

SUNY MORRISVILLE – UNIVERSITY POLICE CAMPUS TRAFFIC & PARKING REGULATIONS

For Employees (SUMMARY)

A. GENERAL (Sec.580.2)

1. Detailed regulations are on file in the Office of the Secretary of State, Village of Morrisville, and NYS University Police.
2. The Vehicle & Traffic Laws of the State of New York are applicable and enforceable on this campus.
3. Parking Decal is Purple in color.

B. VEHICLE REGISTRATION REQUIREMENTS (Sec.580.3)

1. No person shall stand or park a motor vehicle on campus or property controlled by the college unless vehicle is properly registered with NYS University Police. ANY VEHICLE NOT REGISTERED MAY BE TEMPORARILY IMMOBILIZED WITH A BOOT AND/OR TOWED ON SIGHT AND STORED AT THE OWNER'S EXPENSE.
2. Any person who brings a motor vehicle to SUNY Morrisville are responsible for any/all violations that occur with parking or operation of said vehicle.
3. Schedule of registration fees has been approved by the Chancellor or their designee: Employees – first decal is \$20.00 + tax, second decal is \$3.00 + tax. If you would like 3 vehicles registered, the 3rd vehicle is \$3.00 + tax. Decals are not transferrable to another vehicle. There is no charge for Veterans with proper paperwork filed with Registrar's Office.
4. ALL PARKING DECALS ARE SUBJECT TO 8% SALES TAX.
5. **PARKING PERMIT DECALS MUST BE AFFIXED TO THE REAR EXTERIOR WINDOW ON THE OPERATOR'S SIDE OF THE VEHICLE.** Failure to affix in the designated area is fineable under Section 580.3(d) of the SUNY Traffic and Parking Regulations.
6. ALL guests/visitors MUST obtain a guest/visitor permit from NYS University Police, which may be obtained at Brooks Hall, 1st floor (Monday-Friday, 8am to 4pm). There is no charge for this permit. The guest/visitor pass is valid for three (3) days only. Faculty/Staff will be held responsible for parking citations issued to guests, visitors or family member's vehicles.
7. Temporary parking permits are available for faculty/staff that have not previously registered a vehicle with the college or have a vehicle registered and bring a different vehicle onto campus temporarily. Permits can be obtained from NYS University Police free of charge (Monday-Friday, 8am to 4pm). They are valid for one week; however, they may be extended for a longer period of time at the discretion of the University Police Chief or his designee. Handicapped parking is available on campus, with the correct handicap permit. Special medical permits are also available from the NYS University Police Chief or his designee upon presentation of a certified statement from their Primary Care Provider.
8. **All Faculty/Staff with a Faculty/Staff decal on their car are to park in Faculty/Staff SPACES ONLY.**

C. PARKING (Sec.580.11)

1. No person shall park a vehicle on campus in such a manner as to interfere with the use of a fire hydrant, fire lane, emergency zone, service drive, or unreasonably interfere with the free and proper use of a roadway or pedestrian way.
2. Employee vehicles MAY ONLY PARK WITHIN THE OBVIOUSLY INTENDED LIMITS of the Faculty/Staff parking lots (see attached map). Parking may be prohibited in one or more spaces within a particular lot. This will be indicated by hatch marks or a sign.
3. With four (4) EXCEPTIONS, students may park in faculty/staff areas ONLY from 5:00 pm on Friday until 11:00 pm Friday and from 8:00am -11:00pm on Saturdays and Sundays.
 - a. Students may not park at any time in the area between Marshall and Galbreath Halls (Bldgs. 30 & 47 on map) nor at the Automotive Performance Center unless their vehicle bears an automotive pass issued by a faculty member on campus.
 - b. Students may not park at any time in the area reserved for dining hall employees at Seneca Dining Hall (W-Lot on the map).
 - c. **Declared Snow Emergency Period from November 15 to April 1 of each school year, weather dependent.**
 - d. Overnight parking is prohibited in any faculty/staff & commuter parking lot throughout the entire school year. Vehicles must be removed from faculty/staff & commuter lots by 12 midnight. (K-Lot is an exception when having a temporary pass issued from University Police.)
4. From November 15 to April 1, snowmobile parking will be available in designated area only (see campus map). Snowmobiles are not allowed on campus roadways, parking lots, or sidewalks for any reason.

Violations will result in loss of snowmobile parking privileges. You may be allowed to have one vehicle and one snowmobile on campus at the same time.

D. **FINES (Sec.580.11(B)(1-4)**

1. Parking Violations result in a \$25.00 fine. Handicap parking violations result in a \$50.00 fine. Vehicles with 5 or more parking tickets will be immobilized with a boot. A \$35 fee is applied when a boot is placed on a vehicle. The boot will not be removed until all tickets and fees are paid. Vehicles with ten (10) or more parking violations may result in parking privileges being revoked for the remainder of the academic year.
2. Fines are payable within five (5) days after violation issue date. Fines are paid at the Student Accounts Office in Whipple Administration Building.
3. University Police is authorized to tow at the discretion of the Chief. For any unpaid tickets or illegally parked vehicles on campus. You are responsible for towing and storage fees. The car will not be released until all parking tickets are paid.

E. **APPEALS (Sec.580.10)**

1. Appeals must be filed online at www.morrisville.edu/contact/offices/university-police/parking-appeal-form within five (5) business days from date of issuance of a parking violation.
2. If no appeal is filed as above, the violation is considered proved and a fine is levied.

F. **TEMPORARILY IMMOBILED WITH A BOOT AND/OR TOWING (Sec.580.8)**

1. ANY MOTOR VEHICLE PARKED IN VIOLATION OF THESE REGULATIONS MAY BE TICKETED, TEMPORARILY IMMOBILIZED WITH A BOOT (\$35 FEE IMPOSED) AND/OR TOWED AWAY AND STORED AT THE OWNER'S EXPENSE. IT IS A NEW YORK STATE VIOLATION TO PARK ALONG ANY CAMPUS ROADWAY. TICKETS FOR SUCH VIOLATIONS WILL BE ANSWERED AND PAYABLE BEFORE THE VILLAGE JUSTICE OF MORRISVILLE, NEW YORK. IF A VEHICLE HAS BEEN IMMOBILIZED AND REMAINS FOR THREE (3) DAYS, THE VEHICLE MAY BE TOWED AT THE OPERATOR'S/ OWNER'S EXPENSE.

G. **ABANDONED VEHICLES (Sec.580.7)**

1. It is a violation of the New York State Vehicle and Traffic Law to abandon a vehicle on a public highway or another person's property. In the absence of specific permission by the administration, all student vehicles must be removed from campus prior to the Winter and Spring recesses and prior to the end of the school year. Violators may be prosecuted under state law.
2. If you are experiencing a problem with your vehicle and it becomes inoperable and is in violation, notify NYS University Police directly. Such notification must be recorded to avoid a written ticket or tow.
3. If you must leave a vehicle on campus over a break period, you MUST notify NYS University Police in person. You will be directed where to park your vehicle. Failure to do so may result in your vehicle getting towed at your expense.

NOTE: Parking is on a first-come, first-served basis and totally at your own risk. The State University of New York does not carry any insurance covering damage to vehicles parked on state property. NYS University Police Administrative Office is open Monday-Friday, 8am to 4pm, Police Officers are on duty 24 hours a day, 7 days a week.

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