

## Introduction

This pamphlet sets forth the traffic and parking regulations for Wheaton College. They have been promulgated in the interest of safety and convenience of every member of the College community, as well as visitors to the campus.

Parking policies are reviewed regularly by the College and by the Director of Public Safety and modifications are made as appropriate. Suggestions, complaints, or concerns should be made to the Director of Public Safety.

These regulations are in effect at all times, except as noted; and they apply to anyone who drives or parks on campus or on College-owned properties near the campus. Except as otherwise provided, all Commonwealth of Massachusetts statutes relating to motor vehicles also apply to the campus.

**It is the responsibility of each vehicle registrant or driver on campus to know and abide by these regulations. Any person who registers a vehicle on campus (the registrant) is responsible for any penalties associated with violations of these regulations by his/her vehicle. Vehicles, which are in violation of these regulations, are subject to being ticketed and towed without notice.**

The Director of Public Safety or his designee may deny, suspend, or revoke driving and parking privileges on campus for gross or repeat violations of the parking regulations.

## Liability

Wheaton College does not assume responsibility for damage to or theft from a vehicle or its contents while it is on campus. The College does not assume any liability for any alleged or actual damage resulting from a vehicle being towed.

## Registration

Vehicle registration information is distributed annually to students and periodically to faculty and staff. Students receive registration materials via Wheaton Window prior to the end of the spring semester; and others receive these materials during the summer or

upon request. Student parking spaces on campus are limited; and because student-parking permits are issued on a first-come, first-serve basis, students are encouraged to register their vehicles as early as possible. The registration of a vehicle does not guarantee a parking space on campus.

Permanent or temporary changes in vehicle registration information must be reported in a timely manner to the Public Safety Department. A new decal will be issued at no additional cost.

Temporary permits may be issued on a space-available basis; but are intended for temporary use only. Prior arrangements for temporary parking should be made with Public Safety.

Massachusetts's law requires any student with a vehicle registered out-of-state to complete a "Non-Resident Student Information" form. A non-resident decal will be issued, and it should be adhered to the center, upper portion of the front windshield. Failure to comply with this law could result in a fine of \$200 by the state of Massachusetts.

## Parking Fees

The student-parking fee is \$180.00 annually. This fee is pro-rated to \$90.00 per semester; and if applicable, a pro-rated refund MAY be given to students who cancel their registration prior to the end of the school year.

Parking registration fees go to the Wheaton College general fund.

## Display of Permits

Parking "decal" must be affixed to the inside, rear-most, side, passenger window. Parking "passes" must be displayed on the dashboard or the rear-view mirror (as appropriate for the type of pass), and must be clearly visible from the outside of the vehicle. Vehicles in which permits are not properly displayed are considered improperly registered, and may be ticketed or towed. Registrants must make special arrangements with Public Safety for the display of decals on vehicles with tinted or plastic windows.

## Driving on Campus

The speed limit on campus is 15 mph; and vehicles are permitted to drive only on roads or in areas designed for motor vehicle operation. Except as specifically authorized by Public Safety, driving or parking on lawns or on upper campus is prohibited.

Because a high level of pedestrian and bicycle traffic exists on and around campus, drivers should drive safely according to the circumstances. Reckless or unsafe driving may result in the immediate revocation of driving and parking privileges on campus.

## Parking Areas and Regulations

The responsibility for finding a legal parking space rests with the vehicle operator. Lack of space in any area or the fact that other vehicles are parked improperly is not considered a valid excuse for violation of these regulations.

The Director of Public Safety attempts to regulate the number of permits issued so adequate space is left for all parkers under normal circumstances. During large-scale events, parking spaces may be temporarily filled on campus; and in this case, parkers are expected to wait for a legal space to become available or to park off campus.

As needed for special functions, emergencies, or other College-related functions, the Director of Public Safety may temporarily close a parking area(s) or designate an area(s) for a specific person or group. Unless specifically authorized by Public Safety, parking on lawns, fields, or other grassy areas is prohibited. Vehicles should be parked within parking space boundaries, if so marked.

**The College Bookstore parking lot is restricted to customer parking only. This restriction is in effect 24 hours a day, 7 days a week.**

## **Faculty & Staff Parking**

Designated faculty/staff parking areas:

- Lot 1: Nursery School/Clark Rec
- Lot 2: Elm St. / E. Main St.
- Lot 3: off Pine Street (overflow)
- Lot 7: east side of the Haas Center
- Lot 8: west side of Haas Center
- Lot 9: by Science Center

## **Student Parking**

**Freshmen & Sophomores must park in Lot 3 only** (off Pine Street).

Upper-class/Commuter students may park in any student parking area.

Designated student parking areas:

- Lot 1A: by baseball field \*
- Lot 3: Pine St. (Mandatory Fresh/Soph Parking)
- Lot 4: by Meadows
- Lot 10: by the Norton Post Office

\*A section of Lot #1 has been designated for commuter student parking.

Students who reside in college "houses" may park in driveways to those houses in designated spaces. If the spaces are filled, house residents are expected to park in other available student parking areas. All such vehicles should be registered with Public Safety.

## **Visitor Parking**

Visitors and guests can park in Lot 2 in the 30 space designated area (Elm St.) Visitors to the campus should register their cars with Public Safety, particularly if they are staying overnight, thus preventing problems and the unpleasantness associated with a visitor's vehicle being unknowingly ticketed or towed.

## **Handicapped Parking**

Certain spaces on campus are designated for "handicapped parking," and only those vehicles displaying the appropriate identification plate designated by Massachusetts State law may park in those spaces. The Director may authorize temporary "handicapped parking" privileges on campus.

## **Reserved Parking**

# Wheaton College

## Parking

## Traffic &

## Regulations

Certain spaces are designated as “reserved,” and are intended for the exclusive use of those for whom they are reserved.

### Dining Services Parking

Dining service has a number of spaces reserved on Howard Street. These spaces are reserved 24/7.

### Load Zone Parking

Certain spaces on campus are designated as “load zones,” and are intended for the temporary loading or unloading of vehicles. As soon as loading or unloading operations have been completed, the vehicle should be moved to another legal space.

### Snow Removal

In the event of snow removal operations, vehicle operators must refrain from parking in restricted areas. Any vehicle impeding snow removal operation may be ticketed or towed. The College will contact faculty, staff and students in advance when specific parking lots are to be plowed to allow operators the opportunity to move vehicles to cleared lots.

## Enforcement of Regulations

Vehicles found in violation of any of these regulations may be immobilized, fined or towed. The appropriate enforcement action is at the discretion of the Public Safety Department. Methods of enforcement are determined by the number of fines previously issued and/or the nature of the violation.

### Loss of Parking Privileges

Six (6) parking violations in an academic year may result in the loss of parking privileges for the remainder of the academic year. Operators will be notified in writing of the loss of parking privileges and vehicle will be towed or immobilized if found parked on campus property.

**ANY AREAS NOT SPECIFICALLY MARKED FOR PARKING ARE CONSIDERED “FIRE LANES” AND MUST BE KEPT CLEAR FOR EMERGENCY VEHICLES.**

### Violations and Fines

Non-display of a valid permit	\$ 30.00
Parking in a reserved space	\$ 30.00
Parking on a sidewalk or crosswalk	\$ 30.00
Parking outside parking space lines	\$ 30.00
Parking in a “No Parking” zone	\$ 30.00
Obstructing a building entrance or load zone	\$ 30.00
Obstructing snow removal	\$ 30.00
Parking in a posted “Tow Zone”	\$ 30.00
Parking on the grass	\$ 30.00

Parking in a posted “Fire Lane” or so as to obstruct emergency vehicles	\$ 30.00
Removal of immobilizer device (boot)	\$ 30.00

Obstructing a fire hydrant	\$ 75.00
Parking in a “handicapped” space	\$ 75.00
Improper driving	\$ 75.00

Parking fine receipts go to the Wheaton College general fund.

Fines, which are not paid by student registrants, are billed to them through the normal College billing process. All fines, which have not been paid within two weeks, will be billed to student registrants; the exception will be violations that have been appealed. All billed fines should be dealt with through Student Financial Services. Faculty or staff who accrue unpaid parking fines may have their campus parking privileges suspended, revoked, or denied; or another administrative action may be taken.

### Towing

Chapter 266, section 120D of the General Laws of Massachusetts gives the College authority to have vehicles towed off campus. Illegally parked vehicles are subject to being towed without notice and at the owner’s expense. The Public Safety Department will make a reasonable effort to take enforcement actions, which are less severe than towing a vehicle. However, where infractions are serious, create a dangerous situation, hinder the emergency or normal operation of the college, or where the vehicle has received several warnings and/or fines, towing may be appropriate or necessary. As a courtesy, registrants of cars, which are legally registered on campus, will be notified when their vehicle has been towed. When possible, notifications are made via campus mail.

Private towing companies, which are used by Wheaton College, receive the money for vehicles, which they tow. These companies also assume any

liability for damage caused by them during a towing operation.

The Public Safety Department **may** try to contact a registrant to move his/her car before it is towed. **This is a courtesy and is not a requirement** before towing an illegally parked vehicle. It will be done only as staffing and activity levels permit and will normally be done only once.

### Appeals

A ticket must be appealed within five (5) days from the date of issuance. Appeal forms are obtained at and must be returned to the Public Safety Department for review and action. Registrants are notified via campus mail regarding appeal decisions.

## Parking Safety

The Public Safety Department regularly patrols the campus, including parking lots, to provide security and protection. However, if safety is a concern, contact Public Safety, and an on-campus officer or student patroller escort will be provided.

Emergency telephones (highlighted by a blue light) are located around campus and are in several parking lots. They can be used to dial Public Safety for an escort, or can be used in an emergency by simply pushing the red button. This red button automatically connects the caller to the Public Safety dispatcher; allowing an officer to be dispatched if necessary.



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