

### Parking Appeals

You have the right to appeal your parking ticket. Your appeal must be respectfully written and received within 14 days from the date the ticket is issued or the appeal will not be considered.

#### **NO EXCEPTIONS!**

Appeal forms can be accessed via the Campus Police website by clicking on the "Parking on Campus" link.

**\*Monitor your daily emails for parking updates.**

### Towing

Campus Police reserve the right to tow any illegally parked vehicle at the owner's expense. Therefore drivers are responsible for their vehicles being parked legally. Illegally parked vehicles may be towed without prior notification of the owner and at the owner's expense.

### Billing for Violations

Parking citations are billed through the Controller's Office. Violations are automatically billed to a student's account. If an appeal is granted the violation fee will be credited to the student's account. Payment is accepted at the Controller's Office during regular business hours 8:30 am –4:30 pm. **\*\*Campus Police does not accept violation payments.**

### Bicycles

Bicycles are welcome on campus but must be stored only in designated bike rooms or bike racks. Bikes secured to trees, railings, light poles, etc. will be removed by campus personnel. Locks will be cut at the owner's expense.



### 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. Students and employees are responsible for monitoring their Stonehill email account for parking bans/restrictions for impending snow and for snow removal. Weekend parking locations may be restricted during snow removal operations.

### Pedestrian Safety

The campus speed limit is 20 MPH, 5 MPH in parking lots. Stop for pedestrians in a crosswalk or waiting to cross the street.

### 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.

### Revocation of driving privileges

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

- **Habitual Offender**—an individual who receives **FOUR** or more parking violations in the academic year and shows a continued disregard for parking rules/regulations. The vehicle will immediately be towed from campus without prior notification. All tow charges/fees are the sole responsibility of the vehicle owner.
- 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
- Motorist Assistance – Call 508-565-5100
- To jump-start a dead battery
- Lockout service
- We will assist you in contacting a service .



**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 508-565-5100 with any questions.**

## Campus Parking 2018-2019



Stonehill College  
Police Department

1 508 565 5100

[http://www.stonehill.edu/offices\\_services/campus\\_police/](http://www.stonehill.edu/offices_services/campus_police/)

### 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.

### Registering Your Vehicle

All vehicles must be registered with the college. You can register your vehicle via MyHill under the mycampus tab. Vehicles must be registered each academic year.

For information regarding off-campus parking, please check the Campus Police website.

### Vehicle Registration

- Vehicle owners must register their vehicles with the college. Parking decals can be acquired through the Campus Police Department.
- Parking decals must be permanently affixed to the lower left corner of the front 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.

**Parking rules are enforced  
24 hours a day, 7 days a week.**

### General Parking Rules

- While a parking permit authorizes parking on campus, it does not guarantee a parking space.
- Only those who are eligible for parking on campus are issued a parking pass, whether it is temporary or for the academic year.
- 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.
- 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.
- Only the Chief of Police or designee may make exceptions to these regulations

### Parking Spaces

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

### Resident Students

Resident students must park their vehicles in designated areas in white lined spaces only and walk from place to place. Boland Hall, Pilgrim Heights, Pilgrim Village, Student/Visitor, Notre Dame du Lac, Villa Theresa, and Holy Cross. A parking permit is required for all parking lots including the Student/Visitor lot. In addition, resident students may park in the Duffy or Boland Hall Lot employee designated parking spaces weekdays **between 5pm and 7am** and on weekends. Vehicles parked outside of these designated hours will be ticketed and/or towed without notice and at the owner's expense.

### Commuter Students

Commuter students can park their vehicles in the Roche North Lot (**PURPLE LINED SPACES ONLY**) or The Student/Visitor Lot. The commuter permit is not valid for overnight parking. **The Chapel of Mary Lot is now STAFF ONLY PARKING—the MacPhaidin Library Lot is for construction vehicles only! Parking spaces in the Thomas & Donna May Hall (new Welcome Center) is for Admissions visitors only!**

### Part -Time Students

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

Lots Available for Part- Time/GRAD Students:  
Monday through Friday 7:00 am – 11:00pm  
Student/Visitor Lot. Duffy Lot after 5:00 pm.

Vehicles not registered, improperly registered, or without proper license plates are subject to towing. Vehicles that cannot be readily moved or are inoperable will be towed. Report changes in license plates, makes, models, owners, etc., to the Campus Police Department immediately.

### Guest Parking Passes

Guest parking passes are available for those who do not have any direct affiliation to Stonehill College and are visiting campus for a short period of time. Guests coming to campus are required to first stop at the Campus Police station to obtain a guest parking pass. At that time, guests will be advised of where they may park. Vehicles not registered with Campus Police are subject to ticket and/or tow at the owner's expense.

### Temporary Parking Permits

- Campus police issues temporary parking permits on a space available basis.
- Temporary passes may be available for students who are eligible for on campus parking.
- Individuals who do not currently possess a 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 throughout the entire academic year. Temp passes are only issued for one week at a time for \$5.00 each.
- Forgery or alterations made to any parking passes will result in the referral of the student for disciplinary action. In addition, the student may lose the privilege to park on campus permanently or for a designated period of time.

### Medical Hangtags/Handicap Parking

Students with temporary or permanent medical disabilities may request a medical hangtag. Medical documentation of an illness or injury must be submitted to—Eileen Bellemore/Accessibility Resources x1033—by your physician. In conjunction with Campus Police, a determination will be made. Students granted a medical hangtag may park in a medical (**not Handicap**) designated parking space or certain designated staff parking spaces. A state issued Handicap placard is required to park in any handicap marked parking space. Individuals who park in either a medical parking space or a handicap parking space without proper permits are subject to a fine and immediate tow without notice at the owner's expense.

### 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.  
Example: Permit violation and overnight violation

### 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 an area designated for Faculty/Staff (yellow lined spaces) or any unauthorized lot
- Obstructing snow removal
- Parked over time in a short-term parking space

### Tips to avoid a parking Ticket

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

### 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.