Siena College Parking Rules and Regulations



Siena College Department of Public Safety

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General Information

Siena College Parking Rules and Regulations are established in the interest of the entire College community to provide all persons with reasonable access to carry out College functions. Any questions relating to parking on campus should be directed to the Siena College Department of Public Safety.

POLICY CHANGES AND AUTHORIZATION

Siena College reserves the right to make changes and/or revisions to regulations at any time, without prior notice.

AUTHORITY AND ENFORCEMENT

The Siena College Department of Public Safety must ensure that members of the College community comply with College parking and traffic regulations and New York State motor vehicle laws. College Public Safety Officers enforce the driving and parking rules and regulations by issuing citations. Vehicles may also be booted or towed depending on the severity and number of violations.

LIABILITY

Siena College assumes no liability or responsibility for damages or losses to any vehicle driven or parked in College parking areas or facilities. Please keep your vehicle locked to protect its contents.

Motor Vehicle Registration

All persons parking a vehicle on campus must register their vehicle through the Siena College Department of Public Safety. Students and employees must pre-register their vehicle through the online, BOSSCARS system and then go to Public Safety to obtain a permit. (*See section titled*, *"Bosscars Instructions"*). Visitors/Guests must also obtain a permit while parking on campus.

Applying for Vehicle Registration

PREREQUISITES FOR REGISTRATION

The following prerequisites must be met before an individual may register a vehicle through the Department of Public Safety:

1. The applicant must be authorized by Siena College to have a vehicle on campus.

2. The applicant and the vehicle to be registered must meet all legal requirements for operations within the state of New York.

3. The applicant must agree to abide by the Siena College Traffic Rules and Regulations.

Faculty/Staff Permits

Faculty/Staff will be issued one hangtag parking permit. This permit **is** transferable and may be used for any vehicle utilized by the faculty/staff member, as long as the vehicle is registered with the Department of Public Safety. The hangtag must be displayed from the vehicle's rear-view mirror at all times while parked on campus. If the mirror will not accommodate the hangtag the permit must be placed on the driver side dashboard in clear sight. In the event the hangtag is lost or stolen, a new tag may be purchased from the college for \$50. In the event the hangtag is left in another vehicle, the faculty/staff member may obtain a temporary permit for the day by visiting Public Safety.

Faculty/Staff Bosscars Instructions

To complete the online Bosscars form, please follow these steps:

- Log into the Siena College Banner Employee Self Service portal at: <u>https://bapp-fmw-prod.siena.edu</u>
- 2. Click on the tab titled "Personal Information"
- 3. Select the tab titled "Bosscars Parking Permits and Citations"
- 4. Select "Purchase a Permit"
- 5. Select the term which you are purchasing the permit for
- 6. Select from the drop-down menu the type of permit which you would like to purchase
- 7. Enter the information requested to add your vehicle to the portal
- 8. Click "Submit"
- 9. Print the form which is titled "Vehicle Pre-Registration Form" – this form must be brought to the Department of Public Safety to complete the vehicle registration

A campus parking permit/hangtag will be issued upon presentation of the following:

- a) A current, valid State Department of Motor Vehicle Registration
- b) Saint Card
- c) The completed print-out of the online Bosscars registration form

EMPLOYEE GUEST/VISITOR PERMITS

Employees may obtain Temporary Guest/Visitor permits by submitting a request by visiting the Public Safety web page and/or the following link: <u>https://www.siena.edu/offices/public-</u> <u>safety/parking-and-traffic-regulations/fsa-parking-</u> <u>pass/</u>. After filling out the appropriate form and processing is completed, a Temporary Permit will be sent via email to the Visitor and/or Host. The visitor must display the temporary permit on the dashboard of the vehicle while on campus. The visitors may park in any authorized parking spot. If there are questions regarding the process or more information is required, the employee may contact Public Safety.

Student Permits

A student purchasing a Siena College Parking Permit will be issued a "Student" parking permit decal. Vehicles bearing "Student" parking permits may park in any student lot as indicated in the "Parking by Lot" designations section of this booklet. Students may only park between **white lines.** Each student who qualifies for a parking permit will be issued one permit per vehicle, which is non- transferrable.

Student BOSSCARS Instructions

To complete the online Bosscars form, please follow these steps:

- 1. Log into the Siena College Banner Self Service portal at: https://bapp-fmw-prod.siena.edu
- 2. Click on the tab titled "Personal Information"
- 3. Select the tab titled "Bosscars Parking Permits and Citations"
- 4. Select "Purchase a Permit"
- 5. Select the term which you are purchasing the permit for
- 6. Select from the drop-down menu the type of permit which you would like to purchase
- 7. Enter the information requested to add your vehicle to the portal

- 8. Click "Submit"
- 9. Print the form which is titled "Vehicle Pre-Registration Form" – this form must be brought to the Department of Public Safety to complete the vehicle registration

A campus parking permit/decal will be issued upon presentation of the following:

- a) A current, valid State Department of Motor Vehicle Registration
- b) Saint Card
- c) The completed print-out of the online Bosscars registration form

Billing for the selected permit type will not occur until after the permit has been obtained and processed through the Department of Public Safety.

DISPLAY OF DECALS and PERMITS

1. All registered vehicles must display a valid decal or parking permit. In order to avoid confusion, expired decals should be removed before new decals are affixed.

2. The decal must be properly affixed as directed; other means of affixing the decal are not acceptable. Failure to properly display the decal may result in a citation being issued.

3. Parking decals are not transferable to another party or (student) vehicle.

4. Lost, stolen or damaged decals should be reported immediately to the Department of Public Safety.



Special Permits

RESIDENT FRESHMAN

Due to the limited amount of parking space on campus, First Year Resident Freshman students are prohibited from having a vehicle on campus. All Resident Freshman Students must obtain prior authorization from the Director of Public Safety to have a vehicle on campus even if it is for a limited time. Failure to receive permission will result in a \$100 fine and may subject the student to denial of his/her request. Any parking tickets received during the time period that the car was on campus without approval may not be appealed. Exceptions to this policy may be requested in writing to the Director of Public Safety.

EXCEPTIONS TO THE POLICY

A first-year resident freshman may request an exception to the policy if they meet certain Medical and/or Employment criteria. The request must be submitted in writing with the necessary supporting documents to the Director of Public Safety for consideration. The student is not authorized to bring a vehicle to campus without prior approval.

<u>Medical Exception Requirements:</u> Students with a current or pre-existing medical condition that are under the treatment of a physician must complete a Medical Parking Permit Request form. The form may be obtained from the Public Safety Office or Siena Health Services Website. This form must be completed by the attending physician and returned to Health Services for review. The general criteria for a medical exception requires a minimum of three appointments per week to a medical professional.

The Director of Health Services will review the documentation and forward a recommendation to the Director of Public Safety. If the request is approved, the Director of Public Safety will notify the student by email of the decision. Upon obtaining an exception, the student will be required to present a receipt of treatment from the medical practitioner on a monthly basis. Employment Exception Requirements: First year Resident Freshman students requesting the employment exception must work a minimum of 20 hours per week of regularly scheduled employment within 25 miles of the campus. The college does not accept sporadic or under the table employment as sufficient for an exception.

Resident freshman students requesting this exception must submit the following to the Director of Public Safety in writing. A letter requesting the exception to policy, which includes the reason for the request, and the specific days and hours the student will work. A letter from the employer on company letterhead stationary indicating the students employment status and the specific hours and days scheduled.

If the exception is approved, the student must provide proof of continued employment on a monthly basis. The student must submit copies of pay stubs from company paychecks by the fifth of each month. Failure to submit documentation on the fifth of the month will result in the loss of the exception and forfeiture of the parking permit.

If cancelled, the permit must be promptly surrendered to the Public Safety Department or a \$100 fine will be imposed and levied on the student's account.

NOTE: Freshmen permits may be denied or revoked by the Director of Public Safety if the student is in violation of the Siena Code of Conduct. Freshman permits may be suspended for the remainder of the semester for any freshman student who has received three tickets for violations of the College's Traffic Rules and Regulations.

Freshman granted an exception will be directed to park in Lot "U", "F" or "B" only and in spaces marked with white lines.

TEMPORARY PERMITS FOR UPPERCLASS STUDENTS (2nd - 4th Year)

Temporary parking permits for upper class students may be obtained from the Department of Public Safety, 24 hours a day 7 days a week. There is a charge for the temporary permit. The student must first complete BOSSCARS pre-registration form and bring the printed form along with a current valid State Department of Motor registration and their Siena College Saint Card to the Public Safety Office. The permit must be displayed on the rearview mirror with the printed information facing out so the permit is visible for viewing. If your mirror will not accommodate the permit, it must be placed on the driver side dashboard in clear sight.

HANDICAP PARKING PERMITS

All persons possessing a State Handicap Permit or License Plate must also obtain a Siena handicap Parking Permit from the Department of Public Safety. Requests for handicap parking permits must be accompanied by documentation from the registered physician who authorized the permit. Vehicles bearing a proper handicap permit issued by the college and State, may park in a designated handicap parking space. These spaces are marked with blue lines. In some cases, a discharge area may be visible. Diagonal blue lines indicate discharge areas.

NOTE: The discharge area is not a parking space. Vehicles found parked in discharge areas or in handicap Parking Spaces without displaying a handicap permit may be issued a citation and towed from campus at the owner's expense.

STUDENT GUEST/VISITOR PERMITS

Temporary Guest/Visitor permits may be obtained by visiting the Public Safety. The office is open 24/7. The host must register the guest vehicle through Bosscars prior to requesting the guest permit at the Department of Public Safety. A valid State Department of Motor Vehicle Registration, the host's Siena Saint Card, the completed printout of the online registration form from Bosscars, and the Siena College guest must be brought to the Department of Public Safety by the host to complete the vehicle registration process. The vehicle owner must display the temporary permit on the rearview mirror with the printed information facing out so the permit is visible. The visitor/guest must park between white lines in student lots only.

ONLINE STUDENT GUEST PERMITS

Online guest temporary parking permits are valid from Friday at 6:00pm until Sunday at 9:00pm. <u>These permits are not valid at any other time</u>. The visitor/guest must display the permit on the driver's side of the dashboard. All guest vehicles must park between white lines in student lots only.

The student which has registered the guest either through the Department of Public Safety or online will be responsible for any charges accrued on the vehicle during the guest's stay.



MAC MEMBER PARKING PERMITS

All MAC members must register their vehicles and obtain a parking permit. They may park in Lots F or U only.

LIBRARY PARKING

Siena College community members may park in Lot F or Lot U to access the library during normal hours. Library guests must obtain a Library Parking Permit from the Department of Public Safety.

LONG TERM PARKING

Any student, faculty or staff member, or any other person leaving campus for an extended period of time (i.e. sports team trip, a family emergency, winter recess, a long weekend, vacation, etc.) who intends to leave their vehicle on campus should be aware of our emergency vehicle removal procedures. When leaving campus, vehicles left behind must be moved to:

- Lot "B" The lot in the rear of Cushing Village
- Lot "F" The lot adjacent to the baseball field
- Trustco Bank Building Lot Across Rt. 9

Additional Lot Restrictions

Parking spaces are designated by color. White lined spaces are for Students and Visitors. Yellow lined spaces are for faculty and staff. Students and

employees must park between the proper colored lines for their designation. Spaces lined in Blue are for vehicles bearing valid Siena Handicap Permits and/or Handicap plates. Parking citations may be issued based on the line color of the parking location, even if a designation sign is not visible.

- <u>Parking Lot "L"</u> located on the west side of Foy Hall is reserved for Faculty and Staff parking. However, from 5:00 p.m. until Midnight students may park in this lot for evening classes and events.
- Lots "O", "P", and the portion of Padua Rd. from the entry to Lot "P" north are Restricted Areas which includes Service Rd. and the parking area adjacent to Lonnstrom Dining Hall. A red line painted on Padua Rd. and two signs which state, "No student vehicles beyond this point" identifies the Restricted Area. No student vehicle is permitted north of the red line and any student vehicles in that area will be ticketed and/or booted.

Violations

Each violation will result in the ticketing of the vehicle. Students are responsible for the associated fine for each citation received.

<u>Abandoned/Inoperable Vehicles</u> – All motor vehicles on campus must be in running order and bear a valid state license plate issued to that vehicle. Vehicles in violation of this regulation will be considered abandoned and may be towed from campus at the owner's expense.

Driving Under the Influence of Alcohol and Drugs

- No person shall operate a motor vehicle on Siena College property while the person's ability to operate such motor vehicle is impaired by the consumption of alcohol or drugs.
- If in the judgment of a member of the College's Public Safety Staff, an operator of a motor vehicle being operated on campus has consumed alcohol or drugs, the operator will be documented, and a report will be forwarded to the Dean of Students.
- If the operator of a vehicle is involved in an accident, and the Public Safety Staff suspects the driver may be under the influence of drugs

or alcohol, the Police may be contacted to further investigate the incident.

Parked in a Faculty/Staff Area – Parking a vehicle in a parking space (yellow lines) when not authorized by the parking permit issued to that vehicle.

Failure to Display a Hangtag / Permit

Failure to Move Vehicle from Closed Lot –

Failure to move a vehicle from a lot which has been closed for a special event.

Failure to Yield the Right of Way – Failure to yield the right of way at a yield sign.

Fire Lane / Tow Zone – Parked in a Fire Lane or designated Tow Zone

<u>Unauthorized Parking in a Handicap Parking</u> <u>Space</u> – Handicap parking areas are for vehicles bearing a Siena Handicap Vehicle Registration. Unauthorized vehicles found parked in these areas

will be ticketed and towed at the owner's expense.

Improper Display – Not affixing the parking permit to one's vehicle, placing the permit in the wrong location.

Improper Lot – Parking a vehicle in a parking lot, space or area not authorized by the parking permit issued to that vehicle.

Forged Permit/Improper Use of a Permit –No person shall affix a permit to his/her vehicle that is either forged or is not the permit assigned to that vehicle.

Parking in more than one space - Vehicles not parked within the designated parking space lines, that is when the vehicle is extended into another parking space surrounding their intended space, causing their vehicle to be in more than one space, will be issued a parking ticket for using more than one space.

Parking in a space designated for a Special Permit or a Reserved Parking Area

<u>Parking in a Restricted Area</u> – Any area that is marked as a restricted area by painted hash marks on the pavement.

Parked in the Roadway – Parking is not permitted on campus roadways. In addition to its normal definition, roadway includes any area designated as a safety island. A safety island is an area with diagonal lines painted on the pavement to indicate it is not a parking area. All roadways are considered Fire Lanes.

Parked/Driving on the Lawn and Pathways -

(Pathways, lawn, non-paved area, dirt and grassy areas) Pathways are for pedestrian traffic only with the exception of Security, Maintenance and Emergency Vehicles. Vehicles may not park or drive on lawn areas, non-paved areas, or any area not designated for vehicular traffic. Vehicles parked in these areas, in addition to being ticketed, may be towed from campus.

Parked/Driving on Town House Pathways -

Based on the seriousness and potential harm to pedestrians, a separate violation for this action has been written. This violation carries a larger fine.

Driving through a Stop Sign – Failure to come to a complete stop at a stop sign.

<u>Reckless Driving</u> – Reckless driving on campus is defined as operation of a motor vehicle in a manner presenting an unjustifiable risk to a person's safety and or damage of property of another.

<u>Restricted Area / Safety Zone</u> – Any area which is designated by painted lines on the ground.

Speeding – The maximum speed permitted on campus is 15 M.P.H.

<u>Unregistered Vehicle</u> – All vehicles parked on campus are required to be registered with the Department of Public Safety.

<u>One Way/Wrong way on one way</u> – On roadways marked for one-way traffic, vehicles shall be driven only in the direction designated.

Blocking a Fire Hydrant – No person shall stop, stand or park a vehicle within 15 feet of a fire hydrant except when the vehicle is attended by a licensed operator who is seated in the front seat and who can immediately move the vehicle in case of an emergency, unless a different distance is indicated by official signs, markings.

Enforcement Protocol

TRAFFIC ENFORCEMENT

Public Safety personnel continuously patrol the campus and issue tickets/citations for violations of the Siena College Parking and Traffic Regulations.

A traffic ticket will indicate the violation and the amount of the fine. Fines will be charged to the person's Siena College account. Fines may only be paid at the Business Affairs Office. New York State requires the College to charge tax on all fines.

COMPLIANCE WITH PUBLIC SAFETY PERSONNEL

Community members and visitors/guests must comply with authorized directives issued by Public Safety personnel or any other person empowered to enforce the College's Traffic Rules and Regulations. Refusal to comply with such requests or directives may result in disciplinary action and or the loss of vehicle privileges on campus. It may also cause the vehicle to be ticketed and towed immediately at the owner's expense.

TICKET APPEAL PROCEDURE

Persons who have received tickets may appeal the violation to the Traffic Appeals Committee. The committee is comprised of Faculty, Staff and Students.

Student Appeals must be appealed online through their Web for Students – Banner Self Service Account within 45 days of the citations issue date. Once logged in to Web for Students:

- 1. Choose the option "Outstanding Citations"
- 2. A list of tickets will appear that have been written to the account
- 3. Select the button for the ticket you wish to appeal
- 4. Type in your comments on the grounds for which you are appealing the ticket
- 5. You will then receive an acknowledgement of the appeal
- 6. You can then track the status of your appeal to see if it was granted or denied

Faculty and Staff appeals must be completed through the web by logging into Employee Self Service. Once logged in to ESS secure web page:

- 1. Click on Personal Information and the choose Bosscars.
- 2. Choose the option "Outstanding Citations"
- 3. A list of tickets will appear that have been written to the account
- 4. Select the button for the ticket you wish to appeal
- 5. Type in your comments on the grounds for which you are appealing the ticket
- 6. You will then receive an acknowledgement of the appeal
- 7. You can then track the status of your appeal to see if it was granted or denied

All decisions of the Committee are final.

Appeals must be submitted to the Committee within 45 calendar days from the date of the cited violation. Appeals received after the 45 days will not be considered by the Committee.

Important Notices

EMERGENCY VEHICLE REMOVAL

Any student, faculty or staff member, or any other person leaving campus for an extended period of time (i.e. sports team trip, a family emergency, winter recess, a long weekend, vacation, etc.) who intends to leave their vehicle on campus should be aware of our emergency vehicle removal procedures. These procedures dictate that at times we must clear certain areas, such as but not limited to parking lots and roadways. Abandoned vehicles, vehicles left behind by those leaving campus, disabled vehicles and even legally parked vehicles may need to be removed under circumstances beyond our control. Snow removal, construction needs, parking lot closures, repair problems and emergencies will dictate the removal of these vehicles. In all cases, an attempt to notify the vehicle owners will be made. This may include e-mail, public announcements, flyers and telephone messages when practical.

When leaving campus, vehicles left behind must be moved to the "Long Term Parking Areas, these areas are designated as Lot B (rear of Cushing Village), Lot F (next to the baseball field) or the Trustco Bank Center which is located across the street from the main campus. Vehicles left in any other lot may be towed when necessary for snow removal or any other emergency that may arise. The owner will be responsible for the tow charges.

SUMMER PARKING

Students enrolled in summer courses or employed by the college are authorized to have their vehicle on campus. However, if a student is not enrolled in classes/employed by the college, their vehicle must be removed at the end of the academic year. At no time can anyone leave their vehicle parked on campus for the entire summer without special permission. Unauthorized vehicles parked on may be removed at owner's expense. The College is not responsible for fees charged by towing companies for vehicle removal. Siena College assumes no liability or responsibility for damages or losses to any vehicle driven or parked in College parking areas or facilities.

MOTOR VEHICLE ACCIDENTS

All motor vehicle accidents occurring on the Siena College campus should be reported to the Public Safety Department. The New York State Vehicle and Traffic Law requires that accidents causing personal injury or damage in excess of \$1,000.00 to the property of another person must be reported to the Department of Motor Vehicles within 10 days. State Motor Vehicle Accident Reports (MV104A) is available at most police departments and DMV offices.

INSURANCE

Personal vehicles are not covered by Siena's Insurance policies. The college cannot assume responsibility for loss, damage or theft of property from the personal vehicles that are parked on campus.

PERSISTENT VIOLATORS

Individuals, whose vehicle has been ticketed six times, will be declared a Persistent Violator. Persistent Violators receiving a seventh ticket or subsequent tickets, in addition to the ticket, will have their vehicle booted and/or towed from campus. Any vehicle that obtains three or more tickets for being unregistered will be booted. The fines and tow charges for their vehicle will be the responsibility of the operator/owner of the vehicle. People who have been declared Persistent Violators will remain such for the remainder of the current Academic Year regardless of the status of their parking fines (paid or unpaid). When the next Academic Year commences all former Persistent Violators will have their Persistent Violator status removed and will start the year without carrying forward that designation.

TOWING

The College reserves the right to boot or remove any vehicle from campus when that vehicle is found in violation of the Siena College Traffic Rules and Regulations.

Parking by Lot Designation

FACULTY / STAFF PARKING - Yellow Lines

Lot "A" – Located to the rear of the St. Francis House on Malloy Circle

Lot "C" - Located in front of Snyder Hall

Lot "D" – located on the north side of Snyder Hall

Lot "E" – The spaces outside the Clare Center and on Francis Drive

 $\underline{\text{Lot "F"}}$ – The spaces located to the rear of the Morrell Science Center

Lot "G" – Located to the rear of Roger Bacon, in spaces designated by yellow lines

 $\underline{\text{Lot "I"}}$ – Located off of Middlefield Road next to Rosetti Hall

Lot "K" – Located in the vicinity of the Haas Maintenance Building

Lot "L" – Located on the west side of Foy Hall. (NOTE: After 5:00p.m. students may use the lot until Midnight)

Lot "M" – Located at the front of Siena Hall

Lot "O" – Located at the rear of Hines Hall at the Handicap Entrance

Lot "P" – Located at the rear of Hines Hall south of the East Wing

<u>Lot "T"</u> – Located at Maguire Hall, has east and west areas, the east side has four spaces designated for Faculty and Staff.

Lot "U" – Located on the east side of the Turchi Road Entrance to the College

Lot "V" – Located on the south side of the MAC

<u>Chapel Road</u> – The spaces north of the Chapel

STUDENT PARKING – White Lines

<u>Malloy Circle</u> – The parallel parking spaces to the rear of Cushing Village

Lot "B" – The lot in the rear of Cushing Village

Lot "C" - Located at Snyder Hall

<u>Clare Circle</u> – The parking area surrounding MacClosky Square

<u>Chapel Road</u> – Spaces south of the Chapel

Lot " \underline{F} " – The lot adjacent to the baseball field

Lot "G" – Located on the north side of the Morrell Science Center. Excludes faculty and staff spaces (Yellow Lines)

Lot "H" – Located on the north side of Foy Hall

 $\underline{\text{Lot "N"}}$ – Located at the immediate front of Hines Hall

Lot "Q" – Located on the west side of Padua road.

Lot "R" – Located on the south side of Padua Hall

Lot "S" – Located on the south side of Hennepin and Ryan Halls

Lot "U" - Located on the east side of Turchi Road across from McGuire Hall

 $\underline{\text{Lot "W"}}$ – Located to the rear of Plassmann Hall in front of the MAC

