

Policy: **Parking & Traffic Regulations**

Policy Number: **D-12**

Responsible for Policy: Campus Safety

Approval Date: September 2011

Most recent review: Fall 2012

Date of most recent revision (*if applicable*): N/A

Policy Statement

Finger Lakes Community College shall provide adequate parking space for students, employees and visitors.

Because there is a fixed amount of land devoted to parking, the enforcement of parking regulations ~~is~~ necessary to ensure the safe and free flow of traffic as well as safe available parking for all employees, students and visitors.

The College will ensure that an appropriate number of disabled parking spaces are reserved close to the building to accommodate employees, students and visitors with valid disabled parking permits.

Reason for Policy

FLCC will provide safe, accessible parking for the campus community and visitors.

Applicability of the Policy

All College employees and full- and part-time students should be familiar with this policy.

Definition

Visitors - persons who are not College employees or registered FLCC students

Related Documents

- None

Procedure: **Parking & Traffic Regulations**

Procedure Number: **D-12**

Responsible for Procedure: Campus Safety

Effective Date: September 2011

Most recent review: Fall 2012

Date of most recent revision (*if applicable*): N/A

Procedures

Students may park without a permit in any non-reserved space in A-Lot, D-Lot, or G-Lot. Specific areas in lots posted as reserved for faculty/staff, disabled persons, and visitors require parking permits. Vehicles not displaying a valid parking permit will receive a violation (see fine structure). Generally, spaces around the perimeter of College parking lots are reserved and spaces located in the middle of the lots are open to all. Drivers should observe the signs that are posted in the parking lots.

Bicycles

Bicycles must be parked in designated racks located near the gymnasium and the library. Bicycles may not be brought into the building. Please bring a lock to secure the bicycle to the rack.

Disabled Vehicles

A disabled vehicle may remain on campus for a maximum of four days, provided that the Office of Campus Safety has been notified. Abandoned vehicles will be towed at the owner's expense.

Faculty/Staff

Faculty and staff may park in reserved spaces designated by parking signs. These spaces are located at the perimeter of A- and D-Lots. Permits are required for these areas and may be obtained from the Office of Campus Safety. Vehicles not displaying a valid permit will receive a violation (see fine structure). Employees driving a "loaned" car must notify Campus Safety upon arrival on campus in order to park in the reserved area.

Fire Lane

The fire lane is located in front of the main building also known as the Administration Circle. The fire lane is designed for the placement of rescue vehicles during an emergency and must not, by law, be blocked by personal vehicles. The circle, which loops in front of the building, is a convenient location to drop off and pick up students and short- or long-term parking is prohibited.

Disabled Parking

Vehicles displaying a valid disabled permit may park in the areas reserved for disabled parking. Upon submission of an application and physician's statement of need, 30-day permits may be obtained from the Office of Campus Safety. NYS handicap permits are available for longer periods through respective town clerk offices.

These spaces are reserved for disabled parking and the College takes seriously the responsibility to keep these and all reserved spaces available for their intended occupants. Other college, shopping mall, or business permits will not be honored. Violators are subject without notice to the use of a wheel lock or towing at the owner's expense. Vehicles not displaying a valid permit will receive a violation (see fine structure).

Lawn

Parking all or part of a vehicle on the lawn is not permitted and will result in a violation.

Snowmobiles and ATVs

These vehicles are not permitted to be driven on campus at any time, unless authorized for instructional purposes.

Visitor Parking

Visitor parking spaces are located in A-Lot, which provides parking closest to the building. Upon arrival, visitors must register their vehicles at the Information Desk located in the first floor lobby. Vehicles not registered at the Information Desk will receive a violation. Students and employees are not permitted to park in reserved visitor spaces at any time. Falsification of vehicle registration at the Information Desk constitutes a Student Code of Conduct violation and will be handled accordingly.

Fine Schedule

Reserved Disabled Parking space - \$50

Reserved Visitor, Faculty/Staff space - \$15

Reserved Administrative space - \$15

Fire Lane - \$15

Lawn, Sidewalk, Roadway, Other - \$10

Ticket Appeals

To appeal a parking ticket, stop by the Office of Campus Safety (B-114) to obtain a ticket appeal form or call to speak with the department secretary. A ticket appeal form must be completed and returned to the Campus Safety office within seven days of receipt of a parking ticket. Following review, a decision will be made by the Director of Campus Safety whether to void or uphold the ticket.

Questions: Call or e-mail the Office of Campus Safety

Form/Online Processes

- FLCC Parking Permit

Appendix

- None