



## **REGULATIONS**

**FOR VEHICLE REGISTRATION, PARKING AND TRAFFIC**

**CAMPUS POLICE DEPARTMENT**

**June 2018**

## **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. Always notify the Parking Office when you get a new car, new license plates or use a loaner vehicle by emailing [parking@smith.edu](mailto:parking@smith.edu). If you need a replacement decal for a vehicle you must come into the office.

**Where do I register my car?** The Campus Police Office is located at 126 West St. and is open Monday – Friday, **8:30 a.m. – 4:00 p.m.**

**What will happen to my car if I do not register it?** Given the scarcity of parking on campus, the Campus Police 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 Campus Police office. A fifth ticket will result in a \$50 fine and will result in loss of parking privileges. 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 or on weekends?** No, student vehicles must be parked in their designated spaces at all times.

**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.

**Can a student park in the Quad?** No, students may not park in the Quad at any 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. Students may purchase 24/7 access to Zipcars which are parked on campus. For more information visit [www.zipcar.com/smith](http://www.zipcar.com/smith)

**Are all students eligible for a parking decal?** No, first year students are prohibited from bringing a vehicle 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 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 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 Campus Police office may park in the Stables Lot. A free temporary parking pass can be obtained at Campus Police 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 and have a two hour limit. 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 - Thursday and on weekends after 5 p.m. Friday until 7 a.m. Monday. No pass is necessary. Please note: No guest overnight parking in the Quad 1a.m. – 6 a.m. and no parking anywhere on campus during snow emergencies.

**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. Faculty/Staff can request event passes by emailing [parking@smith.edu](mailto:parking@smith.edu).

**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 Campus Police from your cell phone or 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 until an officer arrives. The Campus Police can be reached at 413-585-2490.

**What do I do if my vehicle is towed?** If your vehicle has been towed, please contact the Campus Police Office at 413-585-2495. A release form will be signed by Campus Police once you pay all outstanding parking fines. The office now accepts cash, check, and credit cards. Checks should be made out to Smith College. 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.

**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?** Visitors, guests, and members of the community without Smith decals must find parking in city lots. Only vehicles with Smith parking decals can park in Smith College lots during a snow emergency.

**How do I get information about the city of Northampton parking bans?** Either call the Winter Information Line at 413-586-6969 or sign up for e-mail notification at <http://www.northamptonma.gov/Faq.aspx?QID=110> If you do not have a Smith parking decal follow the instructions in the Northampton parking ban. If you have a Smith parking decal, follow the instructions in the Smith parking ban sent by Facilities Management via e-mail.

## **FROM THE CHIEF OF CAMPUS POLICE DEPARTMENT**

*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. Campus Police 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. Campus Police 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. Campus Police 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,*

*Chief of Campus Police*

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 Chief of Campus Police to appoint members of the Campus Police Department as parking control officers under Massachusetts General Law, Chapter 147, Section 10f. The Chief has appointed every Campus Police 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. Campus Police officers issue 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 Parking Office and must properly display the parking decal and/or visitor permit issued by the Parking 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 Parking Office, at Campus Police, 126 West Street, 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 temporary pass. The Chief of Campus Police determines the number and distribution method of parking decals, permits, and passes.

Temporary passes are issued to faculty, staff, and students for their respective parking space type who have a vehicle registered in the college parking system that is being repaired and will not be on campus. Students who bring replacement vehicles to campus must register with the Parking Office and shall park in student spaces at all times. If both a vehicle with a temporary 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.

Vehicles with temporary passes that are not properly displayed are also considered unregistered and subject ticketing and towing.

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 faculty, staff and students unless the vehicle bears handicapped license plates issued for the registered person's use. Handicapped parking permits are valid for parking in handicap spaces or white-lined spaces in any campus lot. They are not valid in tow zones, no parking zones, or other prohibited areas.

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 Parking Office **For those who purchase parking decals online, decal(s) will be mailed to campus addresses, we will not mail to home addresses.** Decals may be purchased online at <https://www.smith.edu/campuspolice/parking/> using Visa or MasterCard. Simply fill out the registration form (charging to your credit card). A receipt will appear on the screen and be automatically emailed to you. For your privacy, online purchasing transactions cannot be done at the Parking Office. The option to pay by cash, check or credit card will still be available and must be done in the office. Registration forms are available in the Parking Office or at [http://www.smith.edu/campuspolice/parking\\_forms.php](http://www.smith.edu/campuspolice/parking_forms.php) Do not mail in your registration form with payment. Registrations must be done online or in the Parking Office.

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. The mobile decal can be easily transferred from car to car without the need to purchase a second decal. Both cars must be registered with Campus Police. 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.

Visitor spaces are available for visitors twenty-four (24) hours a day, year-round and have a two (2) hour limit. Faculty and staff members may not park in these spaces at any time.

Faculty and 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 Campus Police 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.

## 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 and must be attached to your car window.** 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 in metered spaces 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.

There are two sign-up periods; July 1<sup>st</sup> - September 15<sup>th</sup> which counts as registration for the entire fiscal year and December 15<sup>th</sup> - February 1<sup>st</sup> for new members for half the fiscal year. **Note:** Participation for only half the year will result in a \$75/200 payment and if applicable, at the time of registration you must return your faculty/staff decal to Campus Police. 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. Payment will be in two installments of \$75/200. The net amount will appear on the top part of your pay stub.

To join the program you will need to register your vehicle with Campus Police by filling out the registration form found at [http://www.smith.edu/campuspolice/parking\\_forms.php](http://www.smith.edu/campuspolice/parking_forms.php) and bring it to the Campus Police Parking office during regular business hours to complete the registration process. Forms are also available in the office. No decals or one-day parking passes will be mailed. At the time of registration, the opt-out participant will be issued up to eighteen (18) free one-day parking passes to allow parking on campus during the year for those days when a car is needed close by. The one-day passes are not transferable and are valid only for the current fiscal year.

Opt-out participants are encouraged to sign up for the Emergency Ride Home Program. This MassRides sponsored program is a free benefit for both carpool and opt-out participants. To register go to [www.commute.com/sign\\_up](http://www.commute.com/sign_up) Once

registered, 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.

Qualified emergencies are:

- unexpected personal illness
- unexpected illness of a family member
- carpool/van pool driver has an emergency
- unexpected mandatory overtime

When an emergency arises, you may:

- Take a taxi if less than 20 miles away. Retain the receipt.
- If you live more than 20 miles away and time allows for the rental process, you may rent a car by calling Enterprise-Rent-a-Car. Enterprise will pick you up, bring you to their office to complete the paperwork and give you a rental car. Retain the receipt.
- Get a ride from a co-worker or friend and they will be reimbursed for the mileage at the federal mileage rate. Be sure to record the mileage.

To submit a request for reimbursement, go to [www.commute.com](http://www.commute.com). The receipt must be scanned and attached and information filled in completely. The Campus Police administrative assistant is required to approve the request. Following approval of both Campus Police and MassRIDES, a check will be received within three weeks.

### 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, wear and tear, and will support Smith's sustainability initiatives.

### Violations of Opt-Out Program

Smith Campus Police will check the streets around the campus and the campus proper to determine if there are opt-out members parked in violation of the terms of the opt-out agreement.

1<sup>st</sup> Violation: A written warning from the Campus Police Parking office will be sent out.

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>\$ 64.29 / 171.43</b>	<b>January</b>	<b>\$ 64.29 / 171.43</b>
<b>August</b>	<b>\$ 53.58 / 142.86</b>	<b>February</b>	<b>\$ 53.58 / 142.86</b>
<b>September</b>	<b>\$ 42.87 / 114.29</b>	<b>March</b>	<b>\$ 42.87 / 114.29</b>
<b>October</b>	<b>\$ 32.16 / 85.72</b>	<b>April</b>	<b>\$ 32.16 / 85.72</b>
<b>November</b>	<b>\$ 21.45 / 57.15</b>	<b>May</b>	<b>\$ 21.45 / 57.15</b>
<b>December</b>	<b>\$ 10.74 / 28.58</b>	<b>June</b>	<b>\$ 10.74 / 28.58</b>

### Carpooling

Carpooling is another option for faculty and staff. A group of two or more employees is eligible to purchase one mobile carpool parking decal at a reduced rate of \$10 which can easily be transferred from car to car. A commitment of 100% participation in this program is required. In addition, there is the MassRides Emergency Ride Home Program that you may participate in. To register, simply go to [www.commute.com/sign\\_up](http://www.commute.com/sign_up). 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. Qualified emergencies are listed on their website. Carpoolers must provide the names of the people they will be carpooling with on both the Parking Permit Registration and MassRides forms.

## Ridematching Program

MassRIDES, a service of the Massachusetts Department of Transportation (MassDOT), also offers a NuRide program to find people going your way and at the same time earn reward points each time you take a 'green trip' (like transit, bicycling, walking, or carpooling). Then, redeem those points for rewards like local and national restaurant coupons, retailer discounts and tickets to shows and attractions. To sign up, go to [www.commute.com/NuRide](http://www.commute.com/NuRide). Carpoolers, opt-outers, bicyclists and PVRTA riders may take advantage of the MassRIDES Emergency Ride Home (ERH) Program. For more information contact MassRIDES by calling 888-426-6688 (888-4COMMUTE) or visit their web site at <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/campuspolice/parking\\_carpool.php](http://www.smith.edu/campuspolice/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.

## Zipcars

Smith has formed a partnership with Zipcar, Inc. that gives program members the use of six (6) 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 join and 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 in 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.

Students in special situations that need to have a vehicle on campus for a short period of time may be issued a free temporary permit for parking in the perimeter lots if space is available. The Campus Police office reserves the right to limit the number of temporary permits issued at any given time.

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 277 decals; peripheral parking areas are limited to 50 decals. Campus Police announces when decal sales will commence. Decals will be offered first to seniors, then juniors, and lastly sophomores. Sophomores are not guaranteed a parking decal in that it depends on how many are left after the seniors and juniors buy theirs. **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.**

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

**Please note:** No student parking is allowed in the Quad at any time.

**Students are responsible for informing their guests about parking on campus. (refer to Visitors on page 10)**

Under Massachusetts's law, Chapter 90, Section 3, insurance information must be supplied for all student vehicles not registered in Massachusetts.

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/her 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. The non-resident driver statement forms are available in the Campus Police office or online at [http://www.smith.edu/campuspolice/parking\\_forms.php](http://www.smith.edu/campuspolice/parking_forms.php) Once the form is completed and turned in to Campus Police, a small blue nonresident decal will be issued which is to be placed on the inside top center of the front windshield above the rear view mirror. These decals are free and do not confer any parking privileges.

**“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 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 Campus Police office.

### **Commuters**

Parking for commuter students with registered vehicles is located in the Parking Garage, top level only. 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. Vehicles with commuter 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 Campus Police office and are subject to the College's parking regulations.

### **Five College Students**

Smith College encourages Five College students that are registered for Smith classes to use the Five College bus system (PVTa). However, if this is not possible due to time constraints, a commuter decal may be purchased. Parking is also allowed in visitor spaces without a decal or parking pass for up to two hours. Vehicles parked in visitor parking spaces for more than two hours will be ticketed and may be towed.

### **Visitors**

Visitors are required to obtain a parking pass at the Campus Police Parking Office to park on campus Monday - Friday, 7:00 a.m. – 5:00 p.m. However, they may park in designated visitor spaces without a parking pass for up to 2 hours. The college provides clearly marked visitor spaces at various locations around the campus. After 5 p.m. and before 7 a.m., Monday through Friday and on weekends, visitors may park in the white lined spaces in any lot without a parking pass. Please note: No guest overnight parking in the Quad 1 a.m. – 6 a.m.

Visitor passes may be obtained in advance at the Campus Police Parking Office. The visitor's name and vehicle information such as the license plate number, make, and color are required. There is no charge for a visitor pass. Vehicles with visitor passes that are not properly displayed are considered unregistered and may be ticketed.

Persons attending college sponsored events such as seminars, workshops, or conferences, Monday through Friday, 7 a.m. - 5 p.m. must have a visitor pass. Faculty, staff, departments, and students sponsoring events should contact the Campus Police office in advance to make arrangements for parking. Special group parking permits can be requested through e-mailing Campus Police at [parking@smith.edu](mailto:parking@smith.edu) with the name of the event, the date(s) of the event and the department sponsoring the event. Departments will be able to forward the permit electronically to participants prior to their arrival on campus.

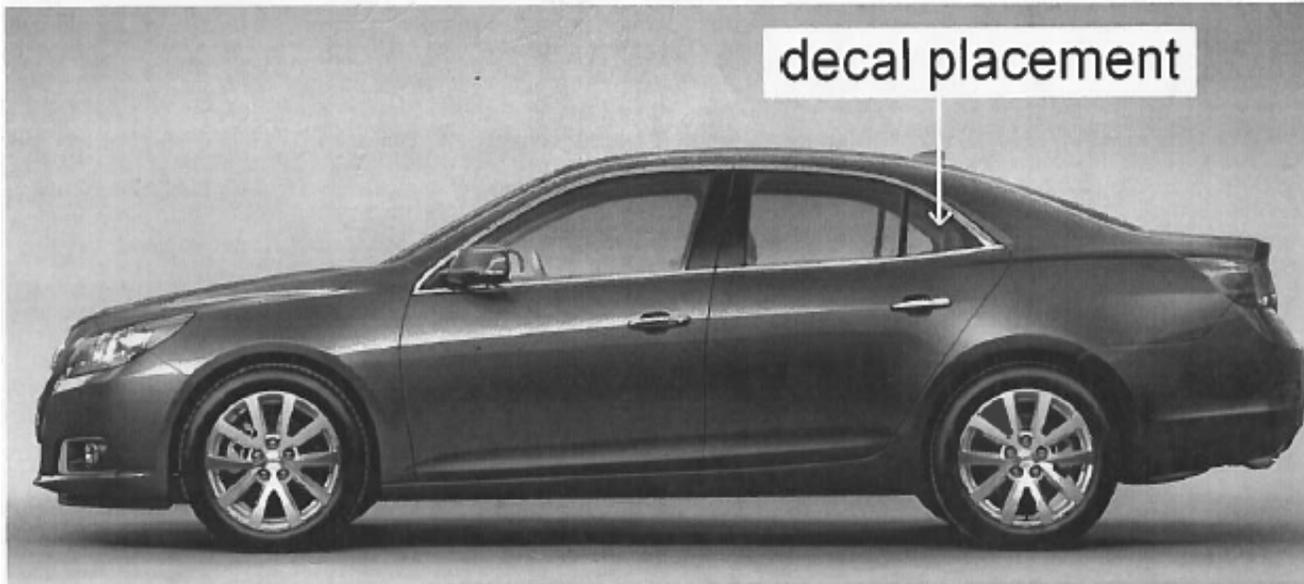
Students, faculty, and staff are responsible for notifying their guests of the college parking regulations. Visitors are subject to Smith College parking rules and regulations, and are responsible for any tickets incurred. Visitors who fail to pay the indicated fines are subject to towing or impounding, along with the loss of driving and parking privileges on Smith College property. Visitor passes will not be renewed until any outstanding parking tickets are paid.

The Campus Police office reserves the right to limit the number of visitor passes issued at any given time and will review extended parking passes regularly.

Visitors must be made aware of snow regulations and parking bans via their hosts. Failure to comply with an emergency parking ban may result in their vehicle being ticketed and/or towed. The college has no obligation to ensure that visitors receive the parking ban notifications issued through normal channels of campus communication. No visitor 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 Affiliation	Type/Color of Decal	Fee	Parking Designation	Valid Dates
Students-in-Residence	Student /Green	\$150	Green lined spaces	Aug. 10 - May 31
	(1st semester)	\$75	Green lined spaces	Aug. 10 - <b>Dec. 31</b>
	(2nd semester)	\$75	Green lined spaces	Jan. 1 - May 31
	Perimeter /Yellow	\$25	Stables Lot/Left hand side of Tennis Court Drive	Aug. 10 - May 31
Ada Comstock Students Residing in Conway House	Ada Comstock /Gold	\$150	Conway House Parking Lot	Sept. 1 – Aug. 31
Commuter (Day) Students	Commuter /Magenta	\$25	Top Level Parking Garage	Sept. 1 - May 31
Graduate Students	Faculty/Staff (Mobile) /Blue	\$50	White lined spaces	July 1 - June 30
5-College Students (Taking classes at Smith)	No decal/pass required <b>if</b> parking in visitor marked spaces (6 visitor spaces in Dickinson Lot and 10 in the Parking Garage)			<b>2 hour limit</b>
	Commuter /Red	\$25	Top Level of Parking Garage	Sept. 1 - May 31
SSW Faculty	SSW Faculty (summer only) /Purple	\$10	White lined spaces	June 1 – Aug. 31
SSW Student	SSW Student (summer only)/Purple	\$10	Green lined spaces or Top Level of Parking Garage	June 1 – Aug. 31
Smith Faculty & Staff	Faculty/Staff (Mobile) /Blue	\$50	White lined spaces	July 1 - June 30
	Additional Decal	\$50	White lined spaces	July 1 - June 30
	Service /Orange	\$10	Orange or white lined spaces	July 1 - June 30
	Carpool (Mobile) /Tan	\$10	Carpool or white spaces	July 1 - June 30
	Rental /Red	\$10	Assigned rental spaces	July 1 - June 30
Smith Faculty & Staff	Motorcycle (Bike decal)	\$50	White lined spaces	July 1 - June 30
Smith Community/Non-Smith	Handicap Placard	-----	Handicap or white spaces	-----
Alumnae	Alumna /Silver	\$25	Ainsworth, ITT or Scott Lots (white lines)	July 1 - June 30
Visitors	Visitor Pass Needed Monday – Friday, 7:00 a.m. – 5:00 p.m.	-----	To be determined by the Parking Office. Limitations apply.	<b>TBD</b>
	None	-----	Visitor Spaces Only Dickinson Lot – 6 spaces Parking Garage - 10 spaces	<b>2 hour limit</b>
Replacement decals are available free of charge.				



This is where your parking decal should be placed on your vehicle.

### **Applying a Mobile Parking Decal**

1. Remove expired parking permit by peeling it off.
2. Remove the backing from the mobile decal and apply it to the upper left-hand corner of the inside of the left rear passenger's window behind the driver's side. Decals displayed in other places or taped on to the vehicle window will be considered unregistered and may be ticketed.
3. The mobile decal can be easily transferred from one vehicle to another by peeling up one edge, slowly pulling the decal away from the window and sticking it on to the other vehicle that is registered with Campus Police.
4. If the decal at any point in time loses its adhesiveness, bring it to the Parking Office for a free replacement.
5. For dark tinted windows: After affixing the decal to a tinted window, take a white piece of paper, place it over the decal and trace around it one-fourth of an inch larger so that a border is form around the decal. Cut and tape the white piece of paper over the decal. This will make it more visible.
6. When a new vehicle is being purchased, remove the decal from your old car, bring it to the Parking Office and a free replacement will be issued. You can register your new car at the same time.

### **Applying a Non-Mobile Parking Decal**

1. Remove all expired permits. A single-edged razor blade works best. The Parking Office has one to lend.
2. Remove the backing from the non-mobile decal and apply it to the upper left-hand corner of the inside of the left rear passenger's window behind the driver's side. Decals displayed in other places or taped on to the vehicle window will be considered unregistered and may be ticketed. Do not apply when the temperature is below freezing. Do not attempt to change the position of the permit after placing it on the window.
3. Remove air bubbles with the edge of a stiff card.
4. For dark tinted windows: After affixing the decal to a tinted window, take a white piece of paper, place it over the decal and trace around it one-fourth of an inch larger so that a border is form around the decal. Cut and tape the white piece of paper over the decal. This will make it more visible.
5. When a new vehicle is being purchased, remove the decal from your old car, bring it to the Parking Office and a free replacement will be issued. You can register your new car at the same time.

Vehicles without decals permanently affixed are considered unregistered and will be ticketed and are subject to immobilization and/or towing. Exemptions for not permanently applying a decal are available for victims of crimes where personal safety is in danger. In these situations, a Campus Police report of the crime(s) must be completed and a request must be made to the Chief of Campus Police who will review the request. The decision of the Chief or his/her designee is final.

### **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 begin to return their decal for a full refund.

## **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

<https://www.smith.edu/sites/default/files/media/Documents/Campus%20Police/Parking-Map-Letter.pdf> 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 Campus Police at 413-585-2490 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 to assist. Campus Police is not able to recommend particular companies. Campus Police 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 Chief of Campus Police or his/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 Chief of Campus Police or his/her designee will in no way reduce the liability of the owner for all violations incurred until then.

**Long-Term Parking Policy.** 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 the Campus Police Parking Office to make parking arrangements. There is no long-term parking in the Parking Garage for people that are going away on personal business. Faculty and staff vehicles that are left in the Parking Garage with evidence of long-term parking will be contacted and asked to relocate their vehicle to the approved storage lot within twenty-four (24) hours if not parked on official college business.

**Service Vehicle Spaces.** Service vehicle spaces are for the sole use of authorized college service vehicles bearing the college's logo or a service decal. Outside contractors must have a service vehicle pass to use these spaces issued by Facilities Management Customer Service. All others are prohibited from using service vehicle spaces.

**Student Parking.** Students whose vehicles are properly registered may park in designated student spaces 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 space 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. Commuters always park on the top level of the Parking Garage in the uncovered area.

**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 obtain a regular visitor pass.

Purchasing a Smith decal is not required for those with a state-issued HP Placard and parking is allowed in handicap as well as white lined spaces.

**Faculty and Staff Parking.** A faculty/staff parking permit allows parking in faculty/staff lots on a first-come, first-served basis in white lined spaces. 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 Campus Police 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 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 via e-mail. 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 Campus Police office may obtain a free 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 Campus Police 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 space in any lot 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 students with green and yellow decals are: Stables lot, Pasture lot, Tennis Court Dr. (left side only), Tennis Court lots. The Smith Parking Garage is available for students with green-decaled vehicles. Parking is allowed in the green lined spaces only on level one. Vehicles that are left on campus in lots other than these during holiday periods will be towed at the owner's expense.

**School for Social Work Faculty.** A SSW faculty summer parking permit allows parking in any faculty/staff lot on a first-come, first-served basis in white lined spaces. Because of limited space, when a faculty/staff lot becomes full, faculty must park in the next available lot.

**School for Social Work Students.** A SSW student summer parking permit allows parking in lots with green lined spaces or on the top level of the Parking Garage in the red lined spaces. This applies twenty-four (24) hours a day, seven (7) days a week with no exceptions.

## **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 decal, temporary pass or a one-day 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 a loading zone or within a posted tow zone.
- 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 front of any barricade erected temporarily or permanently to close a way to vehicular 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 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 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. Visitor parking is limited to two hours with no visitor pass required.
- Do not park in any parking area or space designated “Official Parking” or “For Official Vehicles Only” or “Reserved Parking.”
- Do not park where there are no painted lines.
- 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.
- 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

### Group B—\$50 Fine

- Parking with an expired, altered, stolen, or invalid decal or pass
- Parking after the fifth (5th) parking violation

### Group C--\$30.00 Fine

- Parking with a vehicle registered with the Campus Police 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 Campus Police) or expired decal

### 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
- 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 Campus Police office, are responsible for paying their fines within thirty (30) days of the violation being issued. Registered vehicles that accumulate six (6) 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 Campus Police 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 Campus Police office. The owner’s copy (blue) of the tow release form will be issued at the Campus Police office and must be obtained before going to the tow company to retrieve their vehicle.

Fines are payable by cash or check at the Campus Police office or by mail. DO NOT MAIL CASH. Checks, postal notes, or money orders are made payable to: *Smith College*.

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 Campus Police 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 Campus Police office.

**Continued Violations of Parking Regulations.** Persons who have their vehicles registered with the Campus Police 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 an eighth ticket on a student registered vehicle will result in the vehicle owner(s) forfeiting resident student parking and being assigned perimeter parking. Receipt of two or more additional tickets on a registered vehicle will result in the vehicle owner(s) automatic loss of parking privileges for the remainder of the academic year (May 31<sup>st</sup>). Registered vehicles that have accumulated six (6) tickets are placed on a list to be towed if the vehicle is parked on campus until the end of June. Unregistered vehicles will be towed upon receipt of the fourth ticket. The vehicle will only be released when all outstanding parking fines are paid. The owner's copy (blue) of the tow release form will be issued at the Campus Police office and must be obtained before going to the tow company to retrieve their vehicle. The vehicle must also be registered with the college. If the vehicle receives an eighth 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.

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

	<b>3 Tickets</b>	<b>4 Tickets</b>	<b>5 Tickets</b>	<b>6 Tickets</b>	<b>7 Tickets</b>	<b>8 Tickets</b>
<b>Registered</b>	<b>Fines Specified by Citations</b>	<b>Fines Specified by Citations</b>	<b>Fines Specified by Citations</b>	<b>Fine \$50</b>	<b>\$50 Fine and Vehicle Towed</b>	<b>\$50 Fine and Vehicle Towed Loss of Parking Privileges</b>
<b>Unregistered</b>	<b>Fines Specified by Citations and vehicle is placed on a list of vehicles to be towed. The next time the vehicle is illegally parked on campus it will be towed.</b>	<b>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 Campus Police office.</b>	<b>Fines Specified by Citations</b>	<b>\$50 Fine and Vehicle Towed</b>	<b>\$50 Fine and Vehicle Towed</b>	<b>\$50 Fine and Vehicle Towed Loss of Parking Privileges</b>

Altering, mutilating, or otherwise tampering with a parking ticket legally issued by Campus Police 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.

**Loss of Parking Privileges for Students.** After a registered vehicle receives an eighth parking ticket in one (1) academic year, the vehicle owner will lose student residential campus parking privileges and be reassigned peripheral parking. 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 an eighth 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.

**ARTICLE VI. APPEALS OF PARKING TICKETS**

Anyone wishing to appeal a parking ticket must file a written appeal with the Campus Police office within seven (7) calendar days of the date issued. 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 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 Deputy Chief of Campus Police. The Parking Citation Appeal Form can be found online at [http://www.smith.edu/campuspolice/parking\\_forms.php](http://www.smith.edu/campuspolice/parking_forms.php) and in the Campus Police office.

The parking coordinator will review the appeal and bring it before the Appeals Committee for a decision. The committee meets approximately once a month. Appealers will only be notified if they have been approved or denied from [parking@smith.edu](mailto:parking@smith.edu). 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. Campus Police personnel issuing the violation may be consulted about the violation, but are not a party to the decision. Once an appeal is denied the decision is final and cannot be appealed a second time.

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

**General.** The Campus Police Department 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 Campus Police Department 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 Campus Police 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 Campus Police Department 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 Campus Police Office and a copy of the tow release form (blue) is presented to the towing company. The owner's copy of the tow release form will be issued at the Campus Police office and must be obtained before going to the towing company to retrieve a vehicle.

**Record-keeping.** The Campus Police Department 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 Chief of Campus Police 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 Chief of Campus Police 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 Chief of Campus Police 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 Chief of Campus Police 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 Campus Police guidelines. No change in parking space designation will occur without the review of the Chief of Campus Police.

**Interference with Signs.** Any person who willfully, intentionally, and without right, defaces or otherwise damages, 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 Campus Police 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 Campus Police Department. Accident report forms are available upon request for insurance purposes. All accidents involving college vehicles must be reported immediately to Campus Police.

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 Associate VP for 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, and staff—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 from Facilities Management.

During a snow emergency visitors are not allowed to park anywhere on campus, which includes Smith's Parking Garage on 50 West Street. Vehicles will be towed at the owner's expense for unauthorized parking on campus. There is free overnight parking during a city snow emergency in the Northampton parking lot on Armory Street except from 8–10 a.m. and 6–8 p.m. to allow snow plowing. Overnight parking is available in the John E. Gare city parking garage at all hours, on a space-available basis. There is a fee for overnight parking. For the city's complete winter parking rules go to <http://www.northamptonma.gov/Faq.aspx?QID=110>

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 will be plowed. Any vehicle found in the lots at these times will be towed at the owner's expense. 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 in the e-mail. Vehicles that are left in lots after four (4) hours past the ban period will be subject to enforcement including ticketing, booting or towing.

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.

**City of Northampton Snow Parking Bans:** Northampton may call a snow emergency for extended days and also when there is not a snow emergency at Smith. ***Students, faculty, and staff are responsible for informing their visitors and guests of snow parking bans for both Smith and the city of Northampton.*** For information on a Northampton snow emergency and related parking bans you may call the Winter Information Line at 413-586-6969 or subscribe to their e-mail alert system at <http://northamptonma.gov/258/Parking> Scroll down and on the left click on Code Red Reverse 911. Enter your contact information.

If you do not have a Smith parking decal follow the instructions in the Northampton parking ban. If you have a Smith parking decal, follow the instructions in the Smith parking ban sent via e-mail from Facilities Management.

## 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 Campus Police 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 Campus Police Department.

**Police Officer.** An officer of the Campus Police Department (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 via 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.

**Questions.** All questions concerning parking should be directed to the Campus Police Parking Office at 126 West Street, 413-585-2495 or by e-mailing [parking@smith.edu](mailto:parking@smith.edu)

**Parking Office Normal business hours:**  
Monday – Friday, 8:30 a.m. – 4:00 p.m.  
Closed on holidays

IMPORTANT PHONE NUMBERS	
<b>Campus Police is open 24 hours/day, 7 days/week</b>	Dial x2490 from a campus phone Dial 413-585-2490 from a cell phone
<b>Emergencies Only</b>	Dial 800 from a campus phone Dial 413-585-2490 from a cell phone

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