (6) Cottage Avenue at Brigid Flanigan Drive (east side of intersection);
- (7) Salter Drive at entrance to Facilities parking lot;
- (8) Salter Drive at Lincoln Avenue (west intersection);
- (9) Central 2 parking lot entrance roadway (north end of lot);
- (10) Central 2 parking lot exit at East-West Road;
- (11) pedestrian walkway at East 6 parking lot (south);



(12) West 3 circumference road as needed to assist in one-way traffic control;

(13) Street E intersection with Street D south of cemetery; and

(14) Administrative Drive at intersection with Street D.

(e) One-way signs:

(1) Cottage Avenue (west to east from Street C);

(2) original campus buildings driveway (entrance);

(3) Central 2 parking lot (exit and enter);

(4) Salter Drive (east end in, west end out);

(5) West 3 parking lot (enter and exit);

(6) Phase II circumference road at appropriate intervals;

(7) Streets D and E at appropriate intervals; and

(8) Administrative Drive at intersection with Street D.

(f) Road closed signs (11:00 p.m. to 5:00 a.m.):

(1) Lincoln Avenue at entrance to Salter Drive.

(2) Cottage Avenue at west campus border.

(g) No trucks over 10,000 pounds on any road except local delivery:

(1) at each entrance to campus.

#### **§ 568.6 Enforcement.**

(a) University police officers are authorized to issue uniform traffic tickets and campus summonses to any vehicle found in violation of traffic and parking regulations. Other designated enforcement officers may issue campus summonses.

(b) Enforcement procedures for parking violations are as follows:

(1) A complaint regarding any violation of a campus rule pursuant to parking shall be in writing, reciting the time and place of the violation and the title, number or substance of the applicable rule.

(2) The complaint must be subscribed by the officer witnessing the violation and attached to the vehicle involved.

(3) The complaint shall indicate the amount assessable for the violation and advise that if the person charged does not dispute the complaint, the fine may be paid at the university police administrative office within 14 days.

(4) The complaint shall state that a hearing may be requested within a period of 14 days after service of the charges by appearing in person at the office of the chief of police.

(5) The complaint shall recite that should the alleged violator fail to appear at the time fixed for the hearing or should no hearing be requested within a period of 14 days, the complaint is proved and shall warrant such action as may then be appropriate.

(c) The president of the college or their designee shall designate a hearing officer or board, not to exceed three persons, to hear complaints for violation of campus traffic and parking regulations enforceable on campus. Such hearing officer or board shall not be bound by the rules of evidence directly relevant and material to the issues presented.

(d) At the conclusion of the hearing or not later than five days thereafter, such hearing officer or board shall file a report. A notice of the decision shall be promptly transmitted to the violator. The report shall include:

- (1) the name and address of the alleged violator;
- (2) the name, time and place when the complaint was issued;
- (3) the campus rule violated;
- (4) a concise statement of the facts established at the hearing;
- (5) the time and place of the hearing;
- (6) the names of all witnesses;
- (7) each adjournment stating upon whose application and to what time and place it was made; and
- (8) the decision Valid, Reduced or Dismissed of the hearing board.

**§ 568.7 Penalty.**

(a) Each violation of the campus parking regulations will carry a fine as follows:

- (1) Parking on grass: \$50 for the first violation and \$75 for the subsequent violations.
- (2) Handicapped: \$150.
- (3) Fire lane: \$150.
- (4) No permit: \$25.
- (5) Parking in wrong lot with college permit: \$35.
- (6) N1/N2 no permit/wrong permit for Central 4/Central 5 parking lots: \$35.

(7) E4/E5 no permit/wrong permit: \$35.

(8) W1/W2 parking lot any violation: \$25.

(b) Unpaid fines shall be deducted from the salary or wages of an offending officer or employee of the university. Before the end of each semester, all college employees having on their record unpaid traffic or parking fines accumulated during that semester or previous semesters will be notified by the business office of the total amount owed. They will be advised to pay the amount immediately or to appeal to the college traffic board if they feel the amount is unjustified. Within a two-week period after the traffic board has made its ruling (or within a four- week period after notification for those who do not appeal to the college traffic board), if the fine has not been paid the employee will be notified that the amount owed will be deducted from their salary. The business office will provide for the withholding of the amount owed from the employee's wage or salary.

(c) In the case of students, grade and transcripts shall be withheld until all fines are paid.

(d) All fines shall be paid by mail, online or in person at the Parking & Transportation office.

(e) Motor vehicle registration and campus parking privileges may be revoked for the balance of the academic year upon the finding that 10 or more parking violations have been incurred during an academic year.

(f) Penalties for violations of the Vehicle and Traffic Law shall be set by the respective traffic court to which offenders shall be summoned (Town of Harrison or Town of Rye), according to the geographical location of the campus where the offense occurred.

#### **§ 568.8 Validity of regulations.**

If any section, subdivision, paragraph or subparagraph of the rules and regulations shall be adjudged invalid, such adjudication shall apply only to the section, subdivision, paragraph and subparagraph so adjudged, and the rest of these rules and regulations shall be and remain valid and effective.

#### **§ 568.9 Effective date.**

These rules and regulations, known and designated as Campus Traffic and Parking Rules and Regulations, SUNY College at Purchase, shall take effect immediately.

*The materials below consist of regulations of the State University of New York Board of Trustees. However, it is not the Official Compilation of the Codes, Rules, and Regulations of the State of New York. Readers are advised to refer to the Official Compilation ( 8 NYCRR Part et seq )in case of questions.*

## **PART 560**

### **REGULATIONS OF THE BOARD OF TRUSTEES**

Sec.

- 560.1 Applicability of this Part
- 560.2 Application of Vehicle and Traffic Law to all State-operated institutions
- 560.3 Campus rules and regulations
- 560.4 Filing

#### **§ 560.1 Applicability of this Part.**

This Part shall govern vehicular and pedestrian traffic and parking upon the highways, streets, roads and sidewalks owned, controlled or maintained by State University of New York, and shall apply to students, faculty, employees, visitors and all other persons upon such premises.

#### **§ 560.2 Application of Vehicle and Traffic Law to all State-operated institutions.**

(a) Application of Vehicle and Traffic Law and orders of the Department of Transportation.

(1) The Vehicle and Traffic Law shall apply upon such premises notwithstanding any references in such law to public highways, streets, roads or sidewalks.

(2) Orders of the Department of Transportation heretofore or hereafter promulgated for State University shall continue in full force and effect.

(b) A violation of any section of the Vehicle and Traffic Law made applicable by subdivision (a) of this section and any applicable order of the New York State Department of Transportation shall be a misdemeanor or traffic infraction as designated in such law, and shall be punishable as therein provided.

(c) Such laws and orders adopted by State University of New York in subdivision (a) of this section shall be enforced in any court having jurisdiction.

(d) A complaint regarding any violation of the Vehicle and Traffic Law, any Department of Transportation order or any traffic ordinance applicable on such premises shall be processed in accordance with the requirements of applicable law.

### **§ 560.3 Campus rules and regulations.**

(a) The council of each State-operated institution of State University shall adopt campus rules and regulations, not inconsistent with this Part and the Vehicle and Traffic Law, relating to vehicular parking, vehicle and pedestrian traffic and safety. All such rules shall be submitted to the respective campus president or designee, or if directed by the Board of Trustees, to the Board of Trustees for approval.

(b) Such rules and regulations shall provide that:

(1) No person shall drive a vehicle on university streets, roads or highways at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing; but in no event shall a person drive a vehicle in excess of 30 miles per hour unless a different speed is authorized and indicated by the university or the Department of Transportation.

(2) No person shall park a vehicle on the premises of the university in such manner as to interfere with the use of a fire hydrant, fire lane or other emergency zone, create any other hazard or unreasonably interfere with the free and proper use of a roadway or pedestrian way.

(c) Such rules and regulations may provide for the:

(1) disposition of abandoned vehicles;

(2) attachment of a vehicle immobilizer and/or the removal by towing or otherwise of vehicles parked in violation of such rules, at the expense of the owner;

(3) payment of fees for the registration and parking of vehicles, provided, however, that a campus may exempt from payment of any such fees, any veteran, as defined in section 360 of the New York State Education Law, attending the university. Such registration and parking fees must be approved by the campus president or designee, or if directed by the Board of Trustees, by the Board of Trustees, and when collected shall be deposited in the State University income fund. Approval by the president or designee, or by the Board of Trustees, as the case may be, shall be based upon a determination that the amount of the fee is substantially based on an analysis of the costs attributable to the operation and maintenance of the parking facilities owned and operated by the university;

(4) assessment of fines upon the owner or operator of such vehicles for each violation of traffic and parking regulations, in accordance with the procedures outlined in subdivision (d) of this section. Fines for violation of campus parking regulations may be set for each campus, not exceeding \$50 for each violation, except that an escalation of fines to a sum not exceeding \$75 may be provided for a second and subsequent violation(s) within the same academic year. Fines for violation of campus parking regulations which prohibit unauthorized parking in fire zones or handicapped parking spaces may be set for each campus not exceeding \$150 for each violation. The prosecution and collection of fines involving visitors shall be in accordance with applicable law. Fines may be deducted from the salary or wages of an offending officer or employee of the university. In the case of students, grades and transcripts may be withheld until all fines are paid. Fines shall be deposited in the State University income fund;

(5) revocation of a campus motor vehicle registration and a loss of parking privileges for the balance of the academic year upon a finding that 10 or more campus parking violations have been incurred during an academic year;

(6) establishment of traffic and parking control lights, signs, signals or markings on its campus affecting vehicles and pedestrians. Where local law permits, a college council may enlist the aid and cooperation of municipal law enforcement authorities in enforcing regulations promulgated pursuant to this section.

(d) Where campus rules provide for the assessment of fines, the following enforcement procedures shall be included in such rules:

(1) A complaint regarding any violation of a campus rule shall be in writing reciting the time and place of the violation and the title, number or substance of the applicable rule.

(i) The complaint must be subscribed by the officer witnessing the violation and attached to the vehicle involved.

(ii) The complaint shall indicate the amount of the fine assessable for the violation, and advise that if the person charged does not dispute the violation, fines may be paid at the business office of the campus within a period to be prescribed by the college council.

(iii) The complaint shall recite that a hearing may be requested within a period to be prescribed by the college council after service of the charges by appearing in person at the office of the campus security director or such other place as may be designated by the council.

(iv) The complaint shall recite that should the alleged violator fail to appear at the time fixed for the hearing or should no hearing be requested within the period as prescribed by the college council in subparagraph (iii) of this

paragraph, the complaint is proved and shall warrant such action as may then be appropriate.

(v) Three or more unanswered complaints in an 18-month period by the same person regarding violations of a campus parking rule, shall result in a referral to the New York State Commissioner of Motor Vehicles for review in considering the renewal of an operator's license and/or a motor vehicle registration, and the imposition of a fee as approved by the campus president or designee, or by the Board of Trustees, as the case may be, to meet the administrative costs of such referral.

(2) The campus president or designee, shall designate a hearing officer or board, not to exceed three persons, to hear complaints for violation of campus traffic and parking regulations enforceable on campus. Such hearing officer or board shall not be bound by the rules of evidence but may hear or receive any testimony or evidence directly relevant and material to the issues presented.

(3) At the conclusion of the hearing or not later than five days thereafter, such hearing officer or board shall file a report. A notice of the decision shall be promptly transmitted to the violator. The report shall include:

- (i) the name and address of the alleged violator;
- (ii) the time and place when the complaint was issued;
- (iii) the campus rule violated;
- (iv) a concise statement of the facts established on the hearing based upon the testimony or other evidence offered;
- (v) the time and place of the hearing;
- (vi) the name of all witnesses;
- (vii) each adjournment stating upon whose application and to what time and place it was made;
- (viii) the decision (guilty or not guilty) of the hearing officer or board.

#### **§ 560.4 Filing.**

This Part and any rules and regulations promulgated by a college council and approved by a campus president or designee, or by the Board of Trustees, as the case may be shall be filed:

- (a) in the office of the Secretary of State;

(b) in the office of the clerk of the city, town or village in which the premises of the State- operated institutions are located; and

(c) in the office of the campus security director or such other location, as may be designated by the campus president or designee.