

Special Parking

1. Special parking permission may be granted by Parking Services in emergencies or under extraordinary circumstances.
2. Provisions for loading and unloading must be made in advance by notifying Parking Services unless 15-minute spaces are used.
3. Admissions lot L is restricted to visitors and guests of the Office of Undergraduate Admissions. An "Admissions" hangtag is required for parking in this area from 7:30 am - 5 pm, Monday - Friday. No overnight parking is allowed. Campus parking permit holders are not authorized to park in this area at any time.

Metered Spaces

1. Meters are available for short-term parking. They are intended for visitors or for those conducting short-term business in an area other than where their permit allows.
2. Provided time is shown on the meter. Refer to map for meter locations.
3. Fee is required from 7:30 am - 6:30 pm, Monday - Thursday; and 7:30 am - 3 pm, Friday. No overnight parking allowed. If a meter is malfunctioning, do not park at the meter. Call 395-PARK to report the malfunction and move your car to another location.

Visitor Parking—\$2 per day*

1. Visitors must obtain a \$2 parking pass* from Parking Services (during business hours) or University Police (after hours) if parking on campus 2 am - 6:30 pm, Monday - Thursday or 2 am - 3 pm, Friday. For casual visitors and events under 10 participants, parking is permitted in any lot except A, C, L (Admissions), and Y.
2. Visitors may park in any lot except A, C, and Y without a pass during open parking time periods.
3. Meters are also an option for visitors with the appropriate fee paid.
4. Visitors staying overnight are required to park in lots X or V1 as designated, Sunday - Friday. Proper permit is required Sunday night - Friday.
5. For events with 10 or more participants, a visitor pass request form must be submitted to Parking Services at least 10 business days in advance to coordinate parking.
6. Departments may request to reserve a meter for a guest for a fee.

**Admissions' visitors, parents of enrolled students, attendees of large campus hosted events, and members of various campus advisory boards are exempt from paying the \$2 fee for a daily parking pass. Parents are allowed to park in all lots except for lot L.*

Loading/Unloading

1. Service and 15-minute areas may be used for this purpose. Flashers must be on. If more than 15 minutes is needed, notify Parking Services.
2. Please refer to the map for locations of 15 -minute areas.

Motorist Assistance Program

The following services are provided as a courtesy by Parking Services. Call 395-PARK during business hours for:

- Jump starts
- Lock outs
- Gas transportation
- Lock de-icing
- Tire inflation

Vehicles must be on College property. Response time is usually 5–20 minutes. Service cannot be provided in the Express Shuttle Lot.

Reserved Parking/Private Parking

1. Reserved parking spots are designed only for those departments, individuals, or their designees who have purchased the privilege to park in these spaces and display the appropriate hangtag.
2. When spaces are available, departments may purchase a space for guests and visitors.
3. Parking in reserved spaces is strictly enforced, and is subject to towing or booting.

Parking for Persons with Disabilities

Parking on the Brockport campus requires a valid permit. The College does not issue/provide handicap permits. Local town offices issue these permits. Parking Services will provide special parking for faculty/staff with a temporary condition. Medical documentation from a physician is required. The permit issued by Parking Services will be for a maximum of two weeks.

Retirees/Emeriti

1. Retirees and Emeriti may apply for the appropriate permit. Those that wish to be considered an Emeritus must have a letter stating so from the College President.
2. These permits do not expire and are valid in any lot.
3. Permits are not valid at meters.
4. Those returning on state payroll will be considered employees, and a registration fee will be required. Requests for a waiver must be submitted to Parking Services.

Express Shuttle

Those in possession of an express shuttle permit are to park in the designated off-campus shuttle lot Monday - Thursday until 6:30 pm and Friday until 3 pm when classes are in full session during the fall and spring semesters. All other times, shuttle permit holders may park on campus. The express shuttle permit must be displayed at all times. Please refer to the calendar of shuttle operation at bascl.org/parking.

The College at Brockport campus parking

Parking Guide
for faculty & staff

Academic Year
2010-2011

The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

Welcome Center & Parking Services

Regular Hours: 7:30 am - 5:30 pm, Monday - Thursday

7:30 am - 5 pm, Friday

Summer Hours: 7:45 am - 4 pm, Monday - Friday

Raye H. Conrad Welcome Center
350 New Campus Drive
Brockport, New York 14420

Phone: (585) 395-PARK • Fax: (585) 395-2405
park@brockport.edu • www.bascl.org/parking

Parking Services is a Brockport resource that supports the diverse College community by managing assets and providing professional, efficient, and quality services. We work hard to provide safe and adequate parking facilities for all who drive on campus. Rules and regulations have been established in an effort to create an orderly environment.

The guidelines found in this brochure should be read carefully. It is your responsibility to know and follow these rules. All persons driving and/or parking on campus are responsible for knowing and understanding these rules.

Registration/Use of Permit

1. Everyone associated with the College must register each motor vehicle brought onto campus at www.basc1.org.
2. Permits are issued in hangtag form and must be displayed on the rearview mirror and clearly visible. Decals are limited in quantity.
3. Permits are not transferable from person to person. Do not register a vehicle belonging to or driven by a student, faculty, staff, or affiliate of the College. All employees must register their own vehicles and pay the proper fee. Do not lend your pass to anyone! For example, if you are having mechanical problems with your primary vehicle, you may transfer the tag to your spouse's car, provided they are not an employee, student, or affiliate of the College, and as long as the vehicle has been registered with Parking Services. Your parking privileges may be suspended should you attempt to register another employee's or student's vehicle. Use e-Parking to add a vehicle plate number to your account.
4. Lost, defaced, or stolen permits must be reported immediately to Parking Services and replaced. A permit that is reported lost and is later found must be turned in to Parking Services. A replacement fee must be paid unless:
 - a) original permit is retained when selling/trading-in a vehicle;
 - b) a signed "Stolen Permit Report" is filed with University Police; or
 - c) upon providing a police report or insurance verification of theft or loss of the vehicle. Charges may be filed for falsifying an official document.
5. A non-refundable registration fee is included in the cost of all permits. Refunds for parking fees are based on the College approved schedule. Refunds are issued on a prorated basis until the fourth week in each semester, at which point the opportunity for a refund expires.
6. Faculty and staff must pay for each vehicle registered. Passes must be on the rearview mirror and clearly visible. Should you forget to transfer the hangtag to another properly registered vehicle, stop at the Conrad Welcome Center for a temporary pass. After hours you may obtain a pass from University Police. This courtesy will be extended free of charge the first two times within the semester. After that, a fee may be imposed.

7. Use e-Parking to register a new vehicle. Email park@brockport.edu when you dispose of a vehicle so that we can update your information. Be sure to remove the permit before disposing of the vehicle.

Summer Parking

All vehicles must be registered with Parking Services during the summer. Permits purchased during the prior fall or spring terms will be honored during the summer. Parking in any lot is permissible. However, parking rules will be enforced in metered, reserved, service, and handicap spaces.

Winter Parking

Overnight parking in any lot has the biggest impact on snow removal operations. Overnight parking is restricted to lots B, J, and X for faculty/staff. No overnight parking is allowed in commuter designated lots*. All autos must be removed from commuter lots by 2 am, daily. Information on the College snow removal program can be obtained from the Office of Facilities & Planning. Lack of familiarity or failure to comply with these regulations can result in vehicles being ticketed and/or towed at the owner's expense.

**Exception: reserved and handicap spaces*

Open Parking/Permits Not Required

Open parking will be allowed in all lots (except lots A, C, and Y) and metered areas during the following hours: 6:30 pm - 2 am, Monday - Thursday; and 3 pm Friday - 2 am Monday.

Overnight Parking

Overnight parking is available in lots J, B, X (blue permits) for faculty/staff.

Towing/Immobilization

1. Any vehicle parked on campus in violation of these regulations may be immobilized, towed, and/or stored at the owner's expense. The College accepts no liability for any damage as a result of this action.
2. Accumulation of five or more unpaid violations may result in such action.
3. Vehicles blocking traffic, blocking fire and emergency lanes, blocking dumpsters, or parked illegally in a handicapped space or a space marked as reserved will be towed immediately.

Violations/Appeals

1. A vehicle may be subject to a citation, revocation of campus registration, wheel immobilization, and/or tow for the following violations:
 - no permit •illegal use of permit •parking on grassy area
 - permit not properly displayed •parking in safety lane

- parking in unauthorized lot
- blocking crosswalks
- blocking another motor vehicle
- blocking sidewalk
- parking in unauthorized reserved space
- parking in unauthorized lot overnight
- parking in fire lane or emergency zone—\$50 fine
- blocking fire hydrant—\$50 fine
- parking in roadway or driveway
- parking in metered parking space after time expired
- parking in metered space when meter is malfunctioning
- parking in a service area or service drive
- parking in space reserved for handicapped—\$50 fine
- parking in space posted as visitor parking (including Admissions) •exceed time allowed in 15-minute zone
- parking in violation of temporary snow emergency instructions

Unless otherwise noted, fines for violations are \$25. Second citations issued for the same subsequent violations will result in a \$40 fine.

2. Any person receiving a notice of a parking violation has the right to appeal within a period of 10 business days from the date of issuance. After the 10-business day period expires, the right to appeal expires, and all violation charges and/or expenses incurred become automatically due and payable. Appeals are made by submitting an appeals form to the Conrad Welcome Center. You may request an in-person hearing. Attach ticket to appeal form. The appealed decision will be made in writing. If found guilty, the applicable fine must be paid in full within 10 business days of the decision. Ticket payments can be made via e-Parking. All decisions are final.
3. Penalty for non-payment of fines: Faculty/staff may be subject to payroll deduction. Applicable state and municipal laws and College policies also apply which could result in denial of driver's license renewal or vehicle registration renewal with the DMV.

Blue Light Phones

"Blue-light" phones are installed throughout the campus in high-traffic interior and exterior areas. The phones provide immediate access to the University Police desk officer and are used to report crimes, emergencies, and to request escorts. You may also call 395-SAFE for an escort.

Service Vehicle Parking

"Service Vehicle Only" parking locations are available for all College or BASC-owned vehicles only.

**No Open Parking
during the First Three Days of Classes.
Display Permit at All Times.**