



VEHICLE RULES AND REGULATIONS POLICY

PURPOSE

The purpose of this policy is to establish rules and regulations for parking and vehicle use on campus.

STATEMENT OF POLICY

Any individual bringing a vehicle onto campus is expected to follow safety and security measures established by the University. Parking and use of vehicles on University campuses are at the risk of faculty, students or guests who bring vehicles onto campus.

In an effort to provide the highest level of safety and security within the campus community, cooperation is needed from all members of the campus community when parking their vehicles. Parking is permitted only in authorized areas. In addition, members' vehicles must be parked only in designated parking stalls within their prescribed areas. Failure to do so could hinder access and delay response of emergency vehicles (ambulances, police, fire, etc.) to potentially critical situations.

The Department of Public Safety will provide members with a campus map indicating all parking areas and the location of the blue light emergency phones, as well as a complete copy of our Vehicle Regulations. In addition, while traversing the campus roadways and parking areas, members are urged to exercise due care in the operation of their vehicles, paying particular attention to posted speed limits and other traffic control devices. Voluntary compliance of the following regulations will help to ensure a more orderly and safe environment for the entire campus community.

Individuals parking and using vehicles on campus do so at their own risk.

General: The rules and regulations listed below have been designed to provide the maximum benefit for all concerned. Everyone driving on campus is expected to comply with these regulations and is reminded that the use of these parking areas is a privilege and not a right. The following regulations are in effect at all times.

Summons Operation: The summons operation of the Department of Public Safety is computerized. All summonses issued to vehicles without valid LIU parking permits will be checked through the Department of Motor Vehicles. Failure to either pay the fine or make an appointment with the Student Court within ten (10) business days of the date the ticket is issued may result in a \$10.00 surcharge. Grades will not be entered into official records and future registration, transcripts and diplomas will be held until the fines are paid in full.

Parking Areas: A legal parking space consists of two parallel yellow lines.

Special Parking Privileges: Certain parking areas, due to size limitations, are specifically reserved for faculty, staff, visitors, and handicapped individuals. Each of these areas is clearly posted.

If any handicapped individual is entitled to barrier-free access as specified in Section 504 of the Rehabilitation Act of 1973, he or she must display a valid New York State, County or Town Handicapped Permit in order to park in designated Handicapped Parking Zones. In addition, such vehicles require a Student or Staff/Faculty campus parking permit which is obtained at the Public Safety Dispatcher Desk as indicated below.

LIU Post students with medically verifiable disabilities, the nature of which do not qualify for handicapped parking privileges, may apply for a Special Parking permit at the LIU Post Infirmary. This temporary pass is valid in Staff/Faculty parking areas only, and NOT in Handicapped Zones.

Prohibited Parking: In order to prevent potentially hazardous situations, parking is never permitted on roadways and walkways, in fire lanes, loading zones, bus stops, access roads and lanes within parking lots, etc. (whether or not there are posted signs and/or other designated markings).

Summer Parking: Currently enrolled students that live out of the country and/or state are permitted to leave their vehicles in the parking lot of Facilities/Public Safety for the summer months. The vehicle has to comply with New York State registration and inspection laws or meet the NY State reciprocity laws, and must continue to do so while the vehicle remains on campus. The vehicle must be insured and mechanically in good condition. To register a vehicle for storage, please come to the Public Safety office and complete a vehicle registration form.

Registration of Vehicles and Parking Permits: All motor vehicles and motorcycles that are owned and/or operated by members of the LIU Post Campus community are required to be registered with the Department of Public Safety. There is no charge for this service. All motor vehicles without a properly affixed parking permit will be summonsed.

Parking permits will be affixed to the left (driver's) side of the front and rear bumpers. Vehicle registration makes it possible for Public Safety to contact vehicle owners in case of an emergency.

Violations: Vehicles parked or operating in violation of any of the following regulations will be subject to summoning and/or towing. Violators are responsible for all associated fees.

- No parking permit/improperly affixed
- Parked in a reserved area or space
- Parked outside of lines
- Disregarding a stop sign
- Disregarding a traffic control device
- Excessive speed
- Obstructing traffic
- Parked in front of a closed gate or barricade
- Driving or parked on grass or dirt areas
- Parked in a tow away area
- Roadways
- Walkways
- Loading zone
- Bus stop
- Blocking other vehicles
- Access roads, driveways and lanes within parking lots

- Parked in fire lane
- Parked within 15' of a fire hydrant
- Parked in a handicapped area

Payment of Fines and Filing of Appeals: Fines must be paid in person at the Bursar's Office or by mail. An appeal can be filed at the Office of Student Activities within ten (10) days of the date of the summons. The procedure for payment of fines is indicated on the reverse side of the traffic summons.

Non-Payment of Fines: Failure to pay fine(s) will be cause for withholding grades, diploma, transcript, permission to re-register and may be grounds for further administrative action. The procedure for non- LIU Post Members is as follows: Failure to pay may result in further monetary penalties being assessed against the vehicle owner's summons account; in addition, the vehicle owner and the vehicle may not be permitted on the grounds of LIU Post Campus of Long Island University.

Visitor Parking: All visitors to the campus must report to the Department of Public Safety Office to obtain a visitor's parking pass or obtain a Department of Public Safety approved parking pass from the campus agency sponsoring an event.

The maximum speed permitted on the Campus is 25 miles per hour.

PROCEDURES

Breakdown Procedure: The Department of Public Safety must be notified if a car is left in a restricted area because it is disabled. A note should be left on the windshield explaining why the car has been left. The University may require verification that repairs were necessary with the submission of a bill. Vehicle regulations apply to motorcycles as well as all other motor vehicles.

DEPARTMENT OF PUBLIC SAFETY

FACILITIES BUILDING

Phone: 516-299-2214

For Post Emergency: 516-299-2222

For Brooklyn Emergency: 718-488-1078

POLICY TYPE: OPERATIONS