



ITHACA COLLEGE

Parking Services

Office of Public Safety and Emergency Management

March 22, 2019

Parking Policy

INTRODUCTION

Parking on the Ithaca College campus is a privilege. Permit holders understand that parking regulations must be adhered to at all times in the interest of safety, security, and maintaining order. Permit holders also understand that parking is on a first come, first served basis. The College assures the campus community that ample parking is available at all times, though not necessarily in those lots closest to center campus.

Parking policies remain in effect at all times (24 hours a day, seven days a week, year round) and the Office of Public Safety and Emergency Management is responsible for the enforcement of these policies as well as New York State Vehicle & Traffic Laws on campus. Only vehicles that are properly registered, insured and display license plate(s) in accordance with New York State Vehicle and Traffic Laws may operate and/or park on campus.

Parking patrons must park in clearly designated parking spaces at all times. In an emergency, vehicle and traffic obstructions pose a real threat to public safety. Parking in fire lanes, along roadways, on grass, walkways, sidewalks, or other non-designated parking areas is strictly prohibited. Additionally, the use of fire lanes to load and unload is strictly prohibited, unless prior permission is granted. Violators of any of the above are subject to adverse actions including fines, towing (at owners expense), revocation of parking privileges, and/or campus judicial/disciplinary action. Ithaca College Parking Services rules and regulations are subject to change at any time without notice.

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I. PARKING POLICIES

A. General Policies:

1. All members of the Ithaca College community and visitors must display a valid parking permit to park on campus Monday thru Friday 8AM – 5PM. Permit restrictions are not enforced at other times unless otherwise posted.
2. A parking permit is considered valid only if displayed according to the parking policies or by special instructions given by Parking Services.
3. Parking is permitted only in marked spaces in paved lots and as directed in gravel lots.
4. A parking permit does not guarantee a parking space in any particular lot. Vehicle operators are responsible for locating a legal parking space on campus. Drivers must give themselves ample time to find legal parking so they can arrive on time. The inability to find a legal space within a parking lot or risk of being late is not valid reason for violation of these policies.
5. A disabled vehicle is not exempt from parking policies. Flashers or hazard lights are for emergencies only. Their use in other circumstances does not exempt vehicles from parking policies.
6. Loading/Unloading: Fire lanes are strictly enforced. To request limited permission to load or unload in a fire lane, call Public Safety.
7. Parking privileges are terminated when a student is suspended or expelled or when a faculty and staff member's employment is terminated for cause.
8. Posted time limits are in effect Monday thru Friday, 8am-5pm unless otherwise posted. Any vehicle parked continuously for an extended period, over the posted time limit, is subject to receiving multiple citations and may be towed off campus at the owner's expense.
9. Any owner who has had their parking privileges revoked more than twice, or who has had two "15 minute warnings" to move their vehicle in their lifetime at Ithaca College, is liable to have their vehicle towed without warning next time one of the previous offenses occur.

B. Timed Parking Spaces

1. A vehicle may not be parked in a designated timed space beyond the posted time limit during the posted hours they are restricted.
 - a. Timed spaces are restricted Monday through Friday, 8:30am – 5:00 pm.
 - b. Timed parking spaces are tow-away zones.
2. Any vehicle parked continuously for an extended period, over the posted time limit, is subject to receiving multiple citations and may be towed off campus at the owner's expense.
3. Vehicles that are parked in a timed space for more than the posted time will receive a "15 minute warning" to move their vehicle from said spot.
4. "15 minute warning" notifications are sent to whatever means of contact the owner has listed on their account. Parking Services is not responsible if a vehicle owner fails to update their contact information and does not receive the notification.
5. If the vehicle is not moved after 15 minutes, the vehicle will be towed from campus at the owner's expense.
6. Vehicles/Owners that are previously given 2 separate "15 minute warnings" in their history on campus, are subject to be towed without warning at the owner's expense.

C. Accessible Parking Options

1. Anyone with temporary or permanent parking accessibility needs who has received a state-issued accessible hang tag is required to obtain an Ithaca College accessibility registration sticker to affix to their rear view mirror. Ithaca College Parking Services does not issue accessible stickers to those who do not have a state-issued accessible hang tag. An Ithaca College parking permit is required as well.
2. In order to properly verify an accessible hang tag, an applicant must bring the following items to Parking Services:=
 - a. The original State-issued accessible hang tag (copies will not be accepted)
 - b. Driver's License
 - c. In NYS the last 3 digits of the permit holder's driver's license must match the numbers on the NYS Accessible hang tag number.
 - d. If a hang tag is issued from a state other than New York a registrant must bring proper registration document from the issuing municipality or department of motor vehicles that proves the hang tag was issued to them.
3. If a space designated for accessible parking cannot be located, permit holders can park in any non-reserved space in either a blue, red or green lot.

D. Evening and Overnight Parking

- a. Students with overnight guests parking on campus must register their guest's vehicle online on the Parking Service web page
- b. Overnight parking during weekdays is from 5 PM to 8 AM and all day on weekends. Students, Faculty, Staff and visitors are allowed to park in any colored lot except M-lot.
- c. Fire lanes, "No Parking" and certain marked reserved spaces, areas are still enforced 24 hours a day, 7 days a week.

E. Visitor Parking

1. Visitor parking is available in the Visitor Lot located on the corner of Conservatory Drive and Alumni Circle.
2. The Visitor Lot is reserved for Ithaca College guests who are visiting the campus. Students, faculty and staff are not permitted to park in this lot, and may be ticketed or towed from campus at the owner's expense.
3. Office of Admission guests may park in designated spaces in P-Lot or the Visitor Lot.
4. All lots are available after 5PM on weekday and all day on weekends without a permit unless specifically reserved for other campus events.
5. All campus handicap spaces are available to the general public nights and weekends as long as the vehicle displays a valid municipally issued handicap permit.
6. Faculty, Staff or Students with guests parking on campus must register their guest's vehicle online on the Parking Service web page or in person at the Parking Services Office.

F. Campus Breaks

1. During Fall, Thanksgiving, Winter and Spring Breaks the following parking restrictions will be in effect;
 - a. Blue permits will be permitted to park in Red and Green lots
 - b. Green will be permits to park in Red lots
2. Posted restrictions are in effect in fire lanes, no parking zones, timed spaces, accessible spaces and other reserve spaces and lots.
3. Vehicles left on campus during fall, winter, or spring breaks must be parked in S lot, close to the tennis courts.
4. During this time period, no parking permits will be required to park on campus. Green, Red and Blue parking lot designations will not be enforced. Fire lanes, no parking zones, timed spaces, accessible spaces and other reserve spaces and lots will be enforced, as they would be during the academic year.

G. Reserved Spaces

1. Ithaca College provides a limited number of reserved parking spaces only when reserved parking is critical for the operation of the campus.
2. Reserved spaces are restricted according to limits posted on the signs.
 - a. Reserved spaces are tow-away zones and are enforced 24 hours a day, 7 days a week

H. No Parking Areas

1. Parking is prohibited in locations including:
 - a. Designated "No Parking" areas
 - b. Fire lanes, fire exits, and within 10 feet of a fire hydrant
 - c. Unmarked Areas - no parking is permitted in any area not identified as a parking space
 - d. Yellow Curbs - yellow markings designate fire lanes or "No Parking" zones
 - e. Doorways, loading zones, service entrances, construction sites
 - f. Lawns, sidewalks, crosswalks, parking lot driveways, and across painted lines
 - g. In traffic lanes
 - h. Against the flow of traffic
2. Vehicles in violation of parking in No Parking Zone are subject to towing.

A. Snow Removal

Clear Out Day	Residential Lot	Alternative Lot
Monday	CC	L ext.
Tuesday	L	F/ J- Blue
Wednesday	A	M
Wednesday	J	F
Wednesday	Z	S ext.
Thursday	B	C
Thursday	D	C
Thursday	R	C or Z
Thursday	S	C

3. The Residence Hall Snow Plowing Plan has been established to increase campus safety, increase the thoroughness of plowing efforts and reduce the time it takes to plow in parking lots generally used by residence hall students.

4. When snow has accumulated to the degree deemed necessary to initiate the plan, residential students will be notified to move their vehicles to designated alternative parking lots between the hours of 6PM and 9PM. Unless a snow emergency is declared, students will generally be notified 48 hours in advance through Intercom and Residential Life. Grounds will notify Residential Life when the Residence Hall Parking Lot Snow Plowing Plan is to be initiated. A template message (see template below) will be posted on intercom by Grounds. The same template message will be sent to residence hall students via the residence hall.

II. VEHICLE REGISTRATION AND PARKING PERMITS

A. **Parking Permits:** All members of the Ithaca College community and Visitors must display one of the following parking permits:

1. Blue Permits - Faculty/Staff and Qualified Graduate Assistants
 - a. Fee: \$0.00
 - b. Restrictions: Faculty/Staff with a Blue Permit holder may park in all lots marked for Blue permits: F, G, J-Blue, K, L-Blue, L-Ext, M, O-Blue, S-Ext, T, U, W, Y.
 - c. Graduate students with educationally related job duties may be eligible for a Blue parking permit at no cost. This accommodation will be made only if it is determined that a Red permit cannot provide reasonable access to the target campus facilities. Requests for such accommodations must be made through the Dean's office of the academic department in which they are studying.
 - d. Permit Display: Hangtag permits must be displayed clearly from the rearview mirror or placed face-up on the dashboard near, but not obstructed by the vehicle's state registration sticker.
 - e. Faculty and staff permits are valid for one calendar year, from midnight January 16th through January 15th of the following year.

2. Red Permits - Upper Class Students, Continuing Education Students, and First-Year Commuter Students
 - a. Fee: \$138.00 for the 2019-2020 academic year
 - b. Eligibility: Students with at least a sophomore status who have complete at least 2 semesters while matriculated at Ithaca College or another higher education institution and commuting First Year students living within 50 miles of Ithaca College.
 - c. Restrictions: Red Permits are valid only in lots with Red Permit signs: A, B, C, CC, D, J-Red, L, L-Ext, M, N, O-Red, R, S, S-Ext, Y, Z-Red/Green.
 - d. Red permit stickers are to be applied to the inside of the vehicle's driver's side back window for clear display.
 - e. Red permits are valid for one academic year from midnight August 15th through August 14th of the following year.
 - f. Students who purchase a permit are eligible for a refund of 50% of the purchase price if they return their permit to Parking Services no later than the Friday of the first full week of the spring semester.
 - g. Students can obtain a parking permit for the Spring Semester at 50% of the price for the full year.

3. Red Permits - Graduate Student Permits
 - a. Fee: \$0.00
 - b. Restrictions: Red Permits are valid only in lots with Red Permit signs: A, B, C, CC, D, J-Red, L, L-Ext, M, N, O-Red, R, S, S-Ext, Y, Z-Red/Green.
 - c. Red permit stickers are to be applied to the vehicle's driver's side back window for clear display.
 - d. Red permits are valid for one academic year from midnight, August 15th through August 14th of the following year.

4. Green Permits - First Year Students
 - a. Ithaca College continually assesses its operations, procedures and policies in order to foster the incorporation of sustainability thinking and practice into its day-to-day management. Our efforts continue to further our goal to create a "living learning" laboratory that models and reinforces what our students are learning about sustainability in their classrooms. Furthermore, Ithaca College recognizes the importance of strengthening the student connection to the College and laying the foundation for student success during the first year. As a result we strongly urge students not to bring vehicles to campus, particularly during their first year.
 - b. Eligibility: Students who have completed less than 2 semesters matriculated at Ithaca College or another higher education institution.
 - c. Fee: \$500.00 per year, \$250 Spring Semester only permit
 - d. Restrictions: Green permits are valid only in Z-Lot.
 - e. Green permit stickers are to be applied to the vehicle's driver's side back window for clear display.
 - f. Green permits are valid for one academic year from midnight August 15th through August 14th of the following year.
 - g. Students who purchase a First Year Student permit are eligible for a refund of 50% of the purchase price if they return their permit to Parking Services no later than the Friday of the first full week of the spring semester.

5. Trustee Permits
 - a. Fee: 0.00
 - b. Restrictions: All Trustees are eligible to obtain a Trustee Permit. This can be particularly convenient for those Trustees who frequently bring their personal vehicles to campus. Vehicles displaying a valid Trustee Permit can park in any Blue, Red and Green parking lots in spaces that are not specifically reserved for other designations.

6. Temporary Student Permits
 - a. Fee: \$5.00 per day, limited to 3 days per month. \$20.00 per week limited to (3) weeks per academic semester, \$50.00 per week thereafter.
 - b. Restrictions: Temporary Student Permits are valid only in student lots specified on the permit. Temporary Student Permits for first year students will be restricted to Green lots at all times.
 - c. In addition Temporary Student Permit holders can park in the evening and overnight periods in lots specified in Section I, Subsection D of this document.
 - d. Hangtag permits must be displayed clearly from the rearview mirror or placed face-up on the dashboard near, but not obstructed, by the vehicle's state registration sticker.
 - e. Temporary Student Permits are valid for the period of time marked on the permit.

7. Visitor Permits
 - a. Fee: \$0.00
 - b. Visitor parking is available in the Visitor Lot located in the lot directly to the right of the main entrance to campus, on Conservatory Drive and designated spaces in A and M Lots near the Athletics and Event Center. Y-Lot is used as an overflow location for visitor parking. Permission and/or permits to parking in designated visitor spaces can be obtained at the visitor booth or the Athletics and Event Center desk.
 - c. Visitor parking lot is reserved for Ithaca College guests who are visiting the campus. Students, faculty and staff are not permitted to park in this lot.
 - d. Office of Admission guests may park in designated reserved spaces in P-Lot or the Visitor Lot.
 - e. All lots are available after 5PM on weekdays and all day on weekends without a permit unless specifically reserved for other campus events.
 - f. All campus handicap spaces are available to the general public nights and weekends as long as the vehicle displays a valid municipally issued handicap permit.
 - g. Students with overnight guests parking on campus must register their guest's vehicle online on the Parking Service web page.

8. Motorcycle Permits
 - a. Fee: Members of the campus community will pay the same fee for the motorcycle permit as they would for a regular vehicle permit. There is no fee for Motorcycle Permits if a member of the campus community has a valid regular parking permit.
 - b. Restrictions: Motorcycle permits are valid in any parking space on campus reserved for motorcycles regardless of lot designation. When parking in a regular parking space, motorcycles must only park in a lot for which their permit is valid
 - c. Motorcycle permit should be placed on one of the front forks, preferably on the one with the state registration sticker.

9. Construction Permits
 - a. Fee: 0.00
 - b. Restrictions General Laborer: Construction Permit holders will be restricted to Red and Green parking lots. The Parking Service Supervisor and Director of Planning Design and Construction will determine the appropriate location for general labor parking for each project based on space availability.
 - c. Restrictions: Superintendents and approved site sensitive equipment and delivery vehicles: Only Superintendents and site sensitive equipment and delivery vehicles approved by the Director of Facilities, Planning Design and Construction or his/her designee will be granted onsite parking privileges by Parking Services.

10. Maintenance, Service, and Vendor Permits
 - a. Fee: \$0.00
 - b. Restrictions: Maintenance and Vendor permit holders are allowed to park in Blue, Red and Green designated spaces, as well as Maintenance/Vendor spaces and the Visitor Lot, for a reasonable amount of time in order to conduct Ithaca College related business.
 - c. Maintenance, Service and Vendor Permit holders are asked to adhere to time restrictions on timed spaces.

B. Lost/Stolen Permits

1. Lost or stolen permits must be reported immediately to Ithaca College Parking Services.
2. A \$10.00 replacement fee will be assessed for lost or stolen permits.
3. Fraudulently reporting a lost or stolen permit can result in campus judicial/disciplinary action and subject to towing.

C. **Permit fee increases** for upper-class (Red) permits are determined on an academic year basis by 1/2 of the percentage of the tuition increase, not to exceed 5% in calculated cost increase, rounded up to the nearest even number. (Ex: Tuition increase: 4.88% - Half of which is 2.44%. If the current permit fee is \$120.00 x 2.44% = \$2.93 increase, rounded up to a fee of \$124.00.)

D. **Permit holders are responsible** for notifying Parking Services of any changes in the vehicle's registration information (i.e. the use of an alternate vehicle), including the license plate information, vehicle make, model, color, and year.

E. **Students may only have one permit** issued to one vehicle at a time.

F. **Faculty and Staff may register several vehicles** and display their permit on any vehicle they register. Faculty, Staff and Student permit holders who need to drive an alternate vehicle that is not currently registered on campus for one (1) day can obtain a permit for the alternate vehicle by calling Parking Services.

G. **Fraudulent Permits:** Parking permits that have been fraudulently obtained, counterfeited, or misused are not considered valid at any time. Vehicles parked with such a permit displayed will be issued a citation and may be subject to towing without warning. Vehicle owners and/or operators in possession of a fraudulent permit may be subject to campus disciplinary action or judicial action in accordance with the Student Code of Conduct section 7.1.2.3.3 Personal Honesty [III.C].

III. PARKING CITATIONS, VIOLATIONS FINES AND LATE FEES

- A. **Citations:** A parking citation is served by handing the citation to the operator of the vehicle or by attaching the physical citation to the vehicle. Parking Services is not responsible for the loss of the physical copy of a citation. Email or physical letter courtesy notifications are generally sent out, when possible, the next business day after a citation has been issued. Emails and letters are sent to the most current address on file for the vehicle owner. Email and letter notifications are purely a courtesy and do not serve as the primary means of notification for issued citations. Vehicle owners should make sure to update their mailing and email address with Human Resources and their vehicle information with Parking Services, if their current address/email or vehicle information has changed.
- B. **Responsibility for Violations:** The person whose name is registered to the parking permit is responsible for parking violations by vehicles displaying their permit. If the vehicle does not have a parking permit, the registered owner of the vehicle will be responsible.
- C. **Fine and Fee Schedule:** In order to maintain a fair and equitable campus parking experience and to insure campus safety, Ithaca College has established the following schedule of fines:

#	Violation	Description (Including but not limited to...)	Fine
1	Permit Violation	Parking without a permit, expired permit, wrong lot for permit,	\$35.00
2	Reserved/Restricted Area	Parking privileges revoked, Parking in a reserved space, no parking zone, grass, walk way, or overtime in a timed space, Parked over the line, Parked on the curb	\$40.00
3	Fire Lane	Parking in marked fire safety zone (fire lane, in front of a hydrant)	\$100.00
4	ADA Accessible Hangtag	Parking in a designated handicap space without a issued permit or license plate, Using a ADA Accessible Hangtag that is not verified through Parking Services, Fraudulent ADA Accessible Hangtag	\$100.00
5	Fraudulent Permit	Parking using a fraudulently obtained permit	\$75.00
6	Blocking Traffic	Blocking driving area, roadway or access road	\$50.00
7	Moving Violation	Including speeding, running a stop sign	\$50.00
8	Reckless Driving	Driving in a dangerous manner under the circumstances or road conditions	\$50.00
9	Late Fee	A late fee is added to each parking citation that is unpaid within thirty days.	\$25.00

D. Towing

1. Ithaca College reserves the right to have a vehicle removed (towed) from College owned and/or controlled property at the driver's expense without a requirement of advanced notification.
2. As a courtesy and when possible, a 15-minute warning to move a vehicle may be provided in the following circumstances before towing a registered vehicle:
 - a. Parking in a Reserved Space or Reserved Parking Lot (Alumni Hall, P-Lot and Visitor Lot)
 - b. Parking in a Handicap Spaces without a municipally issued handicap parking permit
 - c. Parking in signed Fire Lane
 - d. Parking in a signed No Parking Zone
 - e. Parking on grass or walkways
 - f. Parking for more than 3 hours in a time limited space
3. Vehicle owners, who are notified and move their vehicle, thereby avoiding a tow, more than two times may be towed without an attempt to contact.
4. Towing for failure to pay fines:
 - a. Faculty/staff, students, and affiliates that accumulate \$200 or more in unpaid fines/fees will have their parking privileges revoked, thereby subjecting their vehicles to towing.
 - b. If a vehicle owner has already had their parking privileges revoked twice before, the vehicle may be towed on the next revocation of privileges, without notification.
 - c. Students who reach the \$200.00 threshold two or more times in an academic year will be judicially referred for violation of the Student Conduct Code for violation of written College policies or regulations.
 - d. Vehicles that have not been registered with Parking Services, that receive three or more unpaid parking tickets, will be subject to being towed.
 - e. There will be an email from Parking Services notifying of the revocation of parking privileges before a vehicle will be towed, unless the owner has had their privileges revoked twice before.
 - f. A person whose parking privileges has been revoked will have 3 days from the latest communication to pay their outstanding fines/fees in full before a vehicle is towed.
 - g. Parking privileges will be restored when fines/fees have been paid in full.

IV. APPEALS

- A. Any person who has been issued a citation has the right to file an appeal within 10 business day after which the right to appeal has been forfeited.
- B. Appeals must be filed online at www.ithaca.edu/safety/parking.
- C. The Parking and Traffic Appeals Board, an independent body of faculty, staff, and students, considers all violation appeals.
- D. Members review all relevant information and make a decision on the appeal.
- E. If an appeal is not granted, an appellant can re-appeal within 10 days of notification of the original decision only if they submit new information that was not previously considered by the Parking Appeals and Traffic Board.
- F. If an appeal is granted and payment was already made on the ticket, a refund/credit will be issued.
- G. Decisions of the Parking and Traffic Appeals Board are final.
- H. After the appeals process is completed any fines still owed must be paid within thirty days from the notification of the appeal result to avoid a late fee.

V. F.E.R.P.A. (The Family Educational Rights and Privacy Act)

- A. **The Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records.
- B. **Student Parking Account Records** are technically classified as educational records, therefore they are protected by F.E.R.P.A. Ithaca College Parking Services is not allowed to release any information to Parents/Guardians without written consent from the account holder. An email sent from the student's Ithaca College email account can serve as this consent.

VI. PARKING AND TRAFFIC APPEALS AND POLICY ADVISORY COMMITTEE

- A. The Parking and Traffic Appeals and Policy Advisory Committee reports to the Dean of Students. All members of the committee are appointed by the Dean of Students, who will also appoint co-chairs from amongst its members.
- B. This committee has the following two functions:
 - 1. It is responsible for recommending policy relative to the regulation of vehicular operation on campus including parking policies, parking fees, parking fines and registration.
 - 2. It is responsible for reviewing parking and traffic citation appeals. The committee meets regularly to review appeals and submits its decisions to the Office of Public Safety and Emergency Management, which will notify appellants of the committee's decision in writing. All decisions are final and confidential.
- C. Membership is as follows:
 - 1. Three Student Affairs and Campus Life staff members, (at least one to be from Residential Life)
 - 2. Two student members, nominated by the Student Governance Council
 - 3. One faculty member, nominate by Faculty Governance Council
 - 4. One staff member, nominated by the Staff Governance Council
 - 5. One Office of Facilities staff member nominated by the Associate Vice President for Facilities (to join the committee only during scheduled policy meetings)
 - 6. Director of Public Safety and Emergency Management or designee (non-voting, ex-officio)
 - 7. Parking Services staff member (non-voting, ex-officio)