A message from the Director of Campus Safety:

Welcome to Colgate University!

This Motor Vehicle handbook provides information on the University’s parking and traffic policies, and is offered to assist you while at Colgate. Please familiarize yourself with the information contained in this handbook, and feel free to contact our office should you have any questions, concerns, or need any assistance.

Please exercise caution while traveling on campus roadways. The campus speed limit is posted at 25 MPH; however, there are sections of campus where the speed limit is posted at 15 MPH. Please also be cognizant of pedestrians who may be walking along the sides of the roads.

Should you be in need of motorist assistance, please call our office. As a service to the University community, on campus we provide battery jump starts and vehicle unlocks, should your keys be locked in your vehicle.

We hope this handbook is helpful to you. Please drive safely and enjoy all that Colgate University has to offer!

Gary T. Bean
Students who reside outside the above bordered area are eligible to receive off-campus parking decals.
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Director of Campus Safety

All those who wish to park on University property must register their vehicles with the Campus Safety Department. There is no charge for obtaining a University Parking decal. Student decals are valid for the entire academic year, unless otherwise revoked, and must be registered yearly. Faculty/Staff decals are valid for eight (8) years. Marriott and Athletic Facility Users are valid for one (1) year and must be registered yearly. (Visitors and Guests see page 5).

Vehicles may be registered at the Campus Safety Department Office at any hour of the day Monday through Sunday. Upon completion of the Parking Decal Application, a parking decal and a Motor Vehicle Handbook will be issued.

It is the responsibility of all to assist us in providing for a safe campus by abiding by the regulations contained in this motor vehicle handbook.

Parking on campus is a privilege, and not a right. The parking privileges of chronic violators will be reviewed to determine if revocation of privileges is warranted.

**VEHICLE REGISTRATION**

**FACULTY/STAFF AND MARRIOTT**

All faculty, staff, and Marriott employees must register their vehicles with the Campus Safety Department. Application forms are available at the Campus Safety Department Office.

Upon completion of the application, Faculty/Staff receive a maroon decal, and Marriott employees receive an orange decal, along with a copy of the Motor Vehicle Handbook. The decal must be properly affixed to the inside of the left rear window (see diagram on page 7): vehicles not properly displaying a valid decal or permit are considered unregistered.

Faculty and staff are reminded of the parking constraints on campus and as such are asked to arrive early in order to find a legal parking space. Parking illegally because the lot is full, other vehicles are parked illegally, or because the staff member may be late are not valid excuses.

Overnight parking for Faculty and Staff is available in the Buildings and Grounds lot, First Year lot and on the north side of Reid Athletic Center.
STUDENTS

All students must register their vehicles with the Campus Safety Department regardless of where the student resides, on or off campus. This vehicle registration requirement must occur within 24 hours of bringing it on campus. Application forms are available at the Campus Safety Department Office.

You will be asked to show your Colgate ID, your state issued driver’s license and your motor vehicle registration.

After the above information has been verified you will be issued a student decal and a Colgate University Motor Vehicle Handbook. The decal must be properly affixed to the inside of the left rear window (see diagram on page 7); vehicles not properly displaying a valid decal or permit are considered unregistered.

ATHLETIC FACILITY USERS

All non-student users of any of the Athletic Facilities must register their vehicles with the Campus Safety Department. Application forms are available at the Campus Safety Department Office.

Upon completion of the application, Athletic Facility Users will receive a green decal and a copy of the Motor Vehicle Handbook. The decal must be properly affixed to the inside of the left rear window (see diagram on page 7): vehicles not properly displaying a valid decal or permit are considered unregistered.

Parking is available in the Cutten lot, Lineberry pool lot, north side of Reid Athletic Center and the Andy Kerr Stadium lot.

VISITORS AND GUESTS

It is the responsibility of students, faculty and staff to insure their visitors and guests obtain temporary parking permits upon their arrival to Colgate from the Campus Safety Department Office and that they park legally. Institutional hosts are responsible for the fines of their visitors and guests.

HANDICAP AND MEDICAL PARKING PERMITS

Student vehicles which possess state issued handicap license plates or permits will be issued a Handicap Parking Decal.

Students who do not have state issued handicap license plates or permits who request special parking privileges due to a medical condition, must obtain written authorization from the Student Health Services Office. The Student Health Services Office will determine if the medical
condition warrants the issuance of a handicap or medical parking decal. If so, they will then forward this documentation to the Campus Safety Department in order to issue this parking decal.

Faculty and staff who possess state issued handicap license plates will be issued a handicap Parking Decal.

Faculty and staff who do not possess state issued handicap license plates who request special parking privileges due to a medical condition, must submit this request, and any supporting documentation to the Director of Campus Safety.

Issuance of student medical parking permits allows parking in any lot on campus with the exception of Academic Drive, Alumni lot; and the Colgate Hall lot.

Unless specifically authorized, there is no overnight (3 -7 AM) parking allowed, except in the First Year Student lot.

EXCEPTION: Students who have been authorized by Health Services and have been given an overnight parking pass by Campus Safety may park overnight in the Coop and Cutten lots. For snow plowing purposes, please park at the end of an aisle.

Students who have been issued handicap (HP) parking decals may continue to park in the handicap parking spaces overnight. The responsibility of shoveling vehicles out during snow storms rests with the permit/decal holder.

**Decals:**
- Off-Campus Students ..... yellow
- Special ......................... brown
- Faculty/Staff ................ maroon
- Medical ....................... purple
- Handicap ............................. blue
- All other students ............... red
- Marriott ............................ orange
- Athletic Facility Users ........ green

**TEMPORARY PARKING PERMITS**

A temporary parking permit may be issued if a vehicle is temporarily replacing the vehicle to which a decal has been previously issued.

Temporary parking permits are also issued to vehicles which will only be on campus for a few weeks or less.
Place Decal Relative to the area with the ○ showing...

motorcycle decals need to be placed on the fork.
Parking Regulations

Vehicles may only be parked in clearly designated (via white lined) legal parking spaces. Areas which are posted with signs or have yellow pavement painting indicating a restriction or prohibition of parking (service vehicles, loading zones, fire lanes, etc.) must be observed and complied with. Parking in or along the roadway, in any travel lane, taking more than one parking space, blocking another vehicle, or parking on the lawn are all prohibited.

It is neither possible nor desirable to post all areas on campus where vehicles may not park. Specifically, vehicles are prohibited from all lawns, except when specifically authorized. (Such authorized events which allow parking on Whitnall Field include Admissions Open House, First Year Arrival Day, etc.)

Driving or parking on any sidewalks or pedestrian ways is strictly prohibited.

Parking regulations are in effect throughout the year (all 365 days), including breaks in the academic calendar.

Student Parking

Monday through Friday, 7 AM - 3:30 PM

Students may not park in designated faculty and staff parking areas anywhere on campus including the Library lot, the Dana lot, Dana Roadway, Lally Lane, Huntington, Bryan Roadway and B&G lots, Lineberry pool lot, and the north and west side of Reid Athletic Center.

Except for students with handicap, medical or special parking permits, students may not park on upper campus.

Upper campus lots are: Coop, Oak Drive Roadway, Human Resources, Cultural Center, Saperstein Jewish Center, Olin Hall, Merrill House, Campus Safety, Academic Drive, Alumni, Spear House, J.B. Colgate Hall, Conant House, Chapel House, Curtis Hall and Drake Hall.

Lower Campus restrictions: With the exception of students with handicap, medical or special parking permits, only Off-Campus Students may park in the Cutten lot, designated areas of Lally Lane (except for those areas posted for faculty/staff), and the Andy Kerr Stadium lot. (Also see “OFF-CAMPUS STUDENTS” page 11).
STUDENT PARKING AFTER 3:30 PM ON WEEKDAYS, AND ALL DAY SATURDAYS AND SUNDAYS

After 3:30 PM, Monday through Friday, and all day on Saturdays and Sundays, parking is permitted in any designated, unrestricted, legal parking space on campus. The Monday - Friday 7 AM TO 3:30 PM student parking restrictions no longer apply, with the exception of the faculty/staff spaces at the library.

Exception: During the hours of 3AM - 7 AM, parking is only allowed in the First Year Student lot.

SPECIAL INTEREST HOUSES

Two parking spaces for specific residents only are available at both La Maison Francaise and Casa Pan-Latina Americana. A special permit for house parking must be obtained at the Campus Safety Department Office. Parking to other special interest houses, for residents only, is available behind the buildings. Parking in the driveways of these houses is prohibited.

OFF-CAMPUS STUDENTS

Between the hours of 7 AM and 3 AM students who live outside the designated zone (see page 2) are allowed to park in the Cutten lot, designated areas of Lally Lane, and the Andy Kerr Stadium lot.

The 3 AM to 7 AM parking prohibitions applies to all lots with the exception of the First Year Student lot. (Off-Campus student designation as used in this handbook applies to parking/traffic regulations only.)

PARKING VIOLATIONS AND FINES

The following are parking violations and their associated fines.

00. Driving or Parked on Sidewalk ..................................... $50.00
01. Handicap Space ............................................................. $50.00
02. Fire Hydrant .................................................................. $50.00
03. Fire Lane, Roadway, Tow Zone .................................... $50.00
04. Student Vehicle on Upper Campus................................. $35.00 between 7 AM - 3:30 PM. Unregistered and student vehicles which receive 3 or more parking tickets for being parked on upper campus Monday through Friday between 7 AM and 3:30 PM (in violation of #4), while enrolled at Colgate will be towed at the owners’ expense.
05. Vehicle Parked on the Lawn ........................................... $30.00
06. Vehicle Parked between 3 AM and 7 AM ..................... $25.00
07. Not a Legal Space .................................................... $25.00
08. Visitor Parking Only .............................................. $25.00
09. 15-Minute Parking Only .......................................... $25.00
10. Faculty/Staff Parking Only ...................................... $25.00
11. Loading Zone .......................................................... $25.00
12. Restricted Area ....................................................... $25.00
13. Unregistered Vehicle or Not a Valid Permit .............. $25.00
14. Warning Ticket, Need to Obtain a Permit ............... $ 0.00
15. Warning Ticket, Parked Illegally .............................. $ 0.00
16. Restricted Driving Area .......................................... $35.00

**Definitions of Specific Violations**

00. Driving or Parked on Sidewalk: Vehicles parked or driving on sidewalks is strictly prohibited. Vehicles in violation may be towed at the owners’ expense. A storage fee will be assessed by the tow company starting 24 hours after a vehicle is towed.

01. Handicap Space: Only vehicles which display a valid state issued handicap license plate or permit, or a university issued handicap parking permit may park in a handicap space. Medical permits do not authorize parking in handicap spaces. Vehicles in violation may be towed at the owners’ expense. A storage fee will be assessed by the tow company starting 24 hours after a vehicle is towed.

02. Fire Hydrant: Vehicles may not park within 15 feet of a fire hydrant. Vehicles in violation may be towed at the owners’ expense. A storage fee will be assessed by the tow company starting 24 hours after a vehicle is towed.

03. Fire Lane, Roadway, Tow Zone: Vehicles may not park in any designated fire lanes, travel lane, or along a roadway, or tow zone. Vehicles in violation may be towed at the owners’ expense. A storage fee will be assessed by the tow company starting 24 hours after a vehicle is towed.

04. Student Vehicle on Upper Campus, 7 AM to 3:30 PM: Students are prohibited from parking their vehicles in any of the upper campus parking lots between 7 AM and 3:30 PM, Monday through Friday. Upper campus is defined as all areas above and including James B. Colgate Hall. Only faculty and staff, and students with Handicap, medical, or special permits, are allowed to park on the upper campus during these hours. Unregistered and student vehicles which receive 3 or more parking tickets for being parked on upper campus Monday
through Friday between 7 AM and 3:30 PM (in violation of #04), while enrolled at Colgate will be towed at the owners’ expense. A storage fee will be assessed by the tow company starting 24 hours after a vehicle is towed. (Also see #10 below.)

05. Vehicle Parked on the Lawn. Except for specifically approved events, vehicles may not park on the lawn.

06. Vehicles Parked Between 3 AM to 7 AM: Throughout campus, parking is prohibited between the hours of 3 AM and 7 AM, 7 days a week. Exceptions: The two spaces at Casa Pan-Latina Americana and La Maison Francaise Houses are reserved for specific residents who have obtained permits. Parking in the rear of other special interest houses is also permitted. Parking is permitted in the University Court, Parker and Newell Apartment parking lots, with the exception of the roadways, where parking is prohibited. Students may park overnight in the First Year Student Lot, behind the hospital. Vehicles with handicap parking permits and/or medical passes with overnight privileges may also park overnight.

07. Not a Legal Space: Vehicles may only be parked in clearly designated (via white lined) legal parking spaces. These violations include, but are not limited to, parking in a travel lane, blocking another vehicle, taking more than one parking space.

08. Visitor Parking Only: Visitor parking is reserved in front of James B. Colgate Hall. These are for visitors to campus only, not faculty, staff or students.

09. 15 Minute Parking Only: The 15 minute parking space at McGregor Hall and at Colgate Hall are on upper campus, and as such may not be utilized by students between 7 AM and 3:30 PM, Monday through Friday. The 15 minute parking space at Case Library, a faculty/staff lot, also can not be utilized by students between 7 AM and 3:30 PM, Monday through Friday.

10. Faculty/Staff Parking Only: Students may not park in parking spaces and lots specifically designated as reserved for faculty and staff. This includes all upper campus lots between the hours of 7 AM and 3:30 PM, Monday through Friday. The following areas on lower campus are restricted to staff and faculty parking only: The Library lot, Dana Roadway, portions of Lally Lane, Huntington lot, Base Camp, Bryan Roadway, Lineberry lot, north and west side of Reid Athletic Center, and the B&G lot. EXCEPTION: Vehicles with handicap, medical or special decals/permits may park in these lots.

11. Loading Zone: Loading zones allowing access to buildings must be kept clear of vehicles, particularly at the bookstore, mail center, and at
all dining halls.

12. Restricted Area: This violation is used when vehicles are parked in spaces not permitted by the issued permit or in areas restricted by specific signage.

13. Unregistered Vehicle or Not a Valid Parking Permit: All vehicles on campus must be registered with the Campus Safety Department. Vehicles parked on campus which are not registered with the Campus Safety Department and do not possess a valid parking decal (in violation of #13) which accrue $150.00 or more of parking tickets (paid or unpaid) will be towed at the owners’ expense. Unregistered and student vehicles which receive 3 or more parking tickets for being parked on upper campus Monday through Friday between 7 AM and 3:30 PM (in violation of #04), while enrolled at Colgate will be towed at the owners’ expense. A storage fee will be assessed by the tow company starting 24 hours after a vehicle is towed.

14. Warning Ticket, Need to Obtain a Permit: All vehicles on campus must be registered with the Campus Safety Department.

15. Warning Ticket, Parked Illegally: Vehicles may only be parked in clearly designated (via white lined) legal parking spaces.

16. Restricted Driving Area: Students are prohibited from driving beyond the Frank Dining Hall roundabout, into the Spear House lot, Conant House Roadway, uphill towards the Alumni Hall lot, and Chapel House Roadway between the hours of 7 AM and 3:30 PM, Monday through Friday.

PAYMENT OF FINES

All fines are payable at the Office of Accounting and Control within ten days of receipt of the ticket. Students must pay all outstanding fines before grades and transcripts will be released. Faculty and staff are expected to pay all fines within ten days of receipt of the ticket; the Office of Accounting and Control forwards bills to those with outstanding balances and fines. Fines not paid within 30 days will be deducted via University payroll.

SNOW REMOVAL

During snow season, in order to assist with snow removal, vehicles in violation of the 3 AM to 7 AM parking restriction will be towed at the owners’ expense. Note: A storage fee will be assessed by the tow company starting 24 hours after a vehicle is towed.
**TOWING**

All vehicles towed are done so at the owner’s expense. A tow claim slip must be obtained from Campus Safety and then presented to the tow company before they release any vehicle. The towing fee is $75.00 plus tax. *A storage fee will be assessed by the tow company starting 24 hours after a vehicle is towed.*

**SERVICES PROVIDED TO DISABLED MOTOR VEHICLES**

Upon request, the Campus Safety Department assists on campus motorists with disabled vehicles by providing a jump start. In addition, the department also provides assistance to those who have locked their keys in their vehicle. Call the Campus Safety Department at 228-7333.

**MOTOR VEHICLE ACCIDENTS**

The Campus Safety Department responds to and investigates all motor vehicle accidents on campus. Report all accidents, involving personal injury or not, immediately by dialing 911. A University Incident Report and/or a New York State Motor Vehicle Accident Report will be completed. Under New York State Law, all motor vehicle accidents involving personal injury or those with damage exceeding $1,000.00 must be reported to the Department of Motor Vehicles and to the local police, via Campus Safety.

**TICKET APPEALS**

Parking tickets may be appealed within 7 days of receipt (date of the ticket). A Parking Ticket Appeal form, available at the Campus Safety Department Office, or on the Campus Safety Web Page (http://offices.colgate.edu/campus_safety), must be completed. Attach the ticket, or a copy of it, to the appeal (unless appealing via the Web Page). A ticket history, listing any previous tickets, is then attached to the appeal and submitted to the Director of Campus Safety, or his designee.

The Director of Campus Safety, or his designee, reviews the appeal and either approves the appeal, or denies the appeal and automatically forwards the appeal to the Parking Ticket Appeal Committee. This committee meets on a regular basis, and their decisions are final.
PARKING APPEALS

Following are situations that are typically not accepted as valid extenuating circumstances for parking in violation of Colgate University parking regulations.

- **An appeal based on how long you were parked in violation.** Campus Safety Officers will issue a parking ticket to any vehicle parked in violation of regulations. An appeal that states that the vehicle was only parked for two minutes, five minutes, etc. is not considered valid. A parking restriction holds for parking for any period of time.

- **An appeal based on your need to get to class/work/an appointment on time.** It typically requires a few minutes to locate a parking space within the campus’ extensive parking system. It is suggested that faculty/staff members plan their schedules such that there is sufficient time to find and park in a legal space.

- **An appeal based on lack of a parking space near your destination.** Parking spaces are very competitive, and the campus’ parking system doesn’t guarantee a space in a specific lot. Customers must park in a designated, via white lined, legal space.

- **An appeal based on the assertion that class wasn’t in session.** Parking regulations are in effect throughout the entire calendar year (all 365 days), including breaks in the academic calendar.

- **An appeal of a restricted/prohibited violation during evening or weekend hours.** Although the requirement of display of a permit is suspended during some evening and weekend hours, all parking restrictions and prohibitions are enforced 24 hours per day, seven days per week.

- **An appeal based on your need to load or unload.** Any vehicle that does not receive prior authorization from the Campus Safety Department Office and display a permit is in violation of parking regulations. Approval cannot be granted after the fact for loading/unloading.

- **An appeal based on the appellant’s assertion that s/he did not see the sign or line markings.** It is the driver’s responsibility to note and comply with all posted signage, notices, and line markings.

- **An appeal from a guest/visitor stating that s/he was not aware of the parking regulations.** It is well publicized that faculty, staff and students are responsible for obtaining a valid parking permit for their guests and should ensure that their guest parks legally.

- **An appeal based on the assertion that the customer forgot to register their vehicle.** All vehicles must be registered with Campus Safety within 24 hours of the vehicle being brought onto campus. No matter how short a period you might have the vehicle on campus, are waiting for new plates, do not have a Colgate Identification card, your driver’s license or vehicle registration, etc., a temporary parking permit can be issued. Vehicles not properly displaying a valid decal or permit are considered unregistered.

- **An appeal based on a vehicle malfunction.** Customers who experience a vehicle malfunction should contact the Campus Safety Department Office for assistance. Campus Safety can assist with on campus vehicle jump starts and unlocks, or will assist with contacting a service garage for you.

- **Use of four-way hazard flashers.** Four-way flashers are designed to warn other motorists that your vehicle may be a hazard. Use of four-way flashers does not allow you to park illegally for any period of time.

- **Parked on Upper Campus Monday – Friday between 7 AM and 3:30 PM** Students are not allowed on upper campus prior to 3:30 p.m. Getting your mail, needed to see a professor, turn in a paper, had an appointment at Career Services or Conant House are not valid reasons for parking illegally prior to 3:30 p.m.