

Parking Regulations Summary 1997-1998



Public Safety

Open 24 hours a day
Telephone 777-2393
Couper Administration Building G-35

Traffic Bureau

Open 9 a.m.-4 p.m., Monday-Friday
Telephone 777-2279
Couper Administration Building G-8

Information Booth

Open 8:15 a.m.-9 p.m., Monday-Thursday
8:15 a.m.-4 p.m., Friday
Telephone 777-2986
Bartle Drive

Department of Public Safety
Binghamton University
State University of New York

2 The Traffic Bureau

The Traffic Bureau

The University's Traffic Bureau is charged with the responsibility for the management, operation, control, and general improvements to campus parking, within the program objectives established by the University.

The parking program is self-supporting, so fees must be charged to support its services. All revenues are used for staffing, office operations, lot maintenance and lighting, construction, safety measures, and other parking support services.

The Traffic Bureau and the administrators who oversee the program welcome your questions and comments about the quality of services.

The assistant to the director for traffic and parking manages the operation of the Traffic Bureau and coordinates the use of all parking facilities on campus. The director of public safety is responsible for the administration of the program, with policy guidance from the vice president for administration. These persons may be contacted as follows:

Assistant to the Director for Traffic and Parking
Traffic Bureau (AD G-8)
Binghamton University
PO Box 6000, Binghamton, NY 13902-6000
607-777-2279

Director
Department of Public Safety (AD G-35)
Binghamton University
PO Box 6000, Binghamton, NY 13902-6000
607-777-2393

Vice President for Administration
Binghamton University
PO Box 6000, Binghamton, NY 13902-6000
607-777-2157

Parking Rules and Regulations

These parking rules and regulations are in effect throughout the year, including holidays and all University recesses and intersessions.

Unless otherwise posted, the speed limit on all campus roadways is 20 m.p.h.

A complete list of campus rules and regulations consistent with the Vehicle and Traffic Law relating to parking, vehicular and pedestrian traffic, and safety is on file with the Secretary of State, the office of the clerk of the Town of Vestal, and the office of the University's director of public safety. The list may be reviewed within the normal hours of these offices.

Parking on campus—what is needed

Anyone parking on campus must display a valid University parking permit 24 hours daily, Monday through Friday, including holidays, or must pay the required fee at parking meters, the visitors' paid lot, or the parking garage. Faculty and staff represented by a bargaining unit must display both a valid University parking permit and a registration decal in their vehicle when it is parked on campus. They may use their parking permit (hang-tag) only in vehicles registered with the University in their name. Parking permits are not required for vehicles parking on campus between 5 p.m. Friday and midnight Sunday.

Parking meters are in effect from 8 a.m. to 5 p.m., Monday through Friday, except for the meters behind Couper Administration Building and at the Library Tower, which are in effect 24 hours daily. Parking permits are required at meters from 5 p.m. to 8 a.m., Monday through Friday. There is no parking at meters in the Administration Circle from 2 a.m. to 7 a.m. daily.

All students are required to register their vehicles with the Traffic Bureau at the time of academic registration or within 48 hours of acquiring the vehicle. Faculty and staff must register vehicles driven on campus within 48 hours of their acquisition. Resident students who move off campus must still register with the Traffic Bureau and obtain the appropriate University parking permit.

Registration of a vehicle is not a parking permit and carries no parking privileges. Vehicle registration merely enables the Traffic Bureau to identify and, if necessary, contact the operator.

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Freshman parking ban

Freshmen (fewer than 24 credits) residing in University residence halls are not permitted to register or park a vehicle on campus. Freshmen who reside off campus may register a vehicle on campus and purchase a parking permit.

Requests for exceptions to this policy are to be directed to the assistant to the director for traffic and parking.

Resident freshmen who park a car on campus without permission from the Traffic Bureau and upper-classmen who purchase a parking permit for a resident freshman (or attempt to do so) will be fined and/or face campus judicial action.

Obtaining a parking permit and registration decal

You may register for parking by mail or in person at the Traffic Bureau, Couper Administration Building G-8, or at the Information Booth on Bartle Drive. Customer hours at the Traffic Bureau are 9 a.m. to 4 p.m., Monday through Friday; at the Information Booth, 8:15 a.m. to 9 p.m., Monday through Thursday, and 8:15 a.m. to 4 p.m., Friday. At all other times, parking permits and temporary registration decals may be obtained at the Department of Public Safety, Couper Administration Building G-35.

Parking permit fees vary according to the type of permit; consult the fee schedule at the Traffic Bureau or Information Booth. Be sure to obtain the permit best suited to your parking needs, as refunds will not be issued after seven calendar days of purchase. (Also, refunds will be processed only after available funds have been credited to any outstanding fine balances.) Ownership of the parking permit is not transferable.

Dates of validity for 1997-98 parking permits are:

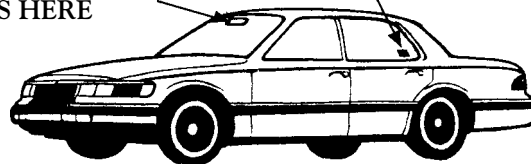
Fall: 9/2/97 to 1/31/98 Spring: 2/1 to 5/31/98
Summer: 6/1 to 8/31/98 Annual 9/2/97 to 8/31/98

Since parking spaces are limited, purchase of a parking permit does not assure a parking space.

Placement of registration decal and parking permit

**REGISTRATION DECAL
GOES HERE (Bargaining Unit
Employees and Volunteers ONLY)**

**PARKING PERMIT
GOES HERE**



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Parking permits must be hung from the rearview mirror, with the University logo facing front. You may transfer the permit to any vehicle (except that of a resident freshman) *unless* you are an employee represented by a bargaining unit; such employees may use their permit only in a vehicle registered with the Traffic Bureau in their name. You'll be held responsible for parking violations issued to any vehicle bearing your permit.

Registration decals must be permanently and entirely affixed to the left (driver's) rear side window. Taping or other temporary adhesion is not permitted. Registration decals are not transferable from one vehicle to another. If you sell the vehicle, or if you cease to be an employee of the University, it's your responsibility to remove the registration decal.

Motorcycle parking permits and decals should be permanently and entirely affixed to the left front fork.

Replacement permits

If you leave your parking permit behind, you may purchase a one-day replacement permit, available from Public Safety or the Information Booth, for a fee determined by the University.

If your registered vehicle is unavailable and you drive a different car to campus, you may obtain a free three-day temporary registration decal from Public Safety or the Information Booth; but remember, if you need a temporary parking permit, that must be purchased as required.

Lost or stolen permits

If you lose your permit, you can replace it at a fee equal to the price of a new permit. If the lost permit is later recovered, the fee will be refunded upon return of the second permit to the Traffic Bureau. If your permit is stolen, you can receive a replacement, provided that the Traffic Bureau is furnished with proof that the theft was reported to the police agency having jurisdiction for the location of the theft offense. A replacement fee will be charged. Individuals in possession of lost or stolen parking permits are subject to University disciplinary action and/or arrest.

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Parking Areas

Visitors

A number of parking options are open for visitors. Parking by the hour is available at the parking garage or the paid visitors' lot. Short-term parking is available at parking meters around the Administration Circle, by the Anderson Center Box Office, and near the Small Business Development Center, the West Gym, the East Gym, the Campus Preschool, and the Decker School of Nursing. To park in lots other than the paid visitors' lot or the garage, visitors may purchase a daily parking permit at the posted fee at the Information Booth, Traffic Bureau, or Public Safety.

Service vehicles

Companies with representatives serving offices or equipment on campus are expected to follow all parking regulations. The Traffic Bureau will issue special parking permits to service vehicles at the time of their registration. The service permit allows service vehicles to park in specially marked "State/Service" spaces located in parking lots and near loading docks.

Disability parking

Special parking is available on campus for people with impaired mobility. Parking spaces reserved for this purpose are designated by the international access symbol painted on the ground and/or by "Disabled Parking" signs. To apply for a campus disabled-parking authorization, contact the Office of Services for Students with Disabilities (SSD). The office will mail a medical form to your physician, then the SSD coordinator will review the returned form, in consultation with the medical director of the University Health Service, and approve or deny the application. If your application is approved, you'll receive a special permit when registering your vehicle at the Traffic Bureau. Short-term disabled-parking permits are available from the SSD Office only.

Binghamton has a two-tiered disability parking system. Individuals judged to have severe mobility handicaps are granted authorization to park in specially designated areas at the center of campus. Those judged to have moderate mobility handicaps are granted authorization to park in other nearby disability-parking areas. Wheelchair spaces, clearly marked by signage, are, of course, reserved only for people using wheelchairs.

Vehicles not displaying the appropriate disability-

Parking Areas 7

parking permit will be ticketed and/or towed at the owner's expense.

Commuter lots

The following lots are reserved only for commuter parking from Monday through Friday, 6 a.m. to 5 p.m.; no overnight parking (1 a.m. to 6 a.m.) is allowed in these lots: Rafuse Hall (lot B), Fine Arts West (lot C), Fine Arts East (lot D), Gym East (lot E), Cleveland Hall (lot L), College-in-the-Woods East (lot O), Delaware Hall (lot P), College-in-the-Woods North (lot Q), Johnson-O'Connor Halls (lot T), and Digman Hall (lot U).

Several commuter lots are also "snow lots." See below for more information.

Snow lots

A number of parking areas are designated as snow lots. These lots must be clear of cars seven days a week between 1 a.m. and 6 a.m., November 15 to March 30, to allow for snow removal. Vehicles parked in snow lots at these times and dates will be ticketed and/or towed. The snow lots are: Administration (lot A), Rafuse Hall (lot B), Fine Arts West (lot C), Fine Arts East (lot D), Gym East (lot E), Gym West (lot F), Bunn Hill Access (lot G), Cleveland Hall (lot L), West Access (lot M, north of walkway barrier), College-in-the-Woods East (lot O), Delaware Hall (lot P), College-in-the-Woods North (lot Q), Johnson-O'Connor Halls (lot T), Digman Hall (lot U), Visitors' Paid Lot (lot W), and Decker School of Nursing (lot Z).

Motorcycles, snowmobiles, and trailers

All motorcycles, mopeds, motorscooters, and motorbikes must be registered with Public Safety. Those belonging to employees represented by a bargaining unit must display a registration decal and a parking permit when parked on campus; others must display only a parking permit. Students may purchase permits for motorcycles registered in their own name or that of a member of their immediate family only. Proof of vehicle registration is required. Motorcycle and moped parking spaces are located on the sidewalk on the northeast side of the University Union facing the quadrangle, near the loading docks of the Engineering Building and Couper Administration Building, and in front of the West Gym.

Snowmobiles and all-terrain vehicles may not be operated on University grounds without specific permission from the Department of Public Safety.

Vehicular living quarters may not be parked on University grounds or properties at any time without the permission of the director of public safety.

8 Parking and Traffic Violations

Disabled vehicles

Disabled vehicles may not be left in roadways, parking lot aisles, or other locations where they can interfere with traffic. If your vehicle becomes disabled, move it as quickly as possible to a valid parking space and immediately report the vehicle description, license plate number, location, and name of the owner or operator by calling Public Safety at x2393. Simply leaving a note on the vehicle is not adequate notification. Once a vehicle is in a valid parking space and is reported as disabled, Public Safety at its discretion may give the operator or owner up to 24 hours to make the necessary removal arrangements. Vehicles left more than 24 hours or not in a valid parking space may be towed.

Permission to load and unload

Service roads and residence hall patio areas are strictly reserved for service vehicles. No other vehicle may be operated in these areas without prior permission from Public Safety, x2393. If you're granted permission to load or unload, your vehicle's four-way emergency flashers must be displayed while the vehicle is in the restricted area. A 20-minute time limit, and a 5-m.p.h. speed limit on service drives, will be strictly enforced. Vehicle operators who do not seek prior permission, who do not use flashers, and/or who exceed the time limit may be ticketed and/or towed.

Parking and Traffic Violations

The University requires that all vehicles conform to New York State Department of Motor Vehicle rules and regulations regarding registration, insurance, and safety inspections. In addition, violations of the Vehicle and Traffic Law or any other applicable traffic ordinance will be processed in accordance with the requirements of the applicable law.

The University seeks to assure that safe and accessible parking is available for intended users and that University business may be conducted in a safe and orderly fashion. In addition, access at all times must be available for emergency and critical service equipment.

The responsibility for finding a valid parking space, as well as determining whether a parking permit is valid, rests with the vehicle operator. Since parking spaces are limited, purchase of a parking permit does not assure a parking space. Lack of an available space is not justification for violating University parking regulations.

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Vehicles must be parked within the boundaries of a valid parking space. This means that there is no parking on crosswalks, on sidewalks, on off-pavement areas, at yellow curb areas, beyond the end of a marked row, in bus or loading zones, and in traffic lanes or barricaded or closed areas. Personal notes of explanation left on vehicles or the fact that other vehicles are parked illegally do not constitute justification for parking in violation of the regulations.

Tickets will be issued, and parking fines assessed, for the following violations:

1. No current, appropriately displayed vehicle registration decal: \$15
2. No current, appropriately displayed University parking permit: \$15
3. Parking in a tow-away zone: \$15
4. Parking in a fire-safety zone: \$15
5. Parking on the grass: \$15
6. Overtime parking: \$10
7. Parking in a restricted area: \$10
8. Unauthorized parking in a disabled zone: \$40
9. All other violations: \$10

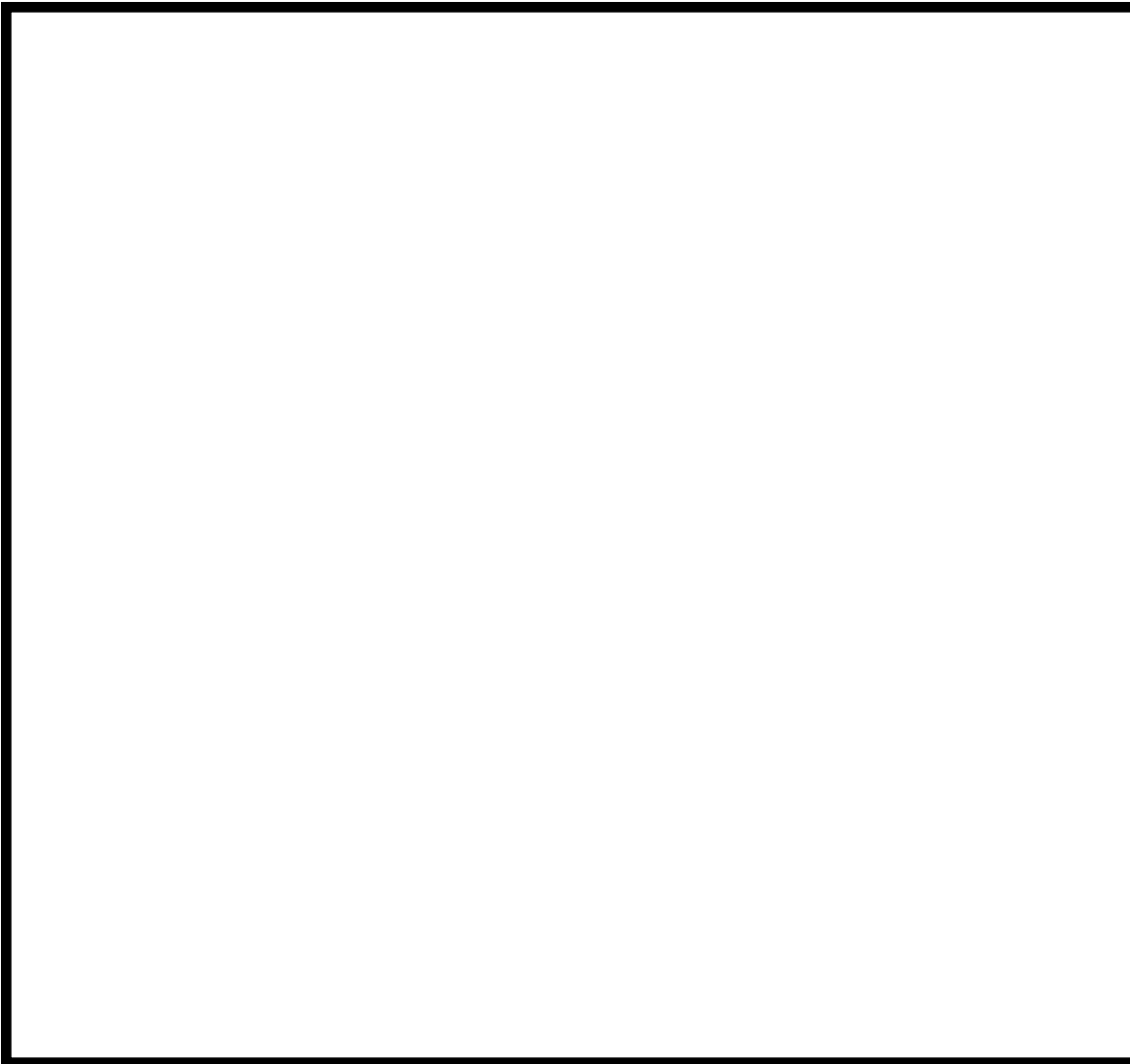
The first ticket issued for “no current vehicle registration decal displayed” and/or “no current University parking permit displayed” may be waived if the permit/registration is purchased at the Traffic Bureau within five calendar days of ticket issuance. Nonaffiliated visitors may pay the visitor rate of \$3 or \$1 within five days if ticketed for “no current campus parking permit displayed.” Students, faculty, and staff are subject to the \$15 fine and may not pay the visitor rate for the tickets.

Students, staff, and faculty will be held responsible for parking violations issued to their vehicle and vehicles belonging to family members. It is your responsibility to inform your family and friends of the parking rules and regulations. The operator of a vehicle parked on campus is presumed to be affiliated with the University. Responsibility for parking violations cited to a vehicle will lie with the owner or family member of the owner affiliated with Binghamton University. The person affiliated with the University is held responsible for parking tickets issued to family members’ vehicles.

Vehicles illegally parked may be towed at the owner’s expense. If your vehicle is towed to another location on campus, you must show a currently valid driver’s license and insurance card at the Public Safety Department before you can claim the vehicle.

Anyone who tampers with, makes fraudulent use of, or

10 Parking Areas



*Commuter lots. No parking 1 a.m. to 6 a.m. daily. Reserved for commuters Monday-Friday 6 a.m. to 5 p.m.
+Snow lots. No parking 1 a.m. to 6 a.m., November 15 to March 30.



State University of New York

Parking Lots

| | | | |
|---|---------------------------------|-----|------------------------------|
| A | Administration+ | P | Delaware Hall*+ |
| B | Rafuse Hall*+ | Q | College-in-the-Woods North*+ |
| C | Fine Arts West*+ | R | Champlain Hall |
| D | Fine Arts East*+ | S | Bingham Hall |
| E | Gym East*+ | T | Johnson-O'Connor Halls*+ |
| F | Gym West+ | U | Digman Hall*+ |
| G | Bunn Hill Access+ | V | Infirmary |
| H | Tennis Court | W | Visitors' Paid Lot+ |
| I | Power Plant | X | Graduate Community |
| L | Cleveland Hall*+ | Y | Upper Smith Hall |
| M | West Access (north of barrier)+ | Z | Decker School of Nursing+ |
| N | Smith Hall | ZZN | Hillside Community North |
| O | College-in-the-Woods East*+ | ZZS | Hillside Community South |

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counterfeits a campus registration decal or parking permit, or makes other unauthorized use of a permit, or obtains a permit by giving false information is subject to University disciplinary action and/or arrest and the rescission of campus vehicle registration and/or parking permit privileges.

Appeals of parking tickets

If you believe that a University parking ticket was issued improperly, you have the right to file an appeal. All appeals are reviewed by the Parking Appeals Committee, composed of faculty, staff, and students.

Parking ticket appeals must be made in writing to the Parking Appeals Committee within 30 days of the notice of violation; after that, appeals are not accepted. Appeal forms may be obtained at Public Safety or the Information Booth. If you submit a written appeal in person to Public Safety within eight calendar days of ticket issuance, your unpaid ticket will not be placed on the delinquency list until your written appeal is denied by the Parking Appeals Committee. Notice of the decision of the Parking Appeals Committee will be mailed to you. **The appeal of any ticket does not prevent the unpaid fine from doubling after 60 days.**

If your written appeal is denied, you may appeal in person to the Parking Appeals Committee. To schedule a personal appeal appointment, call the Traffic Bureau, x2279, within seven days of receipt of the written appeal adjudication. If the final adjudication of the Parking Appeals Committee is in your favor, your name will be removed from the delinquency list.

If your vehicle is towed, the only available appeal is a personal appearance before the Parking Appeals Committee. Requests to schedule appointments must be made to the Traffic Bureau within 30 days of the tow.

Fine payment

Fine payments are accepted in cash or by check, money order, or credit card payable to Binghamton University. Fines may be paid at the Traffic Bureau. Students paying tickets more than eight calendar days after issuance may also pay at the Student Accounts Office; please note that payments made there may not guarantee immediate removal from the delinquency list.

Unpaid fines

In the case of employees with unpaid fines, the University may withhold the fines from their paychecks and/or revoke parking privileges. For students, all unpaid and unappealed parking citations are entered on a delinquency

list eight days after issuance, and grades, transcripts, and permission to register for courses may be withheld until the fines are paid. All other violators may have parking privileges revoked and are subject to towing or vehicle immobilization (application of a wheel immobilizer to render the vehicle inoperable). Any violator with unpaid fines is subject to towing or vehicle immobilization. If your car is immobilized, you must pay your tickets, as well as a service charge, before Public Safety will remove the wheel immobilizer. Once parking privileges have been revoked on campus due to excessive fines, payment will be accepted only in cash, by certified check, or with a valid Visa or MasterCard.

Fines not paid within 60 days from the date of issuance will be doubled.

Escort Service and Emergency Phones

Binghamton University offers a late-night escort service during the academic year. This service is available between 9 p.m. and 3 a.m. each night. If you don't wish to walk across campus alone at night, call the Department of Public Safety, x2393, and request an escort. Within several minutes an escort will come to your location and walk with you to your car or other destination on campus. The escorts, easily identified by their fluorescent orange jackets, are students trained by Public Safety; they are in constant radio contact with the Public Safety Department for your protection. We encourage all members of the campus community to take advantage of this service. A safe walk is only a phone call away.

There are 33 emergency telephones around campus. Each is marked by a large blue light directly above the telephone box, which is bright yellow and labeled "emergency." To use an emergency phone, you need only open the box and pick up the receiver; no dialing is required. As soon as you lift the receiver, the Public Safety dispatcher knows your location. At the same time the phone is answered, a patrol car is on its way to that phone's location. When requesting emergency assistance on a blue-light phone, remember these tips:

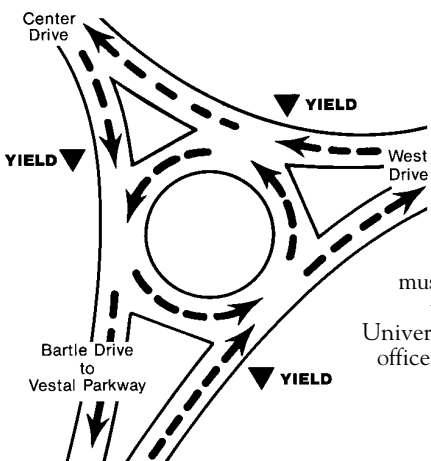
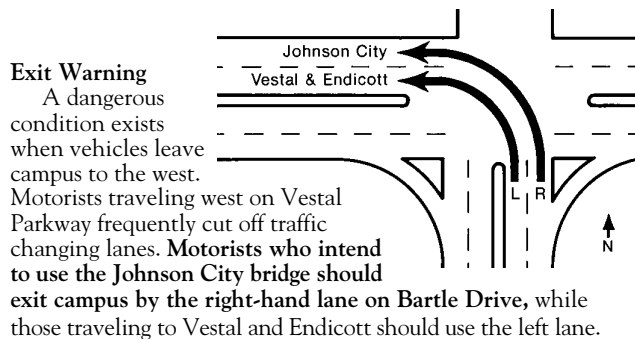
1. Remain calm.
2. Give your name and location.
3. State the nature of the emergency.
4. Give any pertinent information such as license plate numbers, descriptions of people, etc.

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Emergency telephones are located at the entrances of all residence halls. Other emergency phones are located in academic areas and elevators.

Emergency phone numbers to dial when using a conventional phone:

- Any emergency 911
- Public Safety Department x2393
- Health and Safety Office x2211
- Ambulance x3333
- Escort Service x2393



Traffic Circle
 Traffic in the circle **always** has the right of way over vehicles entering the circle. All vehicles approaching the circle must be prepared to yield to traffic in the circle. University Law Enforcement officers will issue tickets for **failure to yield.**

Binghamton University
Courtesy Card

After you have purchased a parking permit, this may be used to waive the fine for one parking ticket issued to your vehicle for violation 03, "no current campus parking permit displayed." It will not be accepted to waive the fine for ANY other parking violation. It must be used by the permit purchaser. The vehicle must have been legally parked in an area authorized for the type of permit purchased.

The card must be completely filled out and signed. The card and parking ticket must be returned within 30 days of the issuance of the ticket. The number of cards issued and acceptable equals the number of semesters for which your permit is valid.

Fill out completely and return this card and the parking ticket to the Traffic Bureau, Binghamton University, G-8 Couper Administration Building.

NAME _____ ID # _____

PARKING PERMIT # _____ TICKET # _____

SIGNATURE _____

Valid from September 2, 1997, to September 1, 1998

Binghamton University
Courtesy Card

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State University of New York