



**REGULATIONS**  
**FOR VEHICLE REGISTRATION, PARKING AND TRAFFIC**

**DEPARTMENT OF PUBLIC SAFETY**

**June 2009**

## **PARKING QUICK REFERENCE**

**Do I have to register my car?** All cars on campus, including those belonging to faculty, staff, students and visitors, must be registered.

**Where do I register my car?** The Public Safety Office is located at Tilly Hall and is open twenty-four (24) hours a day.

**What will happen to my car if I do not register it?** Given the scarcity of parking on campus, the Public Safety Office would like to discourage vehicles parking on campus without being properly registered. Those vehicles that accumulate a number of violations that are unregistered will quickly lose the privilege to park on the Smith College campus. Any unregistered vehicle receiving three tickets will be placed on a list to be towed at the owner's expense. The next time the vehicle is on campus and parked illegally, it will be given a fourth ticket and towed. The vehicle will not be released until all outstanding parking fines are paid and the vehicle is registered with the Public Safety office. A fifth ticket will result in a \$50 fine and will result in loss of parking privileges. The vehicle must park in a perimeter parking lot to remain parked on campus. If the vehicle receives two more tickets to equal seven, the vehicle and its owner will be added to the list of those permanently banned from parking on campus for the remainder of the academic year. Once a vehicle is placed in this category it will be towed each time it is on campus regardless of whether or not it is parked legally and whether or not tickets are paid.

**Can a student park a car in a faculty/staff space at night?** No, student vehicles must be parked in student lots all the time.

**I am a first year student. Can I bring a car to Smith?** No, first year students may not bring a vehicle to campus. Any first year student found in violation of this policy will be referred to the Smith College Judicial Board.

**Can a student park in a faculty/staff space on a holiday or during a break or any time?** No. The regulations remain the same 365 days a year; 7 days a week.

**Are all students eligible for a parking decal?** No, first year students are prohibited from bringing a vehicle to Northampton. We suggest first year students bring a bicycle to campus. Main campus student parking is limited and is available to the senior class first. Remaining decals are offered to the junior class followed by the sophomore class.

**I am bringing a vehicle to Northampton and cannot get a Smith decal or am ineligible for a Smith decal. Is it necessary for students who do not have Smith decals that are bringing their car to the city of Northampton to obtain an ID Tag from Public Safety?** Yes, Public Safety requires an ID Tag which is free of charge. This is not a parking decal for Smith lots, Sometimes prior to towing, the city tries to identify the vehicle owner--if your vehicle has a Smith ID then the city may notify you to move your vehicle.

**I am going away for January term or the December recess; where do I leave my car?** Because of the possibility of snow, vehicles left on campus while the owner is away during the winter must be left in snow parking lots (the Stables Lot, Tennis Court Dr., Tennis Court Lots, and the Parking Garage only in green lined and snowflake spaces). Vehicles left in other areas may be towed at the owner's expense.

**Can I leave my car parked on campus during the summer?**

During the summer, campus parking lots are not available for the storage of vehicles. Vehicles with signs of inactivity will be removed.

**Where can I park if I remain on campus during the summer?** Students who remain on campus during the summer and whose vehicles are registered with the Public Safety office may park in the Stables Lot. A temporary parking pass should be obtained at Public Safety for summer parking.

**How much does it cost to register?** Resident students are charged **\$150** to park in the main student lots. Peripheral student parking is available for **\$25**. Commuting (day) students are charged **\$25**. Faculty and staff members are charged **\$50** for parking on campus. See page 11 for other rates.

**Can I park in a Service Vehicle space at any time?** No. Service vehicle spaces are for the sole use of authorized service vehicles.

**Can I park in a Visitor Space?** No. Visitor spaces are for bona fide visitors only. Faculty, staff and students may never park in visitor spaces.

**Where can my overnight guest park?** Guests may park in faculty/staff spaces after 5 p.m. until 7 a.m. Monday through Thursday and on weekends after 5 p.m. Friday until 7a.m. Monday. No pass is necessary. Students who are not registered cannot park in these spaces either. Please note: No guest overnight parking in the Quad 1a.m. – 6 a.m.

**I have a medical condition requiring that I park close to my hall and academic buildings; can I do this?** Cars with state-issued handicapped plates can be parked in handicapped spaces. Members of the community with temporary disabilities may be eligible for a temporary medical pass through the Office of Disability Services.

**Must visitors follow college parking rules and regulations?** Yes. Students, faculty and staff are responsible for informing their guests about the regulations and should obtain parking passes for them.

**What can I do when I am parking my car late at night and I am concerned about safety?** When you are alone and feel unsafe walking to your residence hall, you may call Public Safety from the blue light phones located in each parking lot to request a ride. Stay in your car with the doors locked and the headlights on.

**What do I do if my vehicle is towed?** If your vehicle has been towed, please contact the Public Safety Office. A release form will be signed by Public Safety once you register your car and pay all outstanding parking fines. Your vehicle will not be released until all parking tickets have been paid.

**What happens if I am notified that I have lost my parking privileges?** Anytime an officer observes the owner's vehicle or another vehicle being parked by the party without campus parking privileges the vehicle will be towed from campus at the owner's expense.

**I'm only planning on having my vehicle on campus for the fall term. How much will the decal be for only one semester?** You may purchase a decal for just the fall term at half the cost of a full academic year.

**I have a commuter (day) student decal. Where can I park my vehicle overnight?** Commuter (day) students may park occasionally overnight and on weekends in the Parking Garage top level except during snow emergencies. If you will be leaving your vehicle overnight on a regular basis, you must purchase a resident student decal.

**What do the different colored parking lines mean?** White - faculty/staff; orange-service vehicles; green-student; blue-visitor; and red-academic year commuter students.

**What happens when it snows?** The Facilities Management issues a Snow Parking Ban via e-mail with instructions and information about where to park during plowing operations.

**What if I do not have a Smith parking decal and a parking ban is issued?** Only vehicles with Smith parking decals can park in Smith College lots during a snow emergency. Visitors, guests, and members of the community without Smith decals must find parking in city lots.

**How do I get information about the city of Northampton parking bans?** Either call the Winter Information Line at 586-6969 or sign up for e-mail notification at [www.northamptonma.gov](http://www.northamptonma.gov)

## **FROM THE DIRECTOR OF PUBLIC SAFETY**

*Clark Kerr, former president of the University of California, has quipped that a college is “a series of individual faculty entrepreneurs held together by a common grievance over parking.” And indeed, a rural New England campus such as Smith’s is not immune from the consequences of motor vehicular traffic—a mundane reality Sophia Smith probably never envisioned.*

*Because the supply of on-campus parking is not unlimited, Smith College has established regulations governing the allocation of available spaces. The regulations are for the safety and welfare of students, faculty, staff, and visitors; for the protection and efficient use of college property; and for the responsible management and operation of the college. Everyone who parks on campus is responsible for knowing the regulations. Public Safety knows that doesn’t mean everyone reads them; it just means we have something to point to if we must.*

*Parking tickets are no more fun to write than they are to pay. Public Safety urges you therefore to follow campus parking regulations voluntarily. If you have special concerns about parking, we hope you’ll call us to discuss them.*

*It is easy to walk to every building on campus and there is ample parking for those whose mobility is limited. Public Safety therefore encourages drivers to park their vehicles for the day and walk to their various destinations. Smith College has a beautiful campus — a walking campus for everyone to enjoy.*

*Sincerely,*

*Paul L. Ominsky  
Director of Public Safety*

These regulations are adopted pursuant to the authority conferred upon the Board of Trustees of Smith College by the Commonwealth of Massachusetts.

Smith College has authorized the Director of Public Safety to appoint members of the Department of Public Safety as parking control officers under Massachusetts General Law, Chapter 147, Section 10f. The Director has appointed every Public Safety Officer and Community Service Officer to this capacity for the duration of their employment.

## **SCOPE**

These regulations, as from time to time amended, apply to all students, faculty, and staff and shall be deemed a part of the terms and conditions of the admission and enrollment of students, the employment of staff, and appointment of faculty. These regulations shall also apply to all visitors and shall be deemed a part of the terms and conditions of the permission to enter the property of Smith College and to operate vehicles on campus streets, drives, ways, and parking lots.

All students, faculty, staff, and visitors who bring vehicles on campus must comply with these regulations. The regulations will be strictly enforced, and enforcement procedures will apply equally to students, faculty, staff, and visitors. The Department of Public Safety issues tickets twenty-four (24) hours a day, year-round.

## **LIABILITY**

Vehicle owners and operators park on campus at their own risk. Smith College assumes no risk or liability for damage or loss nor the vehicle's contents while any vehicle is parked on college property. This includes damage incurred if the vehicle is immobilized or towed.

## **ARTICLE I. COMPLIANCE**

By bringing a vehicle on campus, the operator agrees to abide by these regulations. Every vehicle on campus must be registered with the Public Safety Office and must properly display the parking decal and/or visitor permit issued by the Public Safety Office or department visited. A registration decal, parking permit, or pass is not considered valid unless properly issued and displayed. Each faculty or staff member may register up to three (3) vehicles. Students may register one vehicle. Students, employees, guests and visitors may lose their campus parking privileges if they do not follow the campus parking regulations.

## **ARTICLE II. REGISTRATION AND ELIGIBILITY**

The Public Safety Office, in Tilly Hall at 30 Henshaw Avenue, registers vehicles and issues parking permits.

Current or active Smith College students, faculty, and staff are eligible for parking permits. Five College Faculty teaching on campus and staff on official college business are also eligible for a permit or pass. The Director of Public Safety determines the number and distribution method of parking decals, permits, and passes.

Persons with mobility impairments or who are physically challenged are encouraged to obtain a special medical parking permit. A review by the Office of Disability Services is required for students unless the vehicle bears handicapped license plates issued for the registered student's use. Handicapped parking permits are valid in any legal space on campus except service vehicle parking areas. They are not valid in tow zones, no parking zones, or other prohibited areas.

Temporary replacement passes are issued to faculty, staff, and students (for their respective parking lot type) who have a vehicle registered in the college parking system. A temporary replacement pass is used when a registered vehicle is being repaired and will not be on campus. There is a one-month time limit for temporary replacement passes. If both a vehicle with a temporary replacement pass and the registered vehicle are on campus at the same time, the temporary pass will be considered invalid. The vehicle will be ticketed and towed. Students who bring replacement vehicles to campus must remain parked in student spaces at all times. Removing the temporary pass and parking in faculty/staff spaces is a violation and the vehicle will be ticketed and/or towed.

Any vehicle with an expired, altered, stolen, or invalid decal or pass is considered unregistered and will be subject to ticketing (\$50.00 fine) and towing. The vehicle's owner will lose parking privileges for one year from the date of discovery.

## **Faculty and Staff**

Faculty and Staff members must register vehicles that are parked on the campus with the Public Safety Office in person, Monday through Friday, 8:30 a.m. – 4:30 p.m. Forms are available online at <http://www.smith.edu/pubsafety/forms.php> and at Public Safety. Parking decals will not be mailed out. Registration is not complete until decals are picked up at Public Safety. There is a cost of \$50 for a mobile parking decal. The mobile decal can be easily transferred from car to car without the need to purchase a second decal. If desired, you may purchase a second decal at the same price. Faculty and staff members may have a maximum of three vehicles registered in the campus parking system at any time. The college does not guarantee that there will be a space available in the parking system for every registered vehicle. Faculty and staff members should not expect parking near their work location. At peak times of the day, parking may involve a short walk to the office from a perimeter lot.

The price of a mobile decal for one full fiscal year is \$50. A decal purchased between July through December is \$50. A decal purchased between January through June is \$25.

Visitor spaces are available for visitors twenty-four (24) hours a day, year-round. Faculty and staff members may not park in these spaces at any time.

Faculty or staff with Smith College parking decals that have family members attending Smith College may lend their vehicles temporarily to family members, as can any family, only if the student is not the primary user of the vehicle. If the vehicle will be used primarily or significantly by the student, the vehicle must be registered as a student vehicle. If members of the Public Safety Department see signs that the vehicle is being used primarily as a student vehicle (i.e., remains on campus overnight, parked frequently in student parking areas, etc.), the vehicle may be ticketed and the parking privileges of both the student and the faculty/staff member will be reviewed. Additionally, the faculty or staff member is responsible for assuring that the family member borrowing the vehicle parks the vehicle legally.

## **Applying a Mobile Parking Decal**

1. Remove all expired parking permits.
2. Remove the backing from the mobile decal and apply it to the upper left-hand corner of the left rear passenger's window (inside). Decals displayed in other places on the vehicle will be considered unregistered and may be ticketed.
3. Close the window displaying the permit when the vehicle is parked on campus.
4. The mobile decal can be easily moved to any other vehicle you registered with Public Safety. It should always be displayed in the upper left-hand corner of the left rear passenger's window (inside).

## **Opt-Out Parking Program**

A Parking Decal Opt-Out Program will pay eligible employees to travel to and from work without driving a single-occupant (SOV) vehicle, an initiative to help ease the parking demand on campus. The Opt-Out Program is a voluntary program to encourage faculty and staff to find alternate ways to commute, such as carpooling, ridesharing, bicycling, walking and public transit.

Smith faculty and staff that own a car are eligible to join the Opt-Out Program. By joining the Opt-Out Program, you are agreeing to not bring your vehicle to Smith or surrounding streets, Monday through Friday, between 7 a.m. and 5 p.m. (you may park any other time on campus), and Smith will pay you \$150/400 for full participation in the program. \$150 will be paid to those living within the one mile radius of the center of campus and \$400 to those living outside the one mile radius. Opt-Out decals are free. Members of the Smith community who live within the one mile radius of campus and are in the Opt-Out Program may park their vehicles in their driveways or on the street directly in front of their houses. Parking at parking meters is allowed. Parking anywhere else will be considered a violation of the Opt-Out Program. All rules apply to both the 2<sup>nd</sup> and 3<sup>rd</sup> shift employees as well.

To join the program you will need to register your vehicle with Public Safety. To register for your Opt-Out parking decal fill out the registration form online at: <http://www.smith.edu/pubsafety/forms.php> and bring it to Public Safety. Forms are also available at the Public Safety Office.

You must come to Public Safety to complete the registration process. No decals or One-Day Parking passes will be sent through the mail. Opt-Out registration hours are Monday – Friday, 8:30 a.m. – 1:00 p.m. At the time of registration, the Opt-Out participant will be issued twelve (12) free One-Day Parking Passes and if needed, may come to Public Safety for six (6) additional one-day passes that will allow up to eighteen (18) days of campus parking during the year for those days when a car is needed close by. These one-day passes are not transferable and are valid only for the current fiscal year.

You are encouraged to sign up for the Emergency Ride Home Program. This MassRides sponsored program is a free benefit for Carpool and Opt-Out participants. Once you register, you do not have to register again as long as you continue to be a Carpool or Opt-Out participant. The program allows up to four (4) *emergency* rides home per academic year. In the event of a personal or family emergency, or if required to work unscheduled overtime, commuters that use an alternative form of transportation can get reimbursed for a taxi ride home. If a taxi is unavailable you may call Enterprise-Rent-a-Car. Enterprise will pick you up, bring you to their office to complete the paperwork and give you a rental car to drive home with. Retain your receipt and bring it to Public Safety. You will be given a Trip Summary Form signed by an authorized person to submit with your receipt. To get reimbursed mail in the receipt and form to MassRides. A pre-printed addressed envelope will be provided for you. You will be reimbursed directly from MassRides.

There are two periods for signing up: first semester, July 1<sup>st</sup> - September 15<sup>th</sup> or second semester, December 15<sup>th</sup> - February 1<sup>st</sup>. (Note: Participation for only half the year will result in a \$75/200 payment and at the time of registration you must return your decal to Public Safety.) Once you become a member of the Opt-Out Program the payment will be processed by the Controller's Office and will be included in the next available pay period after each sign up period ends. You will be paid in two installments of \$75/200. The net amount will appear on the top part of your pay stub.

### **Opt-Out/Carpool Groups**

Faculty and staff are eligible to form an Opt-Out / Carpool Group. This group can consist of two or more people. One employee joins the Opt-Out Program. The other employee buys a carpool decal for \$10. If there are more than two people in the group they would need to work out how it would distribute the money to members within the group. For example, while the person who drives to Smith is not eligible to be an Opt-Out participant, the other carpool members would be eligible for \$400 each and would not have to buy a faculty/staff decal. Three employees elect to divide savings – one buys a carpool decal for \$10 and the two employees get \$400 each with a net savings of \$940. Carpooling will save fuel and wear and tear, and will support Smith's sustainability initiatives.

### **Carpooling**

Carpooling is another option for faculty and staff. A group of two or more employees is eligible to receive one mobile parking decal for \$10 that can easily be transferred from car to car. A commitment of 100% participation in this program is required. To register, simply come to Public Safety to fill out the Parking Permit Registration Form or complete it online <http://www.smith.edu/pubsafety/forms.php>. If you wish to participate in the Emergency Rides Home Program you will need to fill out a MassRides form online <http://www.commute.com/erhForm.asp?id=3288> or at the Public Safety Office. By registering with MassRides you will become eligible to receive up to 4 free *emergency* rides home during the current academic year in the event the need arises. Carpoolers must provide the names of the people they will be carpooling with on both the Parking Permit Registration and MassRides forms.

### **Ridematching Program**

Smith also participates in a state wide MassRides Ridematching Program. If you are looking for a carpool partner you can have direct access to a Ridematching list by registering online with MassRides. Once registered, you will be able to see if there are others from Smith College looking for someone to carpool with. Please note that 100% commitment is required for participating in our carpool program. To register for the program complete the Ridematching Registration form found at <http://www.smith.edu/pubsafety/forms.php>. For more information visit MassRides website at [www.commute.com](http://www.commute.com)

### **UMass Rideshare Program**

UMass has a rideshare service available free to all Five College employees and off-campus students. The program matches riders with similar schedules and routes. To learn more or sign up, go to [http://www.smith.edu/pubsafety/parking\\_carpool.php](http://www.smith.edu/pubsafety/parking_carpool.php) and look for the listing of carpool and rideshare programs. You can create an account and submit your information and find commuters in your neighborhood interested in carpooling or you can call (413) 545-6585 to be mailed a list of Rideshare participants. To contact the ride share coordinator you can write to [rideshare@admin.umass.edu](mailto:rideshare@admin.umass.edu) or call (413) 545-6585.

### **Violations of Opt-Out Program**

Smith will check the streets around the campus and the campus proper to determine if there is Opt-Out Program cars parked in violation of the terms of the Opt-Out agreement.

1<sup>st</sup> Violation: You will receive a written warning from the Parking Office.

2<sup>nd</sup> Violation: your Opt-Out Program membership will be deactivated. You must then purchase a Smith parking decal at normal price, and will be unable to participate in the Opt-Out Program for one full academic year. (This means that your membership will be terminated for the remainder of the academic year, plus one full academic year). Program members are responsible for removing their Opt-Out decal and reimbursing Smith through payroll deduction for the remainder of the year according to the established reimbursement schedule. The reimbursement schedule is as follows:

<b>July</b>	<b>\$ 62.50 / 200.00</b>	<b>January</b>	<b>\$ 62.50 / 200.00</b>
<b>August</b>	<b>\$ 52.50 / 166.67</b>	<b>February</b>	<b>\$ 52.50 / 166.67</b>
<b>September</b>	<b>\$ 42.50 / 133.34</b>	<b>March</b>	<b>\$ 42.50 / 133.34</b>
<b>October</b>	<b>\$ 32.50 / 100.01</b>	<b>April</b>	<b>\$ 32.50 / 100.01</b>
<b>November</b>	<b>\$ 22.50 / 66.68</b>	<b>May</b>	<b>\$ 22.50 / 66.68</b>
<b>December</b>	<b>\$ 12.50 / 33.35</b>	<b>June</b>	<b>\$ 12.50 / 33.35</b>

### **Zipcars**

Smith has formed a partnership with Zipcar, Inc. that gives program members the use of four (4) cars located on campus. Zipcar estimates that every shared vehicle reduces the demand for twenty (20) parking spaces. Faculty, staff and students can join Zipcar for \$35 a year. Members can have access to cars twenty-four (24) hours a day, seven (7) days a week, and can rent them by the hour or the day. Their hourly rates include gas, insurance, and reserved parking. Reservations can be made online. To enroll or obtain more information go to <http://www.zipcar.com/smith/>

### **Retirees**

Employees who retire from Smith College and are granted use of various facilities due to their standing will be issued one-year faculty/staff decals. Retirees are responsible for renewing their parking decals annually. There is a \$50 cost for this decal. The parking rules and regulations remain the same for retired employees. Retirees must park in faculty/staff spaces when on campus, not visitor spaces.

### **Students**

Students are not guaranteed that they will receive any type of parking permit. The college also does not guarantee that there will be a space available in the parking system for every vehicle registered. Students may register only one vehicle at a time. The college offers a lower cost peripheral parking decal to students eligible for campus parking as a way to reduce parking costs. Although the peripheral spaces are at the campus edges, they offer an opportunity for substantial savings for those students who only use their vehicles occasionally.

The city of Northampton has established neighborhood-only parking ordinance along Kensington Avenue. Overnight parking is not allowed on Kensington Avenue. Only Kensington Avenue property owners or their tenants will be allowed to park overnight.

The main student parking areas are limited to 279 decals; peripheral parking areas are limited to 50 decals. (Total number of student decals is 329.) Public Safety will announce when the sale of decals will commence. Decals will be offered first to seniors, then juniors, and a waiting list will be established for sophomores. **First year students may not bring a car to campus. First year students found in violation of this policy will be referred to the Smith College Judicial Board.**

Any Smith student (senior, junior, and sophomore) that brings a car to Northampton and does not have a Smith College parking decal must obtain a Smith College ID Tag. The Smith ID Tag is free of charge and available at Public Safety. Smith ID Tags must be displayed on the driver's side rear window. A Smith ID Tag does not allow parking on Smith property at any time. Failure to obtain an ID Tag will result in fines/penalties and /or referral to the Smith College Judicial Board.

Under Massachusetts's law, Chapter 90, Section 3, insurance information must be supplied for all student vehicles not registered in Massachusetts. These forms that are required to comply with this law will be included in student registration packets when students arrive on campus. These forms are also available at the Public Safety Office.

Every nonresident enrolled as a student at a school or college in the commonwealth who operates a motor vehicle registered in another state or country during any period beginning on September the first of any year and ending on August the thirty-first of the following year shall file in quadruplicate with the police department of the city or town in which such school or college is located, on a form approved by the registrar of motor vehicles, a statement signed by him under the penalties of perjury providing the following information:--the registration number and make of the motor vehicle and the state or country of registration, etc.

**“IT IS UNLAWFUL FOR A NONRESIDENT STUDENT TO FAIL TO FILE A NONRESIDENT DRIVER STATEMENT WITH THE POLICE DEPARTMENT LOCATED IN THE SAME CITY OR TOWN AS THE SCHOOL OR COLLEGE ATTENDED, IN ACCORDANCE WITH SECTION 3 OF CHAPTER 90 OF THE MASSACHUSETTS GENERAL LAWS. FAILURE TO FILE SUCH STATEMENT IS PUNISHABLE BY A FINE NOT TO EXCEED \$200.”** A written acknowledgment of receipt of this warning shall be required. Each such school or college shall issue to each such student such serially numbered or lettered decal as may be prescribed by the registrar, which decal shall be affixed to the uppermost center portion of the windshield. Such register shall contain the written acknowledgment of receipt of the nonresident driver statement warning, the numbers or letters of the decal issued to each such student, the name and address of the owner of the motor vehicle, the residential address of the student within the commonwealth, if any, while attending such school or college, the residential address of the student without the commonwealth, the registration number, make and type of the motor vehicle and the state, province or country of registration, and the names and addresses of all insurers providing liability insurance covering the operation of the motor vehicle, which information shall be forwarded by the school or college to the assessor's office of the municipality listed as the student's local residence. Any such school or college which fails to compile and maintain a register, to issue a decal as required by this paragraph or to forward register data to the assessor's office of a municipality in which a nonresident student resides shall be punished by a fine of not more than one hundred dollars for each such offense.

Registration of a vehicle by a student for another student is not permitted and will be subject to a fine and withdrawal of both students' privileges. Sale, trade, swaps, or gifts of college parking decals are also not permitted. The decal is issued to one student and one vehicle and may not be transferred to another student or vehicle. Use of a decal that has been sold, traded, swapped, etc., will result in the vehicle being ticketed and towed. Additionally the student(s) involved will lose their campus parking privileges for one calendar year from the date of discovery. Students are also not authorized to use or obtain a faculty/staff decal under any circumstances. Any student vehicle using a faculty/staff decal will be considered unregistered and will be subject to ticketing and towing/vehicle immobilization. Additionally, the student and staff member will also lose campus parking privileges for one calendar year for this violation of the college's parking rules and regulations. Note family exception under Faculty and Staff above.

If a registered vehicle is sold or exchanged during the permit period, the valid decal must be removed and returned before a new decal will be issued. There will be no replacement charge for the new decal. Vehicles must be re-registered and a new decal will be issued anytime ownership of a vehicle is transferred. Students with parking decals who withdraw or take any type of leave (medical, academic, etc.) from campus forfeit their parking privileges while they are away from campus (i.e. the decal becomes invalid and the vehicle may be towed at the owner's expense). Their decal should be removed and returned to the Public Safety Office.

Student vehicles are not visitors and therefore are not eligible to park overnight or at any other time on campus in faculty/staff spaces. Vehicles that belong to a student (or to a student's family) parked by a student on campus overnight must have a decal or temporary permit. Unregistered student vehicles will be ticketed and may be towed for violations.

### **Commuters**

Parking for commuter students with registered vehicles is located in the Parking Garage, top level only. This is the only location for which commuter student decals are valid. Commuter student parking is available on a first-come, first-serve basis. Decals are only for those listed with the Registrar's office as commuter students; a change of status invalidates the decal and the privileges the decal conferred are thereby lost. Resident student decals are not valid in the reserved commuter student parking spaces even if the decal is being used by a commuter student. Vehicles with commuter student decals may also park occasionally overnight and on weekends in faculty/staff spaces until 7 a.m. Monday.

### **Students Housed In Off Campus College Housing**

The City of Northampton governs on-street parking regulations and parking there is at your own risk. Students who wish to bring and park their vehicle on campus must also purchase a commuter student parking decal. Unregistered vehicles

on campus are subject to ticketing, immobilization and towing. Visitors must be registered with the Public Safety Office and are subject to the college's parking regulations.

### **Five College Students**

Due to the scarcity of parking at Smith College, Five College students can not be issued a decal. Five College students parking in visitor parking spaces will be ticketed and may be towed. Five College students with exceptional needs should consult with the Public Safety Office. Smith encourages Five College students to use the Five College bus system (PVTA).

### **Visitors**

The college provides visitor spaces at various locations around the campus. These spaces are clearly marked and parking in them is limited to fifteen (15) minutes or two (2) hours. Visitors on campus for more than two (2) hours between 7a.m. and 5 p.m., Monday through Friday, must register their vehicles with the Public Safety Office. Registered visitors will be directed to designated parking locations such as the Parking Garage or the ITT lot and are valid only for the lot(s) indicated on the visitor/temporary pass. In addition, free parking for visitors including overnight parking is limited. Visitors may park in spaces designated for faculty and staff after 5 p.m. and before 7 a.m., Monday through Friday and on weekends after 5 p.m. Friday until 7 a.m. Monday. Visitors may park in these spaces provided the visitor has not lost campus parking privileges due to excess parking tickets or violations of the parking rules. Please note: No guest overnight parking in the Quad 1 a.m. – 6 a.m.

Advance visitor registration is possible for students, faculty, or staff who provide the Public Safety Office with the visitor's name, address, vehicle license number, and the date(s) of the visit to campus. Visitor permits issued by departments are valid for one day. Visitors who need extended parking (4 days or more) must obtain a temporary parking pass from the Public Safety Office. The Public Safety Office will review extended parking permits regularly and may deny renewal privileges to extended visitors. Temporary passes are issued for up to one (1) month at a time. There is no charge for visitor passes.

Persons attending college sponsored events, Monday through Friday, 7 a.m. - 5 p.m. (institute's seminars, workshops, or conferences) must obtain a visitor permit. Departments are issued one-day visitor parking passes to issue to their guests. Faculty, staff, departments, and student sponsors of these events should contact the Public Safety Office in advance to make arrangements for parking. For groups, you will need to request a special group parking permit from Public Safety. Departments can then forward the special group parking permit via email to participants prior to arrival on campus.

Visitors are subject to Smith College parking rules and regulations, and are responsible for tickets incurred. The college expects visitors to pay or appeal the ticket (the fine must be paid if the appeal is denied). Visitors who fail to pay the indicated fines are subject to towing or impounding, along with the loss of driving and parking privileges on Smith College property. Students, faculty, and staff are responsible for notifying their guests of the college parking regulations.

Visitors and their hosts must be aware of snow regulations and parking bans. Failure to comply with an emergency parking ban may result in a visitor's vehicle being towed. The college has no obligation to ensure that visitors receive the parking ban notifications issued through normal channels of campus communication.

The Public Safety Office reserves the right to limit the number of visitor passes issued at any given time. No visitor passes or temporary parking passes will be issued during snow emergencies. The college only has sufficient space for vehicles with parking decals. Visitors should find parking in the city of Northampton snow lots.

### ARTICLE III. ON-CAMPUS PARKING FEES

#### Smith Students in Residence

(279 decals available, first-come, first-serve starting with the senior class. See Section #2 under Students)

Parking in any student lot:	
September 1 through May 31	\$150
January 1 through May 31	\$75

Replacement decals	No charge
Smith College ID Tags	No charge

Peripheral Parking (Perimeter Decal):  
(50 decals available, first-come, first-serve starting with the senior class)

Stables lot & Tennis Court Drive	
September 1 through May 31	\$25

#### Commuter (Day) Students

(Unlimited number of decals available)

Parking Garage (top level only) between 7a.m. and Midnight, Monday through Friday, September 1 through May 31	\$25
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In any student lot	Must purchase resident student decal
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Replacement decals	No charge
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#### Smith College Faculty and Staff

Parking in any faculty/staff space	\$50
Additional decals (Limit 2 vehicles per person)	\$50

College Service Vehicles	\$10
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Carpool	\$10
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#### Smith College Alumni

Parking in the ITT and Ainsworth lots	\$50
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#### Five College Students

Parking not available	Please use the Five College bus transportation system (PVTA)
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#### Handicapped Parking (State handicap plates)

Parking in any handicapped space or marked campus space	No additional charge with a decal and HP pass/permit legally issued to the registrant
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Rental Properties	\$5
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Visitors	No charge with a permit (limitations apply)
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Motorcycles	\$50
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### **Applying a Non-Mobile Parking Decal**

The Smith College parking decal must be permanently and properly mounted with the adhesive that is supplied on the decal on the upper left-hand corner of the left rear passenger's window (inside). Decals displayed in other places on the vehicle or by other methods will be considered unregistered and may be ticketed or towed. Do not apply the permit to the rear window. Do not tape up decals or attempt to transfer a decal.

1. Remove all expired permits. A single-edge razor blade works best, but the Public Safety Office has a scraper to lend.
2. Place permits against the inside of the designated window and slide the paper away. Do not apply when temperature is below freezing. Do not attempt to change the position of the permit after removing the paper.
3. Remove air bubbles with the edge of a stiff card.
4. Close the window displaying the permit when the vehicle is parked on campus.

Massachusetts law requires vehicles registered out-of-state to display a small blue nonresident decal on the inside top center of the front windshield above the rear view mirror. These decals are free upon parking registration. Owners of vehicles from out-of-state must complete a Non-Resident Form which is available at the Public Safety Office and online at <http://www.mass.gov/rmv/forms/20098.pdf>

One-day visitor and temporary permits must hang from the rearview mirror, facing outward. Departmental Group passes should be displayed on the dashboard.

Vehicles without decals permanently affixed are considered unregistered and will be ticketed and are subject to immobilization and/or towing. Vehicles with tinted windows are not exempt from this regulation. Exemptions (for not permanently applying a decal) are available for victims of crimes where personal safety is in danger. In these situations, a public safety report of the crime(s) must be completed and a request must be made to the Director of Public Safety who will review the request. The decision of the Director or his/her designee is final. Vehicles with temporary or visitor passes that are not properly displayed are also considered unregistered and subject to similar enforcement.

### **Refund Policy**

Students who turn in parking decals in the first week of the fall semester will receive a full refund. After the first week of the fall semester until January 1, students who permanently remove their vehicles from campus will be given a refund of half of the assessed cost. After January 1 there will be no refund for parking decals purchased in the fall. Students who purchase a parking decal after January 1 for the spring semester will have one (1) week after classes start to return their decal for a full refund.

Students bringing their vehicles to campus for one (1) week or less may be issued a temporary permit (for all or any part of that week) and may park in perimeter lots if space is available. Student vehicles with a temporary permit that will be on campus beyond one (1) week must purchase a decal. The Public Safety Office reserves the right to limit the number of temporary permits issued at any given time.

## **ARTICLE IV. EXTENT OF PRIVILEGES**

**General.** Possession of a parking decal or permit does not guarantee a parking space. Parking spaces in the core of campus are more convenient and popular and therefore at a premium. Lots on the perimeter of the campus may provide the only opportunity for parking.

Authorized parking areas are shown on the parking map and are so designated by signs. Areas not specifically designated for parking are considered no parking zones. Any registered vehicles parked in prohibited areas will be ticketed, towed, or immobilized at the owner's expense.

**Disabled Vehicles.** Improperly parked disabled vehicles must be reported to Public Safety at x2490 immediately, along with plans for their removal. Vehicle owners must have improperly parked disabled vehicles removed within twelve (12) hours or will be subject to ticketing and/or towing. Area towing services are available 24 hours a day (see the area telephone directory) to assist. Public Safety is not able to recommend particular companies. Public Safety reserves the right to tow a vehicle if it blocks fire access or is a safety concern.

**Unused or Abandoned Vehicles.** The college will use reasonable and prudent judgment in attempts to locate the owners of unused or abandoned vehicles. Vehicles with evidence of nonuse left in parking lots, streets, highways, driveways, or any unauthorized areas of the campus or other lands of the college shall be towed away and disposed of. Expenses of this hauling and disposal will be charged against the registered owner. The owner of any vehicle so

removed and towed under the provisions of this section shall also be subject to the penalties provided in Massachusetts General Laws, Chapter 90, Section 22B. Any vehicle without a valid license plate will be considered an abandoned vehicle and will be removed from college property by direction of the Director of Public Safety or his or her designee. The owner will be responsible for the care or protection of, or damage to, any such vehicle or its contents. The removal of any vehicle by authorization of the Director of Public Safety or his or her designee will in no way reduce the liability of the owner for all violations incurred until then.

**Long-Term Parking Policy.** Long-term vehicle storage parking for faculty and staff members is located in the Stables lot. If a faculty or staff member is away on official college business, their personal vehicle may be left in the parking garage for the duration of the business trip. Faculty, staff and students who need long-term parking (for example, during sabbatical leave, traveling on college business or going abroad for the semester) should contact Public Safety to make parking arrangements. There is no long-term parking in the parking garage for people who are going away on personal business. Faculty and staff vehicles that are left in the parking garage for more than a week without Public Safety's authorization will be contacted and asked to relocate their vehicle to the approved storage lot within 24 hours if not parked on official college business. If the owner cannot be reached, the vehicle will be towed.

**Service Vehicle Spaces.** Service vehicle spaces are for the sole use of authorized college service vehicles bearing the college's logo. Outside contractors must have a service vehicle pass to use these spaces or clearly display the company name and logo on the vehicle. All others are prohibited from using service vehicle spaces.

**Student Parking.** Students whose vehicles are properly registered may park in designated student lots only. This applies twenty-four (24) hours a day, seven (7) days a week with no exceptions; the same rules are in effect during the break period, holidays, January and summer term.

A student parking permit allows parking in a designated student lot (excluding day student spaces) on a first come, first served basis. Because of limited space, when a student lot becomes full, students must park in the next available student lot.

**Handicapped Parking.** Vehicles bearing either a state-issued HP permit or temporary disability permit from the Office of Disability Services may be parked in designated spaces (see page 5) only if operated by the person for whom the pass or permit is valid, or if the person for whom the pass or permit is issued is being transported in the vehicle. Other use subjects the vehicle to ticketing and/or towing. Only the person for whom the pass/permit is issued may register a vehicle with a HP pass. If a registered owner of a vehicle bearing an HP pass/permit lends the vehicle to another driver, the person borrowing the car must park it in a lot for which the primary decal is valid.

**Faculty and Staff Parking.** A faculty/staff parking permit allows parking in any faculty/staff lot on a first-come, first-served basis. Because of limited space, when a faculty/staff lot becomes full, faculty and staff must park in the next available employee lot.

**Motorcycle Parking.** Motorcycles must be registered with the Public Safety Office to park on campus. Motorcycles with a properly affixed motorcycle decal may park in their designated spaces, i.e. faculty/staff, student, etc. Motorcycles may not park in buildings, on grass, next to buildings, etc.

**Snow Emergencies.** Due to the unpredictability of weather during the winter months, snow emergencies and parking bans can be declared at any time by the Facilities Management or their designee. It is incumbent on vehicle owners to be alert for snow parking bans that may be issued by the Facilities Management Office. See Article XI for further information about this topic.

**Student Summer Parking.** Students who remain on campus during the summer and whose vehicles are registered with the Public Safety Office may obtain a temporary parking pass to park in the Stables lot. There is no parking available for students who do not remain on campus. Vehicles may not be stored on campus at any time. Vehicles displaying evidence of non-use will be ticketed and towed. The Public Safety Office will make reasonable attempts to contact the owner prior to towing.

**Summer Programs/Conference Parking.** Participants in summer programs and/or conferences are required to abide by the college parking regulations. The Summer Programs Office will provide directors of summer programs/conferences with these regulations. The Summer Programs Office provides each program and conference attendee with parking permits, which include vehicle registration information, for the length of their programs. Residential participants are assigned to specific parking lots or the Smith College Parking Garage according to the length of their program and housing assignment and may park in white lined spaces only. Participants at programs/conferences that are held on weekends (between Friday at 5 p.m. and Monday at 7 a.m.) do not have

assigned parking and may park in any white lined spaces throughout the campus. There is no cost for summer programs/conference parking.

**Holidays/Break Periods.** Parking rules and regulations are in full effect at all times. All decaled student vehicles must park in student lots at all times. Additionally, during the winter season, vehicles left on campus must be moved to the designated snow lots in order not to interfere with snow removal operations prior to a predicted snowstorm. The snow lots for green-decaled student vehicles are: Stables lot, Pasture lot, Tennis Court Dr. (left side only), Tennis Court lots and the Smith Parking Garage (only for students with green-decaled vehicles and in green-lined and snowflake spaces only). Vehicles that are left on campus in lots other than these during holiday periods will be towed at the owner's expense.

## **ARTICLE V. PARKING REGULATIONS AND FINES**

It is not possible to mark all areas where parking is prohibited. However, every valid parking space is outlined. Each violation carries at minimum a fine, and any infraction may result in the vehicle being towed or immobilized. Fines for the first through fifth violations are listed below. For the sixth and each subsequent violation, the fine is \$50. Once an individual's parking privileges are revoked, each time their vehicle is found on campus property, it will be towed. The following rules and regulations will be strictly enforced:

### **Parking Regulations**

- Do not park on campus without properly displaying a valid registration decal, parking permit or visitor pass.
- Do not double-park.
- Do not park in handicapped spaces without displaying the proper permit; do not use a handicapped permit that was not issued to you.
- Do not park or stand in a no parking zone.
- Do not block fire lanes, fire exits, or entrances to parking areas; do not park within ten feet of a fire hydrant or otherwise impede public safety. All roadways and lanes must be kept clear for fire apparatus and other emergency vehicles.
- Do not park more than twenty-four (24) inches from the curb.
- Do not block doorways, stairways, building entrances, or garage entrances.
- Use flashers in loading zones. When actively loading or unloading, if there is no loading dock nearby, you may park in any legal space with flashers on for no more than ten minutes. If the vehicle is not parked in an area to which the vehicle has been assigned and if the vehicle is not being actively loaded or unloaded, Officers will issue a ticket.
- Do not park in service entrances, construction sites or spaces reserved for service vehicles.
- Do not park in areas or spaces closed by barricades or other traffic control devices, including college employees directing traffic.
- Do not park in areas where permits are invalid.
- Do not park against or impede the flow of traffic.
- Leave a clear and unobstructed lane at least ten feet wide for passing traffic.
- Do not park in front of any barricade erected temporarily or permanently to close a way to vehicular traffic.
- Do not park on the lawn, turf, sidewalks, crosswalks or parking lot driveways; do not straddle painted lines.
- Do not park on land not designed for vehicular traffic, such as walks, lawns, and open fields.
- Do not park in front of a gateway or entrance to any field or open area.
- Do not park in a loading zone or within a posted tow zone.
- Do not park in any bus stop.
- Do not park in any area reserved for fire, police, ambulance or other emergency vehicles.
- Do not park in parking lots, areas, stalls or spaces designated as visitor parking if you are not a bona fide visitor.
- Do not park in any parking area or space designated "Official Parking" or "For Official Vehicles Only" or "Reserved Parking."
- During the winter season, do not park overnight on any part of any traveled way or in any parking lot in such a manner as to impede the removal of snow and ice.
- Do not park on city streets without a Smith ID Tag.
- First year students may not park on campus or city streets

## **Fines**

### Group A—\$100 Fine

Parking in a handicapped area  
Using a handicapped parking permit that was issued to another person  
Parking on city of Northampton streets without an ID Tag (3<sup>rd</sup> offense)

### Group B—\$50 Fine

Parking with an expired, altered, stolen, or invalid decal or pass  
Parking after the fifth (5th) parking violation  
Parking on city of Northampton streets without an ID Tag (2<sup>nd</sup> offense)

### Group C--\$30.00 Fine

Parking with a vehicle registered with the Public Safety Office in an unauthorized area or without the proper permits  
Parking in posted fire lanes, fire exits, or entrances to parking areas; parking within ten (10) feet of a hydrant, or parking so as to prevent the passage of fire and other emergency vehicles  
Parking in violation of snow regulations  
Parking within a posted tow zone  
Unauthorized parking in a service vehicle or reserved parking space  
Parking in violation of the Opt-Out policy  
Unregistered vehicle (with Public Safety) or expired decal  
Parking on city of Northampton streets without an ID Tag

### Group D—\$20 Fine

Obstructing a gate, sidewalk, dumpster, or entrance way  
Parking within a no parking zone  
Parking against the flow of traffic or impeding the flow of traffic  
Parking on a sidewalk or crosswalk, grass, ground, etc.  
Not parking within the marked lines  
Unregistered Smith student vehicle without an ID Tag  
Unauthorized parking in a visitors' area  
Overtime parking  
Parking more than twenty-four (24) inches from the curb  
Decal not attached to window or in the proper location  
First year student violation of college parking policy will be referred to the Smith College Judicial Board for sanctions

**Responsibility for Violations.** The person whose name is on the registration and/or parking permit will be held responsible for parking violations by any vehicle bearing that registration or permit except college-owned vehicles, for which the operator will be held responsible. This includes vehicles leased by a student.

Possession or use of a lost, stolen, forged, or altered parking permit will result in a fine of \$50.00, and parking privileges will be revoked for the remainder of the academic year. Falsely reporting a lost or stolen decal will result in the loss of parking privileges for one calendar year from the date of discovery.

All owners of vehicles, including those that are not registered with the Public Safety Office, are responsible for paying their fines within twenty-one (21) days of the violation being issued. This regulation also allows the college to increase the late fines as the violations age. Registered vehicles that accumulate five (5) or more college parking violations are subject to being towed or immobilized and will not be released until all outstanding fines and penalties are paid at the Public Safety Office. Unregistered vehicles that accumulate more than three (3) college parking violations are subject to being towed or immobilized and will not be released until all outstanding fines and penalties are paid at the Public Safety Office.

Fines are payable at the Public Safety Office in person or by mail. **DO NOT MAIL CASH.** Payments may be made by check, postal note, or money order payable to: *Smith College Scholarship Fund*.

Visitors or vehicle owners who bring their vehicles to campus will remain responsible for any tickets incurred during the previous academic year. Once all outstanding tickets are paid from the previous year, the vehicle may be registered with the Public Safety Office and may start the new academic year with a clean slate.

Note: Tickets incurred in the new academic year continue to count against the current academic year limits for loss of parking privileges whether registered or unregistered. See Continued Violations of Parking Regulations.

Any vehicle towed from campus will not be released by the towing company until all outstanding fines are collected at the Public Safety Office.

**Continued Violations of Parking Regulations.** Persons who have their vehicles registered with the Public Safety Office and repeatedly violate college regulations and/or accumulate more than five (5) tickets (this applies to both registered and unregistered vehicles) in a fiscal year will be fined \$50 for the sixth and every subsequent ticket. In addition, receipt of a fifth ticket on a student registered vehicle will result in the vehicle owner(s) forfeiting resident student parking and being assigned perimeter parking. Receipt of a seventh ticket on a registered vehicle will result in the vehicle owner(s) automatic loss of parking privileges for the remainder of the academic year (June 30<sup>th</sup>). Registered vehicles that have accumulated more than seven (7) tickets are placed on a list to be towed if the vehicle is parked on campus until the end of June. Unregistered vehicles that accumulate three (3) parking tickets will be towed upon receipt of the fourth ticket. The vehicle will only be released when all outstanding parking fines are paid. The vehicle must also be registered with the college. If the vehicle receives a fifth ticket, the vehicle will be towed and banned from campus. It will no longer be possible for such a vehicle to obtain a visitor's pass and it will be towed each time it is on campus even if it is parked legally. This status will remain in effect until the end of the academic year. Repeated violations of the College's ID Tag policy for students who park on city streets will be referred to the Smith College Judicial Board for sanctions.

**PENALTIES IMPOSED ACCORDING TO NUMBER OF VIOLATIONS EACH FISCAL YEAR**

	3 Tickets	4 Tickets	5 Tickets	6 Tickets	7 Tickets	8 Tickets
Registered	Fines Specified by Citations	Fines Specified by Citations	Fines Specified by Citations and peripheral parking assigned.	Fine \$50	\$50 Fine & Loss of Parking Privileges	\$50 Fine and Vehicle Towed
Unregistered	Fines Specified by Citations and vehicle is placed on a list of vehicles to be towed. Next time the vehicle is illegally parked on campus it will be towed.	Vehicle will be towed upon receipt of fourth ticket. All ticket fines must be paid before the vehicle will be released. Vehicle must register with the Public Safety Office.	If the vehicle obtains a fifth ticket for illegal parking with or without being registered, it will be towed and will not be allowed to park on the campus.	\$50 Fine and Vehicle Towed	\$50 Fine and Vehicle Towed	\$50 Fine and Vehicle Towed

Altering, mutilating, or otherwise tampering with a parking ticket or disabling device (boot) legally issued by Public Safety officers constitutes a serious violation of college policy which may result in loss of parking privileges or other discipline (applies to students, faculty, and staff) and trespassing for visitors as well as assessment for the cost of damages, up to and including replacement of the damaged device.

**Loss of Parking Privileges for Students, Faculty and Staff.** After a registered vehicle receives a fifth parking ticket in one (1) academic year, the vehicle owner will lose all campus parking privileges and be reassigned peripheral parking. Note: The peripheral option does not apply to faculty/staff. If the vehicle receives two (2) more violations, the vehicle owner will lose peripheral parking privileges, also. The party will be given seven (7) days to remove the vehicle from the campus parking system. Anytime a member of the community loses campus parking privileges, that individual may not park any personally owned vehicle on the campus or park anyone else’s vehicle on campus property. Once a vehicle has been banned from the campus due to the owner losing parking privileges, the owner’s vehicle may not be registered by anyone else. Vehicles that are borrowed, leased, rented, owned, etc., that are parked on campus property by someone who has lost parking privileges will be towed at the owner’s expense.

Unregistered vehicles and visitor vehicles lose their privileges upon receipt of a fifth ticket and will be towed from the campus. Any vehicle on the list for towing will be towed if illegally parked. Subsequently when the vehicle returns to campus, a parking pass must be displayed for any temporary or overnight parking.

Faculty and staff members will NOT lose their parking privileges. However, they will be subject to the above fines (\$50 after the 5<sup>th</sup> ticket and tows, and for illegal parking after the 7<sup>th</sup> ticket) and penalties.

**ARTICLE VI. APPEALS OF PARKING TICKETS**

Anyone wishing to appeal a parking ticket must file a written appeal form with the Public Safety Office within seven (7) calendar days of the date of its issue. The Parking Appeals Committee will not consider appeals that are submitted more than seven (7) days from the date the ticket was issued. Note: Vehicles that are on the list to be immobilized or towed are subject to ticketing and towing even if legally parked on campus. The appeals committee does not review the loss of parking privileges. Those appeals may be made to the Director of Public Safety. The Parking Citation Appeal Form can be found online <http://www.smith.edu/pubsafety/forms.php>

The parking coordinator will review the appeal and bring it before an appeals committee for a decision. The committee will report the decision within fourteen (14) days of the appeals meeting. The appeals process is done in writing, and due to the large volume of appeals, the committee is not able to offer individual personal meetings. Public Safety personnel issuing the violation may be consulted about the violation, but are not a party to the decision.

## ARTICLE VII. PARKING VIOLATIONS SUBJECT TO TOWING OR IMPOUNDING

**General.** The Department of Public Safety is authorized to remove, tow, impound, or immobilize, at the owner's expense, vehicles on the college's property if they are in violation of the provisions of this section, except by those specifically exempted by law. The owner of the vehicle so removed or towed shall be liable for the cost of such removal and storage.

If a vehicle is being towed and the violator appears, the towing company, by statute, is entitled to half the normal towing charge and the college will assess the fine on the ticket.

*The provisions of this article are in effect twenty-four (24) hours a day, year-round.* Signs shall be deemed to have been properly erected and placed even if vandals deface or abscond with them. During snow periods it becomes the liability of the owner to read all signs even if falling snow adheres to them.

The college is not responsible for damage to vehicles towed because of violation of these regulations. The college is also not responsible for damage to a vehicle received during booting or towing.

**Infractions Subject to Towing.** The Department of Public Safety may authorize the removal from campus of any vehicle parked illegally under Article V. In addition, no one shall stand or park or allow, permit, or suffer any vehicle registered in her or his name to stand or park on any of the ways, parts, or areas described in these regulations. An unattended vehicle shall be considered parked. Vehicles abandoned or disabled for more than twenty-four (24) hours are subject to towing.

Registered vehicles that lose their parking privileges due to continued violations of parking regulations will be towed at the owner's expense.

Unregistered vehicles accumulating three (3) college parking violations will be placed on a list to be towed at the owner's expense should they receive a fourth ticket for illegal parking. Such a vehicle can be towed and held until all outstanding fines and penalties are paid at the Public Safety Office and the vehicle is registered. Upon registration of the vehicle, the tickets acquired while unregistered are transferred to the owner's parking record. If an unregistered vehicle is issued a fifth parking ticket, it (along with its owner) will be banned from parking on campus. This means that the owner is no longer eligible for any type of parking permit and that the vehicle will be towed each and every time it is on campus regardless of whether it is parked in a legal space or not. Additionally, the sixth ticket and each ticket subsequent to it will carry a \$50 fine.

Replacement of any vehicle by another vehicle registered or used by the same person, once the person has lost parking privileges is a violation of this section and the vehicle will be towed. All tickets, even those received prior to registration, are counted and valid (with the exception of voided or successfully appealed tickets).

Anyone who parks a vehicle in an area, space, lot, or on other lands of the college contrary to the directions of an employee of the Department of Public Safety who is directing parking will be ticketed and towed at the owner's expense.

Vehicles towed from campus will not be released by the towing company until all outstanding fines are paid at the Public Safety Office and a copy of the tow release form is presented to the tow company. The owner's copy of the tow release form will be issued at the Public Safety Office and must be obtained before going to the tow company to retrieve a vehicle.

**Record-keeping.** The Department of Public Safety shall keep a record of all vehicles towed or removed under the provisions of this article. Such records shall be retained for one year and shall contain:

- the registration number of the vehicle if a legible license plate is properly affixed
- the location from which it is towed, and the time and date of the tow order
- the location to which it was removed
- the name of the towing contractor, if any
- the name of the person who authorized the towing
- the reason for towing

**Towing Charges.** The towing charges assessed against a vehicle include storage for one (1) day. An additional daily charge for storing will be added for each day thereafter. Towed and impounded vehicles not claimed by their owner within thirty (30) days will be considered abandoned and will be disposed of in accordance with Massachusetts statutes. Impounded vehicles will be released only upon proper identification of the owner and/or operator and the presentation of a receipt for the payment of assessed charges, including all fines.

## **ARTICLE VIII. AUTHORITY**

**General.** The Director of Public Safety and other officers shall enforce the provisions of these rules and regulations. To expedite traffic or safeguard pedestrians in the event of fire or other emergencies or special events, officers of the police or fire department may direct or control traffic as conditions may require, notwithstanding the provisions of these rules and regulations.

**Temporary Parking.** The Director of Public Safety or his or her designee is authorized temporarily to permit or prohibit parking or vehicular movement on any parking lot, fire lane, land, street, highway, or driveway, or part thereof, for any reason whatsoever, when, in his or her opinion, such action is necessary because of a temporary exigency. When practical, prior notice of such circumstances will be posted.

**Closing of Streets, Highways, Driveways, or Parking Lots.** The Director of Public Safety or his or her designee is authorized to temporarily close any college street, highway, driveway, parking lot, or other college lands, when, in his or her opinion, such action is necessary because of a temporary exigency. When practical, prior notice of such circumstances will be posted.

## **ARTICLE IX. REGULATORY SIGNAGE**

**General.** The Director of Public Safety is authorized to coordinate the placement and maintenance of all official traffic and parking signs, signals, markings, and safety zones required on the campus and other lands of the college including the placement of temporary signs and markings as may be specifically required by emergencies. The Facilities Management Department will arrange for regulatory sign purchase and installation according to Public Safety guidelines. No change in parking space designation will occur without the review of the Director of Public Safety.

**Interference with Signs.** Any person who willfully, intentionally, and without right, defaces or otherwise injures, removes, interferes with, or destroys any traffic or parking sign or device lawfully erected or placed on campus or other lands of the college shall be subject to a fine under the applicable statute.

## **ARTICLE X. TRAFFIC REGULATIONS**

The maximum speed for vehicles on college property is fifteen (15) miles per hour, except as otherwise posted and for vehicles engaged in emergency work. At no time shall any vehicle be operated upon land or ways not specifically designed, intended, or designated for vehicular traffic. All drivers of vehicles operated on college roads and property must follow the Massachusetts motor vehicle rules, regulations, policies and laws.

No one shall operate a vehicle faster than is reasonable and prudent under existing conditions.

No one shall operate a vehicle under the influence of intoxicating liquor or drugs while on college property. Vehicles operated on college property where the operator is suspected by Public Safety officers or other law enforcement officer to be under the influence of either alcohol or drugs are subject to both criminal and college sanctions (college sanctions only apply to members of the Smith community).

All vehicles, including motorcycles, motorbikes, and mopeds, shall be operated on paved vehicle thoroughfares only. Driving on the grass or sidewalk is prohibited except for emergency vehicles and authorized service vehicles.

Vehicular accidents on college property must be reported to the Department of Public Safety. Accident report forms are available upon request for insurance purposes. All accidents involving college vehicles must be reported immediately to Public Safety.

Vehicles must stop and yield the right-of-way to a pedestrian in a properly marked crosswalk.

Motor vehicles parked on any college property must be kept in such condition of mechanical repair that they can be removed at any time under their own power.

At no time shall any vehicle be operated with passengers sitting, lying, or standing on any exterior part of the vehicle or other parts not designed for passenger transportation.

All vehicles must be operated in accordance with all posted signs, signals, and markings.

Vehicles with revoked plates or that have no registration plates may not be parked on campus. Officers may boot or tow such vehicles (see Abandoned Vehicles).

Violation of college traffic regulations can result in loss of the driver's campus parking privileges for minor violations. Major violations may result in criminal charges being brought.

## **ARTICLE XI. SNOW EMERGENCIES**

The Director of Facilities Management or his or her designee is authorized to implement parking regulations for snow emergencies. The snow emergency parking rules are in effect throughout the winter season of each year. The regulations include, but are not limited to, a parking ban on the main campus, faculty/staff lots, student lots and campus roads during the day and overnight. Once a snow parking ban has been implemented in anticipation of a forecasted storm, vehicle owners—students, faculty, staff, and visitors—must remove their vehicles from the main campus lots to the snow lots. Snow parking bans will always include the prohibition of overnight parking on campus roads and in faculty/staff spaces and lots. Snow parking bans are announced via e-mail.

The Facilities Management department will determine the time and occasion when parking lots must be free of cars for plowing operations and designate temporary areas where cars may be left in the interim to allow for such plowing. Student parking lots will be used for storage of student vehicles while the roads are being plowed. There will be no parking by students, staff or visitors on any campus road or in faculty/staff parking spaces or lots at these times. Any vehicle in violation of snow removal procedures or interfering with snow removal operations will be towed at the operator's expense.

Once the roads and faculty/staff parking areas have been cleared of snow, student parking lots may be plowed. Any vehicle found in the lots at these times will be towed at the owner's expense. The Facilities Management department will designate a portion of the Stables lot for students during vacations. Vehicles may be left in this area during snowstorms. Vehicles left in other campus lots during vacations may be towed in order to remove snow or in anticipation of a forecasted snowstorm. Vehicle owners are responsible for all towing and storage charges.

It is the responsibility of each vehicle owner to move vehicles from the designated snow emergency lots back to their proper lots by the deadline time announced via e-mail at the end of the snow ban. Vehicles that are left in lots after four (4) hours past the ban period will be subject to enforcement including ticketing, booting or towing.

## **ARTICLE XII. DEFINITIONS**

**Campus resident.** A person currently residing on the campus or other college lands.

**Citation.** A notice—a warning, civil violation, or a criminal violation—upon which a duly appointed police officer records violations of the Massachusetts Motor Vehicle Laws (a moving violation).

**Community Service Officer (CSO).** Massachusetts General Laws, Chapter 147, Section 10f, adopted by the Board of Trustees on November 7, 1993, provides for the appointment of parking control officers. All Public Safety Community Service officers employed by Smith College are appointed as parking control officers.

**Crosswalk.** The part of a roadway at an intersection included within the connections of the lateral lines of the sidewalks on opposite sides of the street or highway measured from the curbs or, in the absence of curbs, from the edge of the traversable and/or designated roadway. Also, any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by lines or other markings on the surface.

**Commuter (Day) Student.** A person enrolled in courses at Smith College who does not reside in a campus residence hall but commutes to the campus. Students enrolled as another member of the Five College System who commute to Smith College are not considered day students.

**Driveway.** The entire width of land devoted to the use of vehicles for passage yet not designated as a street or highway.

**Employee.** Faculty, staff, administration, and all other personnel similarly associated with the college, as well as employees of any governmental agency having offices on campus or other land of the college and all persons hired under any grant or special appropriation of funds. Regular full-time and part-time staff members (who are on the employee payroll system) that are enrolled in one or more courses are considered to be employees for purposes of these regulations.

**Fire Lane; Fire Zone.** An area or areas of the campus designated by a yellow painted curb or other clearly recognizable markings.

**Intersection.** The area embraced within the prolongation or connection of the lateral curb lines, or two streets or highways that join at, or approximately at, right angles, or the area within which vehicles traveling upon different streets or highways joining at any other angle may come in conflict. Also, where a street or highway includes two (2) roadways thirty (30) feet or more apart, every crossing of each roadway of such divided street or highway by an intersecting street or highway shall be regarded as a separate intersection. In the event that such intersecting street or highway also includes two (2) roadways thirty (30) feet or more apart, then every crossing of two (2) roadways of such street or highway shall be regarded as a separate intersection.

**Loss of Parking Privileges.** Owners of vehicles may lose campus parking privileges as a result of excessive parking tickets (5 tickets or more for unregistered vehicles and 7 tickets or more for registered vehicles). The loss of privileges extends to any vehicle owned by the party who has lost privileges and any other vehicle (including ones not owned by them) they are parking on the campus. Once a person has lost campus parking privileges, any vehicle that person parks on campus will be ticketed and towed at the owner's expense. Their vehicle(s) cannot be registered by another student or employee unless ownership is legally transferred.

**Parking.** The standing of a vehicle, occupied or not, other than temporarily: for the purpose of and while actually engaged in loading or unloading; or in obedience to an officer or traffic sign or signals; or while making emergency repairs; or, if disabled, while arrangements are being made for its removal.

**Parking Lot.** An area or areas of the campus or other college land set aside and clearly designated by authority of the Board of Trustees for the purpose of providing space for the parking of vehicles duly registered to park thereon.

**Parking Violation Notice.** A ticket upon which a police officer or parking control officer shall record a violation of one or more parking rules or regulations.

**Parking Violation Record.** A copy of the form, written or electronic, for a parking violation on campus. Parking fines that are incurred by vehicles in violation of the college's parking rules and regulations enforced under Massachusetts General Law Chapter 147, Section 10f, as adopted by the Board of Trustees, allows for enforcement and collection activity under Chapter 90, Section 20A1/2 including action that may result in the non-renewal of the license to drive and the registration of registered owners who have outstanding fine balances with the college. The official record is kept by the parking coordinator. Fines, if assessed, are payable to Smith College and may be remitted to the Department of Public Safety.

**Police Officer.** An officer of the Department of Public Safety (or other police officer) authorized to direct or regulate traffic and parking and to make arrests for violation of the Massachusetts General Laws.

**Roadway.** The portion of a street or highway between the regularly established curb line or that part exclusive of shoulders, improved and intended to be used for vehicular traffic on the campus or other land of the college.

**Sidewalk.** That portion of a street or highway between the curb lines, or the lateral sides of a roadway, and the adjacent property lines, intended for use of pedestrians. Also, that portion of land designated as a walkway connecting buildings, other walks, streets, or highways.

**Standing.** The temporary parking of a vehicle while occupied by a person other than while actually engaged in loading or unloading, or in obedience to an officer or traffic signs or signals, or while making emergency repairs or, if disabled, while arrangements are being made to move such vehicle.

**Street; Highway.** The entire width between the boundary lines of every way publicly maintained when any part thereof is open to the public for vehicular travel.

**Student.** Any person enrolled in one or more academic courses or programs at Smith College, including students enrolled in graduate studies. Students working on campus during the summer remain classified as students in regards to their parking.

**Vacation Periods.** Days during which the college does not hold classes.

**Vehicle.** Every device in, upon, or by which any person or property is or may be transported or drawn upon a driveway, street, or highway, except bicycles without a motor.

**Visitor.** Any person, other than an employee, campus resident, enrolled student, contractor (employed on a campus project), or commercial vendor who parks a vehicle on the campus or other college property.

## ARTICLE XIII. AMENDMENTS

The college reserves the right to change these regulations at any time. Normally, changes in the regulations will be announced through eDigest.

**Northampton.** Vehicles parked on City of Northampton streets are subject to Northampton bylaws and enforcement procedures. The Northampton police will ticket or tow vehicles parked on either side of city streets depending on signage. There are further restrictions during the snow season. The college requests and strongly encourages all students, faculty and staff to purchase a Smith College parking decal and to park in campus lots rather than on the residential streets surrounding the campus.

Under an agreement with the city of Northampton, Smith College requires students who park on city streets to obtain a free ID Tag. Violation of this agreement will result in fines and /or referral to the Smith College Judicial Board.

Please note: For information on a Northampton snow emergency and related parking bans, please call the Winter Information Line at 586-6969. You can also subscribe to an email alert system. You will receive email notification of snow emergencies and parking bans. To subscribe, send your email address to [www.northamptonma.gov](http://www.northamptonma.gov). Northampton may call a snow emergency for extended days and also when there is not a snow emergency at Smith. Responsibilities to Visitors: Students, faculty, and staff are responsible for informing their visitors and guests of these regulations.

**Questions.** All questions concerning parking should be directed to the Public Safety Office at Tilly Hall, 585-2495. The office hours for Public Safety are:

**Normal business hours:** Monday – Friday, 8:30 a.m. – 4:30 p.m.

**Summer hours:** Monday – Friday, 8:00 a.m. – 4:00 p.m.  
(Summer hours begin after Memorial Day and end on the last Friday of August.)

**Closed on holidays.**

In case of an emergency on campus, call Public Safety at 800. Public Safety phone lines are recorded. These rules and regulations are available online at <http://www.smith.edu/pubsafety/>

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