

# SUNY Geneseo Traffic and Parking Regulations

## SECTION 1 - INTRODUCTION

The purpose of regulating parking and traffic on campus is to create a safe and orderly environment for pedestrians and motor vehicles. All persons operating a motor vehicle on campus are responsible for complying with applicable parking and traffic laws, orders and regulations.

The enforcement of parking and traffic regulations is a responsibility of the University Police Department.

Please read the following guidelines and regulations carefully. All persons driving on campus are responsible for knowing and understanding these rules.

## SECTION 2 - PARKING REGULATIONS

### A. REGISTRATION

1. Parking on the grounds of the State University at Geneseo is restricted to students, faculty, staff and visitors. Parking decals are required in restricted parking areas. Parking decals may be obtained at the Parking Services Office, Schrader Hall Room 19. Persons registering a vehicle are required to show the current vehicle registration and College ID card or tuition receipt.
2. A change of vehicle registration must be reported to the Parking Services Office and a new decal must be obtained, if applicable.
3. Parking decals must be purchased yearly and are valid until the stated expiration date unless there is a change in status as to enrollment or employment. **Parking decals are not transferable and shall not be used on any other vehicle.** Parking decals must be removed from registered vehicle (and destroyed) when the employment, relocation from a residence hall to an off campus residence, or any other change in status which affects parking privileges.
4. Students may only register a vehicle that he or she owns or is owned by a family member.
5. After registering the vehicle, the parking decal must be affixed to the vehicle according to the instructions provided. Campus parking areas are designated for students, faculty, staff and visitors. Faculty and staff are permitted to park in student lots, except lots J, R, TT.
6. Students attending classes or working during the summer session may park in student lots with a properly displayed decal.

## B. SPECIAL PARKING

1. Special parking permission may be granted by the Parking Services Office or the University Police Department for emergency situations or extraordinary circumstances.
2. Provisions for loading and unloading at the loading docks of the residence halls for a period of time over 20 minutes must be made in advance by calling the University Police Department.
3. **Handicap parking is permitted with the display of a SUNY Geneseo parking decal *AND* a) a handicap parking hang tag from a village or town clerk, b) a handicap vehicle license plate, or c) a SUNY Geneseo campus handicap hang tag.**

## C. VISITOR PARKING

1. Parking in the College Circle is reserved for visitors and guests (**individuals with no affiliation to the College**), Monday through Friday, 7:00 A.M. to midnight.
2. Metered parking is available on a daily basis from 7:00 A.M. to midnight. **There is no metered parking from midnight to 7:00 A.M.**
3. Faculty, staff, and students planning conferences or meetings on campus should arrange parking with the Campus Scheduling and Special Events Office (#5500) and the Parking Services Office (#5978) four weeks prior to the scheduled event. Parking will be by permit only.
4. Prospective students, visitors, and guests may park in the College Circle or by **special permit** in B Lot, Monday through Friday, 7:00 A.M. to midnight. Permits may be obtained from the Admissions Office or from the Parking Services Office.
5. Overnight visitors during the week are required to obtain a temporary parking permit and park in T or U Lots.
6. Visitors and guests to the campus may park without a permit in:

### **College Circle**

7:00 A.M. to midnight

### **Lots D, E, F, H, Q, T, U**

4:30 P.M. Friday to midnight Sunday

### **Lots A, B, BB, K, L, M, N, NN**

4:30 P.M. to midnight Monday – Friday

7:00 A.M. to midnight Saturday & Sunday

### **Lot I**

3:00 P.M. to midnight Monday – Friday

7:00 A.M. to midnight Saturday & Sunday

Visitors and guests to the campus who are unable to comply with the above regulations should obtain temporary parking permits from the Parking Services Office or University Police Department at Schrader Hall Room 19.

### **SECTION 3 - PARKING AREAS**

Faculty, staff and students must register their vehicles and obtain the appropriate decal to park on campus in accordance to the following guidelines. (Handicapped parking is available in lots noted with an \*.)

#### **Lots A\*, B\*, BB, L\***

Faculty/Staff	7:00 A.M. to 3:00 A.M.
Students	4:30 P.M. to 3:00 A.M.

#### **Lots K, M\*, N\*, NN**

Faculty/Staff	7:00 A.M. to midnight
Students	4:30 P.M. to midnight

#### **Lots C\*, V\***

Faculty/Staff	7:00 A.M. to midnight
Students	No Parking

#### **Lots D\*, E\*, F, H**

Faculty/Staff	7:00 A.M. to midnight
Resident Students	24 Hours a Day

#### **Lot T, U\***

Faculty/Staff	7:00 A.M. to midnight
Resident Students	24 hours a day
Commuter Students	7:00 A.M. to midnight

#### **Lot I\***

Faculty/Staff	7:00 A.M. to midnight
Resident Students	No Parking
Commuter Students	7:00 A.M. to midnight
Conference	7:00 A.M. to midnight

#### **Lots J, R\*, TT\***

Faculty/Staff	No Parking
Resident Students	24 Hours a Day

#### **Lot LL\***

Special Permit	7:00 A.M. to 5:00 P.M.
Faculty/Staff	5:00 P.M. to 3:00 A.M.

Students	No Parking
<b>Lot W*</b>	
Special Permit	7:00 A.M. to 5:00 P.M.
Students	No Parking
<b>Lots O, G*</b>	
Special Permit	24 Hours a Day
Students	No Parking
<b>Lot Q</b>	
Resident Students	24 Hours a Day
Faculty/Staff	7:00 A.M. to midnight

During inclement weather, to facilitate snow removal parking restrictions between 3:00 A.M. to 7:00 A.M. will be strictly enforced.

Please check email, voice mail, postings in residence halls and Geneseo Student Television (GSTV) Channel 5 and the Weather Emergency Line (245-6666) for emergency instructions. See Section 9 – Winter Storms and Temporary Lot Closings.

## SECTION 4-VIOLATIONS

### A. ON CAMPUS

1. Parking is only authorized in posted areas.
2. Acceptable parking is indicated by posted signs or pavement markings.
3. All duly posted signs or indications regulating traffic or parking must be observed.
4. Fire hydrants, fire lanes, or other emergency zones are to be kept free at all times.
5. Parking on the interior grounds or roadways is not allowed.
6. Metered parking is available on a daily basis from 7:00 A.M. to midnight. **There is no metered parking from 12 midnight to 7:00 A.M.**
7. All vehicles must have a current motor vehicle registration and inspection properly displayed.
8. A summons may be issued for violations of the Vehicle and Traffic Law or any local traffic ordinances. These violations shall be processed in accordance with applicable law.

## SECTION 5 - PENALTIES

- A. Section 360 of the Education Law authorizes delinquent fines to be collected from faculty and staff by withholding the amount of the fines from their pay checks. In the

case of students, transcripts, grades, diplomas, registrations, etc. **will be withheld until such delinquent fines are paid.**

- B. Those that have previously parked illegally and have not been cited may not use that as a defence if they are cited for the same violation in the future. If a ticket is not given for a violation, this does not condone the violation.
- C. Violators of these rules and regulations are subject to a fine, revocation of campus registration, or additional penalties.
- D. Upon receipt of ten (10) citations (paid or unpaid) for campus parking violations during a twelve month period, parking privileges may be revoked for the remainder of the academic year. Vehicles may be towed as described in Section 7.
- E. Before a parking decal can be purchased, all unpaid summonses must be paid at Student Accounts, Erwin 103.
- F. Parking summonses may be paid a) over the phone with a credit card, b) by mail with a check or money order (payable to SUNY Geneseo), or c) in person at SUNY Geneseo Student Accounts Office, Erwin 103, Monday through Friday, 8:00 A.M. to 5:00 P.M. Students may also make payments via their Knight Web account. **Fines cannot be paid at the Parking Services Office or the University Police Department.**

## **SECTION 6- APPEALS**

- A. The President shall designate an adjudication officer to hear complaints for violations of campus traffic and parking regulations enforceable on campus. The adjudication officer shall not be bound by the rules of evidence, but may hear or receive any testimony or evidence directly relevant and material to the issue presented.
- B. Requests for a hearing or appeal must be made **WITHIN 5 DAYS** of the charged violation.
- C. False or misleading statements or failure to disclose pertinent information will result in denial of appeal. It may also result in the loss of parking privileges and/or other appropriate administrative action (in the case of students, referral to Student Judicial Review).
- D. The following are ***insufficient grounds for accepting an appeal*** of a parking ticket:
  - 1. Being late or in a hurry
  - 2. Dropping something or someone off or picking them up
  - 3. Preferred parking lot full or too far away
  - 4. Inclement weather
  - 5. Others parked the same way did not receive a ticket

6. Flashing hazard lights (or four-way lights)
  7. The amount of time the vehicle was parked
  8. The owner of the vehicle was not driving at the time – the registered owner of the vehicle is responsible for all tickets incurred regardless as to whether or not that individual was the one who actually parked the vehicle improperly or not
  9. I can't afford the ticket
  10. I didn't know/I thought/Nobody told me
  11. I parked there before and never received a ticket
- E. Should the alleged violator fail to appear at the time fixed for the hearing or should no hearing be requested within the prescribed time (5 days), the violation is proved and appropriate penalties shall be warranted.
- F. At the conclusion of the hearing, the hearing officer shall file a decision and the decision shall be promptly transmitted to the registered person.

## **SECTION 7 - TOWING AND IMPOUNDING**

- A. Any motor vehicle operated or parked on campus in violation of these regulations may be removed, towed and stored at the owner's expense. The College is not liable for any damage as a result of this action.
- B. Accumulation of TEN (10) or more paid or unpaid summonses in a twelve (12) month period may result in towing and impounding. Other penalties may apply as described in Section 6.
- C. Vehicles blocking traffic, fire, emergency lanes, and reserved areas will be towed immediately.
- D. A motor vehicle left more than 96 hours in one spot without permission or parking decal shall be considered abandoned and will be towed and impounded (Vehicle Traffic Law, Section 1224-D).

## **SECTION 8 - VEHICULAR ROADWAYS**

- A. The following are vehicular roadways on or near the Geneseo campus:
1. University Drive from Court Street to Wadsworth Street.
  2. College Drive, Mary Jemison Drive, Letchworth Drive, and Red Jacket Drive.
  3. Routes 63, 39, 20A, Court Street, Main Street and South Street are roadways and subject to state and/or local regulations and enforcements as are Wadsworth, Bank,

School, Franklin, Park Streets and University Drive from Main Street to Wadsworth Street.

- B. Interior campus walkways are prohibited to vehicular traffic for all vehicles except fire, police and authorized campus service vehicles.
- C. No person shall drive a vehicle on University streets, roads or highways at an unsafe speed for the conditions. The campus speed limit is 15 miles per hour.

## **SECTION 9 – WINTER STORMS AND TEMPORARY LOT CLOSINGS**

To remove/plow substantial snowfalls from parking lots, it is necessary that all cars parked in the lots be temporarily relocated. During these storms, the lot closures occur on a cyclical basis, allowing vehicles to be temporarily relocated to a plowed lot while the SUNY Geneseo Grounds Department removes the snow from each subsequent lot.

While attempts are made to communicate the dates/times of the lot closure through emails, voice mails, and postings, the immediate need to plow often limits the time allotted to distribute the notices to less than 24 hours.

To minimize occurrences of “plowed in” vehicles or the need to have vehicles towed, the Grounds Department asks all student vehicle owners to please check email and voice mail on a frequent basis during periods of heavy snowfall and temporarily relocate their vehicles as directed by the notices.

Unfortunately, when vehicles remain in parking lots during the temporary closures, completing the snow removal process may require the vehicles to be towed. Owners of towed vehicles will be subject to fines and be required to pay towing and possibly storing charges.

The University Police Department and Grounds Department thank you for your cooperation during these times and wish you a safe winter driving season.

## **SECTION 10 - AUTHORIZATION**

Section 360 of the Education Law authorizes the State University of New York campuses to adopt, make applicable and enforce such provisions of the Vehicle and Traffic Law, adopted under the authority of that law, as control to regulate parking, vehicular and pedestrian traffic. Further, it authorizes the State University to adopt and enforce such additional rules and regulations for control of parking, vehicular and pedestrian traffic, as local authorities are permitted to adopt and enforce pursuant to the Vehicle and Traffic Law. There is also authorization for the State University to

adopt and enforce campus rules and regulations, not inconsistent with the Vehicle and Traffic Law relating to parking, safety and vehicular and pedestrian traffic. Such rules and regulations may include provisions for the disposition of abandoned vehicles, removal by towing and otherwise impounding of vehicles, parked in violation of such rules, at the expense of the owner and the assessment of administrative fines upon the owner or operator of such vehicles for each violation of the regulations.

## **SECTION 11 - APPROVAL**

These rules and regulations become effective and shall be enforced upon approval as required by law and publication. A copy of these regulations will be provided to each registrant and filed with appropriate civil offices.

## **OFFICE HOURS:**

The Parking Services Office is open from 8:00 A.M. to 3:45 P.M. Monday through Friday Schrader Hall Room 19. Parking concerns can be addressed 24 hours a day at the University Police Department in Schrader Hall Room 19.

## **PHONE NUMBERS:**

Parking Services	585-245-5978
University Police	585-245-5651
Campus Emergencies	585-245-5222

Revised 7/15/09