

**SUNY COLLEGE AT OLD WESTBURY**  
**CAMPUS MOTOR VEHICLE REGULATIONS**

---

**Section 1- Introduction**

**PART A. GENERAL**

The following regulations are promulgated pursuant to the State University Trustees' Resolution, 72-186, adopted August 17, 1972. The State University of New York College at Old Westbury provides facilities for vehicles for the sole purpose of conducting College business. *The method of registering vehicles and the regulations governing their use on campus are stated below.* **The College assumes no liability for damage or loss to private vehicles, their occupants, or contents while on College property.** *Parking and use of vehicles on campus without registration or permission from the College or in violation of regulations is prohibited.* Drivers who require vehicles on campus on a routine basis in order to conduct business related to the College may obtain yearly permits at the Bursar's Office, Campus Center room I-104, after paying the required fee enabling them to drive or park on campus. One-day temporary permits are available at the Department of University Police Office, Academic Complex room D-100.

**1. Driver Responsibility**

The person registering a private vehicle for use on campus is responsible for its operations and for any fines incurred during or due to its presence on campus. The assignee of a State-owned vehicle is responsible for its operation and for any fines incurred during the period of assignment. By registering a vehicle for campus privileges, the person agrees to abide by all traffic and parking regulations in force at that time.

**2. Temporary Condition**

Occasionally, special short term conditions arise that may require suspending a portion of these regulations, or additional, temporary regulations and/or instructions. The Chief of University Police is authorized by the President to take such temporary actions as circumstances may dictate. An example of such temporary instructions would be the declaration of a snow emergency restricting all but handicapped parking in designated areas.

**3. Definition**

The term "motor vehicle" as used in these regulations refers to any motor-driven vehicle, such as an automobile, truck, motorcycle, motor bicycle, or motor scooter.

**PART B. ADMINISTRATION**

**1. Committee on Parking Policy**

The Committee on Parking Policy (hereafter referred to as CPP) is charged with developing and recommending policies for the management of the parking resources on the campus within the context of the total College community. The CPP annually submits a report to the President embodying any recommendations for policy change. The report does not have the force of regulation until it is in the form of our Motor Vehicle Regulations for a given year. The CPP is an administrative committee and as such has no executive or policy making powers.

The Committee on Parking Policy is composed of two members of the Faculty, two undergraduates (one resident, one commuter), two members in the Classified Service with the Chairman named by the President.

**Section 2 - Procedures**

**PART A. REGISTERING THE CAR**

### **1. Who May Register**

Any person associated with the College who operates a motor vehicle on University property must register that vehicle with the local college as required by the University. Vehicle registration entitles a person to drive on campus and to park in designated parking lots only. Each vehicle must be registered by the beginning of each academic year. Vehicles may be registered at the Bursar's Office at any time with a paid Bursar's receipt or valid I.D. card and a valid car registration. There is a vehicle identification registration fee of \$10.00 for the first car, \$5.00 each additional car.

### **2. Window Stickers**

Window stickers are issued when a vehicle is registered and must be removed with change of ownership or termination of association with the College. A vehicle (other than those for which temporary permits have been issued) is considered registered only when window stickers have been placed on it as required. Any registration obtained through misrepresentation or in violation of these Motor Vehicle Regulations is void. A registered vehicle may be parked in assigned parking areas.

### **3. Multiple Registration**

A person may register more than one vehicle if it is for his specific use and the registration of the second vehicle bears his name or that of his spouse or parent. If a registrant is disciplined by revocation of campus parking privileges, the revocation applies to all cars registered in his or her name.

### **4. Transfer and Replacement of Vehicle Registration Sticker**

A vehicle registration sticker is not transferable. When evidence of sale of a car is submitted to the Bursar's Office a replacement window sticker will be issued upon payment of the appropriate fee.

The registration sticker is valid until the next August 31st unless the vehicle changes ownership or the registrant severs his relationship with the College. Replacement for a damaged window sticker (which may be needed when it has been damaged or lost, or on the occasion of the sale and purchase of a car) is available at the Bursar's Office.

If a vehicle is sold, transferred, or otherwise disposed of, it is urgent that the registrant remove the window sticker and notify the University Police Office immediately in writing so that he will not be charged with any violations incurred after the transfer date. Failure to do so may result in liability for violations incurred until such action is taken.

## **PART B. PARKING**

### **1. Where to Park**

Spaces and parking lot sections reserved for handicapped persons and service vehicles are restricted for use by the aforesaid persons at all times. Resident student overnight parking is restricted as defined in item 3 of this section. Otherwise, registered vehicles may be parked in any unrestricted parking area.

### **2. Permitted Hours**

On those days that school is not in session by reason of vacation, commuter and residence lots are open to all cars registered by the College. Special regulations applicable to the summer period will be announced in the spring, by the Committee on Parking Policy. Variations in these regulations designed to meet unusual circumstances may be announced from time to time by the Department of University Police.

### **3. Resident Student Parking**

**All overnight Resident Student parking, regardless of College affiliation or resident hall, is restricted to rows 5-8 of the Campus Center parking lot and the back rows in the Clark Center parking lot. There are no exceptions to this provision.**

## **Section 3 - Special Regulations**

## **PART A. RESTRICTED AREAS**

### **1. Loading Zones - Deliveries**

Each academic building on the campus and each dining hall is provided with a loading zone adjacent to the building. No parking is permitted in these loading zones except as specifically marked for state vehicles and for handicapped. "Standing" is permitted in loading zones while a delivery or pickup is being made. Such "Standing" is presumed to be short in duration and is not to exceed the period during which the vehicle is required to complete loading or unloading. After 15 minutes, all vehicles used for pick-up or delivery must be attended. An attended vehicle is defined as one with the driver helper or a member of the College staff able to move the vehicle and in the *immediate vicinity of the vehicle*.

### **2. Fire Zones and Fire Lanes**

Each loading zone is by definition a fire zone. Additional fire zones adjacent to a building may be established from time to time by the Chief of University Police. Fire zones are areas, paved or unpaved, that permit fire fighting equipment to come as close to a building as possible. They are also areas within fifteen (15) feet around a fire hydrant or a stand pipe connection. No parking is allowed in a fire zone at any time except as defined above. Any vehicle parked in a fire zone is subject to towing at any time at the owner's expense.

For purposes of traffic control, roadways on the campus are divided into two classifications: peripheral or arterial roads and access roads. An example of the former is the Ring Road around the major College Campus, "C" Gate Road, and Rte. 107 Road. Examples of the latter are the narrow road leading to Empire State College, the driveways leading to the stables and related buildings, and the entrances to and exits from all parking areas. *All access roads are by definition fire lanes*. Neither parking or standing is permitted in a fire lane. While in general the College will attempt to mark all fire lanes and all fire zones, lack of such marking will not relieve a violator of responsibility for obeying these regulations.

All walkways on the campus are by definition fire lanes and similar restrictions apply.

### **3. Walkways**

Any paved way on the campus that is not defined as a roadway is by definition a walkway. No driving is permitted on any walkway except under emergency circumstances.

Emergencies are presumed to refer to the need to bring fire, rescue, ambulance or police vehicles close to a building in order to safeguard lives or property. The use of walkways by vendors, any State service vehicle, and contractor personnel is explicitly forbidden. Where exceptional circumstances require vehicle access to a walkway, permission must be obtained in advance from the Chief of University Police on a case to case basis. Permission in one instance is not a precedent and does not carry over to like circumstances in the future.

### **4. Designated Spaces**

From time to time various units of the College establish temporary dedicated parking spaces. These spaces are not considered official when they apply to individuals, whether identified by name or by title. The only dedicated spaces that have official sanction either temporarily or on a permanent basis, are those established by the Chief of University Police, or Department designee, with the review and approval of the CPP. The initial dedicated spaces at Old Westbury are parking lot sections designated for handicapped persons, and authorized service vehicles.

**5. Resident Hall Roadway** The Resident Hall Roadway is identified as the roadway that circles the new resident Halls. There is no parking on this roadway except for Reserved handicapped Parking and Parking Metered spots located on the roadway.

## **PART B - SPECIAL VEHICLES**

### **1. Service Vehicles (General)**

The University enters into a number of service contracts. Contractors include those that service signal systems; computer companies that service data processing equipment; various elevator companies; the telephone company, and the like. Vehicles belonging to such contractors may be considered authorized State vehicles for purposes of special parking needs. All contractors must make application to the Chief of University Police for special permits. In general such permits will be issued only for a car that is (a) clearly the property of

the contractor, and (b) appropriately so marked on the outside of the vehicle. Such permits will be valid only for that period that the service man is on call and on duty in a given building. Under no circumstances are these to be considered parking permits. Proof of ownership by the corporation and proof of on call status may be required by University Police Officers charged with enforcing the traffic regulations. Requests for such permits must be submitted in writing on the company letterhead and signed by a responsible officer of the contractor.

They should contain an adequate description of the vehicle (s) and the names of those individuals who may be driving them. Such requests should be submitted for validation to the College office responsible for monitoring the activity of the contractor. For instance, telephone company requests should be validated by the Office of Plant Superintendent, fire alarm and other signal systems should be validated by the University Police Office. Other contractors should obtain validation from the department that is the direct beneficiary of their services. If there is any uncertainty about the beneficiary, the Chief of University Police, or Department designee, is empowered to make a determination and request such validation from the appropriate unit.

## **2. Service Vehicles (Vendors)**

Vendors that regularly provide direct services to the campus and use their own vehicles may also apply for special permits. Examples of these are vending machine contractors, pinball machine contractors, laundry equipment contractors and the like. They must make application in each case in writing. Under no circumstances will such permits be given to cover non-commercial vehicles. If, in the performance of the work, these contractors require access to a building through other than service areas, they must seek the approval of the Chief of University Police, or Department designee, and conform to special conditions, which will be indicated on the face of the permit.

## **3. Salespeople**

All salespeople who come to the campus on legitimate business may be given visitors parking permits. Such permits will generally, be valid only for the day of issuance. Salespeople with special requirements, such as heavy sample cases and the like, must request special permission from the Chief of University Police, or Department designee, if they wish to park close to a building.

## **4. Regulations Governing the Sale of Food on Campus by Mobile Vendors**

- a. No person may sell or distribute food or food stuffs on campus from any mobile vehicle, temporary stand, push cart, or other similar item without the written authorization of the Vice President for Budget & Finance or his designee. This shall not apply to individuals or companies contracting with the College or authorized agents on the campus, nor shall it apply to sales of food conducted over the telephone and completed by delivery on the campus.
- b. Food vendors must obey all traffic regulations while on campus, and authorization for the use of the campus may be revoked for failure to comply with those regulations.
- c. Upon applying for authorization any vendor must show that he or she has complied with all appropriate Nassau County and Old Westbury Village ordinances as well as any and all appropriate New York Statues governing the vending of food. The vendor must remain in compliance with those requirements whenever he is on the campus.
- d. A vendor must retain his or her authorization from the Vice President for Budget & Finance at all times while he or she is on campus for the purpose of selling food. If convenient, he or she should display this authorization, but he or she must show it upon the request of any University Police Officer or other College official.
- e. A vendor may be required by the College to leave a specific area or to leave the campus at any time for good reason, and any area of the campus or the entire campus may be closed to vendors for good reason.
- f. Written authorization shall be valid from the date of approval until June 30th next, except that the College may revoke that authorization at any time for failure to comply with College regulations. No authorization shall be valid for more than one year. Motor vehicle registration may be obtained upon presentation of the valid authorization and completion of other parking or traffic requirements.
- g. The College reserves the right at any time to require vendors or any individual vendor to submit to a medical or health examination, either in compliance with State or local requirements. Refusal to submit to such an examination shall be grounds for revocation of any authorization or for not granting authorization.

- h. No vendor may discriminate against any person on the basis of race, color, creed, religion, sex or appearance either in employment or in the conduct of his business.
- i. If a permit is revoked, no new permit may be issued until one year after the Original Expiration Date of the original permit.
- j. The College reserves the right to alter or revoke these regulations at any time.

### **5. Construction Vehicles**

- a. **Parking:** All cars operated in connection with a construction project on the campus and belonging to contractor personnel are required to observe campus traffic regulations. Such cars need not register with the University Police Department provided they park within contract limit lines and, to the extent possible, in an area physically separated from other campus parking areas.
- b. **Operations:** Vehicles making deliveries to a contractor site may not park in roadways for loading or unloading or for the operation of special equipment without prior written approval of the Chief of University Police. Such written approval will have stated the special conditions under which such vehicles may park or stand in roadways. The approval must be in the vehicles at all times, available to inspection by University Police Officers. Failure to present such permit on demand will subject the driver to the appropriate citation.

### **6. Motorcycles**

Motorcycles are subject to the same restrictions as all other vehicles. Motorcycles may not be driven on walkways nor may they be parked close to buildings.

## **PART C. SPECIAL REGULATIONS**

### **1. Temporarily Disabled**

Reserved spaces are set aside to permit parking by the physically challenged. Students requesting a temporary permit (14 day maximum) issued by the University Police Office must first bring in a doctor's note to the Student Health Center, located in Roosevelt Hall, Academic Village. The Student Health Center will issue a notice to the University Police Office for a temporary permit.

To apply for a permanent handicapped permit, contact the Office of the Physically Challenged in the area in which you reside.

### **2. Visitors**

Visitors must park in areas designated for visitor parking. Long-term, or regular visitors should apply to the Bursar's Office for a regular campus parking sticker. Such application should give the reasons for the visits and carry the endorsement of the college office most closely concerned.

### **3. Construction Operations**

When, in the course of necessary work under a construction contract, a maintenance contract, or campus maintenance work, it is necessary to break a roadway, the contractor shall obtain written clearance from the College's Chief of University Police. This request should be in the hands of the Chief not less than six (6) working days before the date on which the work is to start. The contractor should make this request through appropriate channels and final permission from the campus should be requested by the representative of the State University Construction Fund, with the endorsement of the Campus Facilities Office.

### **4. Disabled Vehicles**

Any operator of any vehicle on campus who finds that the vehicle is disabled and that the car must remain on the campus for an unspecified time must immediately notify Department of University Police of this fact. Vehicles without license plates parked anywhere on the campus are subject to instant towing and impounding. If a student or member of the staff is forced to remove a license plate in order to re-register a car he may notify University Police Office of that fact and arrange with them to have the car brought to an area for safekeeping.

### **5. Declaration of a Snow or Weather Emergency**

The Chief of Police or designee may declare a Snow or Weather Emergency condition and may eliminate or alter parking conditions on campus. This emergency condition will be identified to the Old Westbury community via posted warnings, e-mail messaging and Campus TV Programming announcements. This snow emergency notification will negate any authorized parking on the Resident Hall roadway to include metered parking.

## **Section 4 - Enforcement and Control**

### **PART A. GENERAL**

Parking on the campus is controlled by these regulations, provisions of the Vehicle and Traffic Law, and orders of the Department of Transportation. No part of the Campus Motor Vehicle Regulations may be abrogated or mitigated by any official of the College without appropriate clearance through the Committee on Parking Policy. The CPP may make recommendations to the President and such changes and amendments may be made by the College Council with the approval of the Trustees. Statements by college employees, if made in error, regarding the suitability of parking in a certain area will not relieve the driver of responsibility. Similar strictures apply to notes left on windshields or inside the car. If extraordinary emergency circumstances arise, the driver is advised to call the University Police Office, identify himself and his car and ask for assistance.

#### **1. Summary Regulations**

The Vehicle and Traffic Law shall apply upon such premises notwithstanding any references in such law to public highways, streets, roads, or sidewalks.

Orders of the Department of Transportation heretofore or hereafter promulgated for State University shall continue in full force and effect.

A complaint regarding any violation of the Vehicle and Traffic Law, any Department of Transportation order or any traffic ordinance applicable on such premises shall be processed in accordance with the requirements of applicable law.

- a. All motor vehicles operated on campus must be registered with the College and display the appropriate College identification.
- b. Vehicles may be parked only in those parking areas authorized for that vehicle and only within the lines designating a parking space whenever provided.
- c. Vehicles may not be parked in any area other than one designated for parking.
- d. Vehicles may not be operated except on authorized roadways or parking areas.
- e. Vehicles must be operated in such a manner as not to endanger or injure pedestrian property or other vehicles and drivers.
- f. Vehicles may not be operated beyond posted speed limits.

No person shall drive a vehicle on University streets, roads or highways at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing, but in no event shall a person drive a vehicle in excess of 30 miles per hour unless a different speed is authorized and indicated by the University or the Department of Transportation.

g. Vehicles may not be parked or stand in such a way that traffic, walks, hydrants, fire lanes, or College operations are obstructed. Parking is prohibited on all campus roads at all times, including access roads, and service roads.

h. Drivers on campus must obey all State and College regulations and all provisions of State Vehicle and Traffic Law, posted signs, and the directions of College personnel who have been delegated the responsibility for traffic regulations, parking supervision, and the safety of persons and property on campus

- i. Vehicles that are inoperative, abandoned or are stored on campus for more than 48 hours are

subject to removal at the owner's expense.

## 2. Schedule of Penalties

a. Section 560.3 (c) (4) of the Trustees' Regulations permits the College Council to set the fines for violation of Campus Motor Vehicle Regulations within designated limits.

Accordingly, the following schedule of penalties is hereby established.

<i><b>VIOLATION</b></i>	<i><b>PENALTY</b></i>
<b>Parking within 15 ft. of a Fire Hydrant or Stand Pipe Connection</b>	<b>\$35.00</b>
<b>Parking in Fire Zone or Fire Lane</b>	<b>\$35.00</b>
<b>No Parking Zone</b>	<b>\$15.00</b>
<b>Parking in Restricted Areas</b>	<b>\$15.00</b>
<b>No Campus Parking Permit Displayed</b>	<b>\$15.00</b>
<b>Parking Out of Stall</b>	<b>\$15.00</b>
<b>Parking in Handicapped Areas</b>	<b>\$35.00</b>
<b>Parking Meter Violation</b>	<b>\$15.00</b>
<b>All other Campus Motor Vehicle Regulations</b>	<b>\$15.00</b>
<b>For a second violation</b>	<b>\$10.00</b>
<b>For a third or subsequent violation</b>	<b>\$20.00</b>

b. The prosecution and collection of fines involving visitors shall be in accordance with applicable law.

c. Unpaid fines may be deducted from the salary or wages of an offending officer or employee of the University.

d. In the case of students, grades and transcripts may be withheld until all fines are paid.

e. Fines shall be deposited in the State University Income Fund.

f. Motor vehicle registration and Campus parking privileges shall be revoked at the discretion of the college for the balance of the academic year upon the finding that seven (7) or more parking violations have been incurred during an academic year.

g. Vehicles with more than seven (7) unresolved / unpaid parking tickets may be towed at the owners expense and will not be released until all parking fines are paid.

***Penalties for violations of the Vehicle and Traffic Law shall be set by the respective traffic court to which offenders shall be summoned according to the geographical location of the campus where the offense occurred.***

## PART B. ENFORCEMENT ACTIVITES

### 1. Ticketing

a. University Police Officers are authorized to issue traffic summonses to any vehicle found in violation of traffic and parking regulations.

b. A vehicle operator who receives a summons for an infraction of the campus regulations stated above may file an appeal or pay a fine according to the printed schedule, (Section IV - A.2.).

c. In accordance with the Trustees' regulations which govern vehicular and pedestrian traffic and parking upon the highways, streets, roads and sidewalks owned, controlled or maintained by the State University of New York and in conformity with Section 560.3 (d) thereof, the College Council has mandated that the following enforcement procedures shall be in effect:

1. A complaint regarding any violation of a campus rule shall be in writing reciting the time and place of the violation and the title, number or substance of the applicable rule.
2. The complaint shall be subscribed by the officer witnessing the violation and served upon the alleged violator or attached to the vehicle involved.
3. The complaint shall indicate the amount of the fine assessable for the violation, and advise that if the person charged does not dispute the violation, fines may be paid at the business office of the campus within seven (7) days.
4. The complaint shall recite that an appeal must be filed within seven (7) days after service of the charges at the Office of University Police. Should the alleged violator fail to appeal the charges within seven (7) days then the fine should be paid at the Bursar's Office.
5. At the conclusion of the hearing or not later than five (5) days thereafter, such hearing officer shall file a report. A notice of the decision shall be promptly transmitted to the violator. The report shall include:
  - (I) The name and address of the alleged violator.
  - (II) The time and place when the complaint was issued.
  - (III) The campus rule violated.
  - (IV) A concise statement of the facts established on the hearing based upon the testimony or other evidence offered.
  - (V) The time and place of the hearing.
  - (VI) The names of all witnesses.
  - (VII) Each adjournment stating upon whose application and to what time and place it was made.
  - (VIII) The decision (guilty or not guilty) of the Hearing Officer.

## **2. Towing**

- a. Vehicles are subject to towing if they are parked illegally, or so as to constitute a safety hazard or to interfere with College operations to include garbage pickups, snow or weather emergencies, etc.
- b. Any vehicle parked on campus in violation of Part A, paragraphs 1-a, 1-b, 1-c, 1-g, and 1-h of the Section and such parking interferes with the operation of the College may be subject to towing at the owner's expense and also subject to the penalties identified for each offense.

The College assumes no liability for damages or losses to vehicles towed as a result of the above.

- c. Any vehicle with seven (7) unresolved / unpaid parking fines will be subject to towing at the owners expense and will not be released until all parking fines are paid.

## **PART C. HEARING INFORMATION**

Department of University Police personnel are available to answer questions about these regulations, about procedures under them, or about particular problems (e.g. disabled cars, borrowed cars, temporary permits, special loading problems). Call or visit the University Police Office for assistance in any of these matters. The telephone number of the University Police Office is 876-3333 or 3334. The University Police Office is located in Academic Village room D-100.

A copy of these regulations is available to each person who registers a vehicle with the College. The College presumes that all persons have read these and no plea of ignorance will be entertained. Additional or

replaced copies are available at the University Police Office.

### **1. Formal Actions of the Hearing Officer**

The possible actions on appeals are as follows:

1. **Not Actionable** - Used where action by the Hearing Officer would be inappropriate (For example, an appeal entered later than the closing for that appeal with no explanation for lateness).
2. **Deny; But** - Used in cases of correctable violations. (For example, if sticker (s) is missing from a car, the appeal on the violation for improper registration is denied until the sticker is replaced).
3. **Grant** - Used where a violation was improperly issued or to clear the books of unenforceable violations such as those given to one-time visitors to campus.
4. **Deny; Suspended Sentence** - A violation of the regulations did occur but payment of the fine is suspended in view of the extenuating circumstances presented. The appellant should not expect similar treatment on a future violation of the same type. Moreover, in the event of a future similar violation the Hearing officer can re-attach the first fine.
5. **Deny** - The circumstances described in the appeal warrant no other action.

### **2. Appeal Procedures**

If you wish to enter an appeal to a traffic summons you should do one of the following within seven (7) calendar days of the date of issuance of the summons (or within three (3) class or working days, if holidays or school vacations intervene during the academic year). File appropriate appeals forms with the Department of University Police (Academic Village D-100).

### **3. Late Appeals**

Appeals submitted later than the time limit above will be denied. The sentence may be suspended, however, in those cases where the reasons are considered sufficient by the Hearing Officer.

### **4. Additional Information**

The following statements are examples of types which rarely have any effect on the Hearing Officer's decision on an appeal. That is: they do not detract from an appeal, they do not antagonize the Hearing Officer, they do not add to an appeal. They are merely neutral information which the Hearing Officer does not consider.

1. The lot was full, so I parked illegally.
2. The lot was full of illegally parked cars, so I parked illegally.
3. Other cars were parked in the same area and they did not received a ticket, so I thought it was all right. (The rationale for ignoring the three above is simply that one violation of the regulations cannot be used to justify another).
4. Everyone I asked said it was all right.
5. The regulations are illegal.
6. I did not know that the regulations forbade my action.
7. There were many open spaces in the lot so I knew my parking there illegally would not hurt anyone.
8. It was only for a few minutes.
9. I was late for class (or an appointment, or a date, etc.).
10. I was unloading heavy items. (Procedures provide for special permission to be granted for special loading situations. These should be used).
11. I was on College business. (Special permits are available and should be used).
12. There were no 'No Parking' signs. (Parking areas on campus are clearly defined by regulations, signs, stripping, etc. Non-parking areas are, by definition, everywhere else. The College, having identified parking areas has no necessary obligation to place signs or to otherwise identify any or all non-parking areas).

13. There were no 'Tow Away' signs. (Campus drivers are warned by clear statements in the Traffic Regulations issued to all registered drivers that all illegally parked vehicles are subject to tow away).