

# **PARKING POLICY**

## **Parking on campus**

All students, faculty, staff, and visitors must display a valid parking decal or temporary hang tag and are obligated to adhere to the University's parking regulations at all times while on campus.

Parking is limited and obtaining a parking decal does not guarantee the availability or location of a parking space. The responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not a valid reason for violating Pace University's parking regulations.

We encourage all members of the University community to park in one place and take advantage of our beautiful, scenic campus by walking between locations.

## **Parking Decals**

Parking is only available on the Pleasantville and White Plains Law School campuses. Submit a completed [registration form online](#). A valid Pace ID and vehicle registration is needed when registering a vehicle for use on campus. The decal holder is responsible for the vehicle operation and any fines incurred while the vehicle is on campus, to include, towing expenses resulting from fines. By registering a vehicle for campus privileges, a person agrees to abide by all campus traffic and parking regulations.

If you do not register your vehicle and you are identified, all citations accrued on that vehicle will be placed on your Office of Student Assistance account. You will be responsible for payment of citations.

## **PLEASANTVILLE CAMPUS**

### **Faculty/Staff**

Pace University parking decals will be issued to faculty, staff, and contract employees. Parking decals do not expire and require a onetime registration; however, if any vehicle changes occur a new decal is required.

### **Commuter Students**

Parking decals do not expire and require a onetime registration; however, if any vehicle changes occur a new decal is required.

- Parking for commuter students with a C decal is available in lots A, B, C, D, E, F, G, I, T, U and P. There is limited parking in Lot H behind Choate House.

### **Resident Upperclass Students (Pleasantville Campus)**

Parking decals expire August 31 of each academic year and must be renewed on a year basis. Resident students are entitled to only one registered vehicle.

- Parking for Pleasantville residents with an R decal is available along Alumni Hall (Lot I), behind Martin Hall (Lot M), North Hall (Lot N) and Townhouses (Lot R). Additional parking is available in Lots O & T.

- Pleasantville resident students may park in the following academic lots overnight from **7:00pm-7:00am ONLY**: A, B, C, D, E, F, G, H, P, U and X.

### **Resident First Year/Freshman Parking Policy (Pleasantville Campus)**

Resident First Year/Freshman Students are not authorized to have vehicles on campus at any time (including weekends) for the duration of their first year (fall and spring semesters). Our policy reflects our goal to reduce the number of cars on campus. The University offers a daily shuttle service providing transportation for students on campus, to Memorial Plaza in Pleasantville and to the White Plains Law School and New York City campuses. The current shuttle bus schedule can be found at [www.pace.edu/transportation](http://www.pace.edu/transportation).

First year resident students who require a car on campus, due to extenuating circumstances, must submit a written petition to Vincent Beatty, Executive Director of Safety & Security at [security@pace.edu](mailto:security@pace.edu). First year students that are granted a parking exemption must display a decal and park their vehicles in Upper Lot R only. Any first year student parking elsewhere on campus will be issued a citation that they will be unable to appeal.

First year resident students who have not received a Pace University parking decal, but have been identified by other means as having a vehicle on campus, will be held responsible for violating this policy.

### **LAW SCHOOL WHITE PLAINS CAMPUS**

Faculty Lot - Faculty with L permit only.

Dannat and Annex Lots - Handicapped parking only. Pace handicapped permit or visitors with state or local handicapped parking permit necessary.

Crane Avenue Lot - Faculty & staff parking with A or L permit.

**Cars without T permits must display a temporary parking permit between the hours of 11pm and 7am.**

### **Parking Decal Type**

- A** Issued to faculty and staff (*student aides and graduate assistants are not eligible for staff parking*).
- C** Issued to non-resident students: Authorizes parking in all academic lots on the Pleasantville and White Plains campuses not reserved for faculty, staff or resident students.
- R** Issued to Pleasantville resident students (one car only per registered student). Expires annually on August 31<sup>st</sup>.

- T** Issued to White Plains residents students. Expires annually on August 31<sup>st</sup>.
- F** Issued to White Plains non-resident students (**only one permit per student**). Authorizes overnight parking in Lots 3, 4 or 5. Fees are \$200 per year or \$100 per semester. Expires annually on August 31<sup>st</sup>.
- L** Issued to White Plains Faculty for parking in faculty lot.

## **Decal Display**

Decals are issued as a pair. Both decals are to be **permanently** affixed on the vehicles front/back windshield; one on the upper front driver's side windshield and one on the upper rear passenger side. It is the responsibility of the owner or operator of the vehicle to ensure that the decals remain affixed at all times and are legible. A vehicle may only display one decal type. Decals are not transferable and sharing will result in fines and/or revocation of decal.

*Vehicles displaying decals differently than described (i.e.: taped, on dashboard) will be considered unregistered and subject to citations for improper display.*

## **Citation Appeal Process**

All appeals will be conducted through an [online form](#) (one form per citation). Only appeals for legitimate discrepancies concerning current parking policy will be considered. Appeals will NOT be granted for the following reasons:

- No available parking spaces
- Financial hardship
- Unread or misunderstood signs
- Ignorance of regulations
- Parking illegally for a short time
- Inconvenience of parking areas
- Lost ticket/never received ticket/error in the description of the car

You must make your appeal within 30 calendar days of the date the citation was issued. After 30 days, you lose your right to appeal. No consideration will be given for anyone who repeatedly receives citations for the same offense and does not address it immediately after receiving the 1<sup>st</sup> citation. Each appeal will be judged and a notification of the decision will be sent to the applicant via email. All decisions rendered by the Safety & Security office are final.

## **Payment of Citations**

Students may pay for traffic fines at the Office of Student Assistance (<https://www.pace.edu/office-student-assistance>) or online via the MyPace Portal.

## Traffic & Parking Regulations

1. Pace University assumes no liability for damage or loss to private vehicles, their occupants, or contents while on University property. **Including accidents and acts of vandalism.**
2. Drivers on campus must obey all University regulations and all provisions of the New York State Vehicle and Traffic Law.
3. Parking and use of vehicles on campus without registration, permission from the University or in violation of regulations is prohibited.
4. Vehicles shall not be operated beyond posted speed limits. The campus speed limit is **15 MPH.**
5. No person shall park a motor vehicle other than in designated parking areas unless specifically authorized by the University.
6. Drivers must obey all traffic signs and directions from Security personnel who have been given the responsibility to enforce all traffic and parking regulations.
7. Failure to park within a designated parking space, within the lines, is a violation.
8. Vehicles must be operated in such a manner as not to endanger or injure pedestrians, property or other vehicles and drivers. The Safety & Security Department will randomly enforce stop sign and unsafe operation of vehicle violations. Violators will **not be stopped** by the Security Officer. A citation will be emailed to the violator, or placed on vehicles windshield if seen on campus.
9. Vehicles that are inoperative or abandoned on campus are subject to towing at the owner's expense. (See Section 1224 of the New York Vehicle and Traffic Law, "Abandoned Vehicles".)
10. A fine is a financial obligation to the University. **Fines must be paid prior to class / housing registration and the release of grades, transcripts or diplomas.** Student citations will be placed on your bursar account. All citation activity accrued by a faculty/staff member will be posted to their traffic account.
11. Chronic violators of University regulations who accrue \$200 or more in fines will be reported to the Dean for Students or appropriate department heads for disciplinary action, or may be towed if circumstances warrant at their own expense. **The Safety & Security Department reserves the right to deny parking privileges to habitual violators.**
12. Choate, Willcox, Townhouse and Miller circles, and their adjacent roadways on the Pleasantville campus are **"No Standing at Any Time"** areas. Passengers may be picked up or dropped off only.

13. **Loading Zones/Deliveries:** Each academic building on campus and each dining hall are provided with a loading zone adjacent to the building. No parking is permitted in loading zones except for commercial vehicles making deliveries.
14. **Fire Zones and Fire Lanes:** All campus roads are fire lanes and all unmarked spaces in a parking lot are a fire lane. Each loading zone is by definition a fire zone. Fire zones are areas paved and unpaved that permit fire-fighting equipment to come as close to a building as possible. The University will attempt to mark all fire lanes and fire zones in general, but lack of such markings will not relieve a violator of responsibility for obeying regulations. Parking or standing in a fire zone is prohibited. Any vehicle parked in a fire zone is subject to towing without warning.
15. **Walkways:** Walkways include any paved way on campus that is not defined as a roadway.

## Special Parking Privileges

### Disability Parking

Disability parking spaces are reserved for those who have a disability license plate or permit for disability parking issued in their name by the State, County or Town of residence. The plates and permits may be used to park in reserved parking spaces **only when the person with the disability is driving or riding in the vehicle**. Any person who abuses any privilege, benefit, precedence or consideration arising from possession of the license plates or permit, may have them revoked by both Pace University and the issuing municipality.

### Temporary Disability Parking

Members of the University community who suffer a **temporary** disability which affects their ability to walk may apply to the Safety & Security Department or Student Accessibility Services for a university-issued temporary disability parking permit. Any person applying for temporary disability permit must present, to the Safety & Security Department, a doctor's letter on official stationery specifying the medical problem and the expiration date for disability parking privileges. Temporary university-issued disability parking may not exceed six (6) weeks. Students, faculty and staff requiring disability parking beyond six (6) weeks should contact their local municipality.

### Visitors

All visitors to the Pace University Pleasantville and White Plains Law School campuses that require parking must display a temporary tag on their vehicle dashboard. Members of the University community are responsible for their guests and the citations and fines they may receive. Students, faculty and staff may apply for a temporary parking permit for their guests online at [www.pace.edu/security-emergency-management](http://www.pace.edu/security-emergency-management). Visitors to campus must comply with all regulations in this guide. Visitors who do not comply with the parking regulations may have their vehicle towed or banned from campus. Visitors must park in Lots O, T & R.

## Security Gate Procedure

All vehicles entering the Pleasantville campus between 10pm and 6am, Monday through Sunday will be stopped at the gate. All passengers must show a valid Pace or photo ID, which will be documented in the Activity Log.

## Towing

All vehicles are subject to towing off campus and impounding at the owner's expense by an outside agency if; illegally parked and/or it constitutes a safety hazard, is in violation, of any parking regulations, has accrued over \$200 in citations, interferes with university operations or is not moved upon notice. In addition, specific University policy allows towing of vehicles off campus as follows:

- Any vehicle obstructing a roadway, loading ramp, garbage dumpster, or who in any other way obstructs traffic.
- Any vehicle parked or standing without proper handicap authorization in a space reserved for a handicapped person will be immediately towed. The handicap authorization must be in the name of the operator of the vehicle. Any fraudulent use of handicaps will be reported to the issuing municipality.
- Any vehicle that is parked in other than a clearly marked parking space.
- Any individual who fails to clear a number of parking citations may have their vehicle towed.

## PARKING & TRAFFIC FINES

<b><u>VIOLATION</u></b>	<b><u>FINE</u></b>
Unregistered or improper display of decal/pass	\$20.00
Expired pass	\$20.00
Display of unauthorized or altered decal/pass	\$75.00
Parked in two spaces or double parked	\$40.00
Parked off pavement	\$60.00
Parked in restricted area	\$50.00
Parked to obstruct traffic	\$50.00

Parked in crosswalk	\$30.00
Parked in faculty/staff area	\$30.00
Parked in handicapped parking space	\$100.00