

**PARKING AND TRAFFIC CONTROL
RULES AND REGULATIONS**



**Westfield State University
Department of Public Safety
Westfield, Massachusetts 01086**

**ENFORCEMENT OF PARKING RULES AND
REGULATIONS IS DONE
24 HOURS A DAY, 7 DAYS A WEEK.**

Department of Public Safety.....572-5262; Ext. 5262

Parking Clerk.....572-5210; Ext. 5210

**WESTFIELD STATE UNIVERSITY DOES NOT ASSUME ANY
LIABILITY OR RISK FOR DAMAGE OR LOSS WHILE ANY
VEHICLE IS PARKED ON UNIVERSITY PROPERTY.**

PARKING IS AT YOUR OWN RISK!

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A. PURPOSE

The following Rules and Regulations pertain to the use of motor vehicles on the Westfield State University, hereinafter referred to as WSU or the University, campus and all lands associated with the University. They are designed to: (1) provide orderly and safe movement of all vehicles; (2) provide for pedestrian safety; and (3) assure free and continuing access to all buildings.

B. WSU PARKING AND TRAFFIC CONTROL AUTHORITY

1. The Board of Trustees of Westfield State University, acting under the powers granted by Chapter 15A, Section 22, Chapter 90, Section 20A 1/2, and Chapter 73, Section 18, of the General Laws of the Commonwealth, hereby adopts, subject to subsequent amendment or revision, the following Rules and Regulations for the use, operation, and parking of motor vehicles on and about the University campus, its roadways, parking lots, parking areas, and other lands associated with the University.
2. Except as otherwise provided herein, the General Laws of the Commonwealth and the Rules and Regulations (Chapter 90) of the Registrar of Motor Vehicles shall apply to the University and other lands of the University.
3. The following vehicles are specifically exempted from the provision of the Rules and Regulations:
 - a. Those owned by the Commonwealth of Massachusetts or a political subdivision of the Commonwealth.
 - b. Those owned by the United States Government.
 - c. Those registered to a member of the foreign diplomatic corps or by a foreign consular officer who is not a citizen of the United States – provided the vehicle bears a conspicuous registration indicating such status.
4. The applicable portion of these Regulations shall apply to every employee of Westfield State University in conformance to the applicable collective bargaining agreement, and the portions thereof applicable to students shall be deemed a part of the established regulations of the University which govern every enrolled student.

C. DEFINITIONS

1. **Police Officer**
All sworn personnel of the Department of Public Safety (or other police agencies) authorized to direct or regulate traffic and parking and to make arrests for violation of the Massachusetts General Laws.
2. **Institutional Security Officer**
Massachusetts General Laws, Chapter 147, Section 10f, enacted by the Board of Trustees on September 12, 1988, provides for the appointment of Parking Control Officers. All Public Safety Institutional Security Officers employed by Westfield State University and assigned to patrol function are appointed as Parking Control Officers. Institutional Security Officers have only those powers and duties (under the Parking Regulations limited to issuing parking tickets)

conferred to and imposed on Police Officers by Chapter 90, Section 20A 1/2 and Chapter 73, Section 28.

3. **Street and Highway**
The entire width between the boundary lines of every way publicly maintained when any part thereof is open to use of the public for purposes of vehicular travel.
4. **Driveway**
The entire width of land devoted to use of vehicles for passage yet not designated as a street or highway.
5. **Way/Roadway**
That portion of a street or highway between the regularly established curb line or that part exclusive of shoulders, improved and intended to be used for vehicular traffic on the campus or other land of the University.
6. **Intersection**
The area within which two (2) streets or ways join one another at an angle, or the area within which vehicles traveling upon different streets or ways that join one another at an angle, may come in conflict. Where a street or highway includes two (2) roadways thirty (30) feet or more apart, then every crossing of each roadway of such divided street or highway by an intersecting street or highway shall be regarded as a separate intersection. In the event of such intersecting street or highway also includes two (2) roadways thirty (30) feet or more apart, then every crossing of two (2) roadways of such street or highway shall be regarded as a separate intersection.
7. **Crosswalk**
That part of a roadway at an intersection included within the connections of the lateral lines of the sidewalks on opposite sides of the street or highway measured from the curbs, or, in the absence of curbs, from the edge of the traversable and/or designated roadway. Any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by lines or other markings on the surface.
8. **Sidewalk**
That portion of a street or highway between the curb lines, or the lateral lines of a roadway, and the adjacent property lines intended for use by pedestrians. That portion of land designated as a walkway either connecting buildings, other walks, or streets or highways.
9. **Stand**
The temporary parking of a vehicle while occupied by a person other than while actually engaged in loading or unloading, or in obedience to an officer or traffic sign or signals, or while making emergency repairs or, if disabled, while arrangements are being made to move such vehicle.
10. **Park or Parking**
The standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading, or in obedience to an officer or traffic sign

or signals, or while making emergency repairs, or, if disabled, while arrangements are being made to move such vehicle.

11. **Parking Lot**
An area or areas of the campus or other land of the University set aside and clearly designated by authority of the Board of Trustees for the purpose of providing space for the parking of vehicles duly registered to park thereon.
12. **Fire Lane, Fire Zone**
An area or areas of the campus designated by a yellow painted curb or other clearly recognizable markings or indicators.
13. **Vehicle**
Every device in, upon, or by which any person or property is or may be transported or drawn upon a driveway, street, or highway, except bicycles without a motor.
14. **Citation**
A notice, either a warning, civil violation, or a criminal violation upon which a duly-appointed Police Officer records violations of the Massachusetts Motor Vehicle laws.
15. **Parking Violation Notice**
A ticket upon which a Police Officer or Parking Control Officer (Institutional Security Officer) shall record a violation of (1) or more parking rules or regulations.
16. **Parking Violation Record/Parking Ticket**
A parking ticket is left on the vehicle and/or sent via University email when a violation ticket is generated. The computer information from the ticket is downloaded when the ticket machine is brought back to the station.
17. **Marked Ticket**
The Registry of Motor Vehicles is notified that you have outstanding parking ticket(s) at Westfield State University. As a result, you will not be able to register your motor vehicle or renew your license until all fines are paid and a certified receipt is issued by the Parking Clerk.
18. **Employee**
All persons whose primary connection to the University is by virtue of employment, and specifically excluding student employees, - faculty, staff, administration, and all of the personnel similarly associated with the University as well as employees of any governmental agency having offices on campus or other land of the University, and all persons hired under any grant or special appropriation of funds.
19. **Student**
Any person enrolled in one (1) or more academic course or program including students enrolled in the Division of Graduate and Continuing Education.

20. University Guest
Any person, hosted by a University department for a temporary period of time, who parks a vehicle on the campus or other University property.
21. Visitor
Any person, other than an employee, campus resident, enrolled student, contractor (employed on a campus project) or commercial vendor who parks a vehicle on the campus or other University property.
22. Campus Resident
A person regularly residing on the campus or other land of the University.
23. Parking Clerk
As defined in Chapter 90, Section 20A ½, and Chapter 73, Section 18, Massachusetts General Laws, the University Parking Clerk is appointed by the President, and shall supervise and coordinate the processing of parking notices at the University. The Parking Clerk maintains an ex officio seat on the Parking Control Board.

The Parking Clerk may act on appeals (except traffic violations) in lieu of the Parking and Traffic Appeals Board when the Board is not in session (summer and intersession).

D. REGISTRATION OF VEHICLES

1. Necessity to Register
 - a. All students, employees, University guests, and visitors of the University (in excess of two hours) using campus parking are required to register their vehicle under a valid permit in accordance with the directions of the Parking Clerk.
 - b. Failure to register a vehicle shall constitute grounds for denial of the privilege to park a vehicle on the campus or other lands rented or used by the University.
2. Eligibility
 - a. Permission to operate a vehicle and/or park on the campus is a discretionary privilege bestowed by the Board of Trustees, and such a privilege may be denied, revoked, suspended, or modified by action of the Board or Officers of the University herein authorized to take such action under Chapter 15A, Section 22, General Laws of the Commonwealth.
 - b. A Westfield State University student may not register another Westfield State University student's vehicle or assist another WSU student to obtain an unauthorized decal or pass.
 - c. Members of the University community who allow their vehicle to be illegally registered and/or parked shall be referred to the Parking Control Board and risk losing parking privileges for up to one calendar year (example: faculty/staff member allowing their children to park in the staff lot).
 - d. If the Parking Appeals Committee upholds a violation for altering or forging a decal or temporary permit, the offense is punishable by loss of parking privileges for one (1) calendar year plus payment of a \$150 fine. There is no opportunity for a second appeal.
 - e. Individuals who are eligible to operate a vehicle on public highways of the Commonwealth, are eligible to operate a vehicle on the campus or other lands of the

University, provided the vehicle is registered with the University. The vehicle may be operated and parked in appropriately designated parking places on the campus only if a proper and current University parking permit has been issued.

f. Liability Insurance

No vehicle shall be registered for operation on the campus or other lands of the University unless the person requesting registration has met the motor vehicle liability policy or bond requirements for the operation and use of motor vehicles on the ways of the Commonwealth. Each registrant must have liability insurance coverage at least in the amount of limits required in a motor vehicle liability policy as defined in Chapter 90, Section 34A of the General Laws of the Commonwealth of Massachusetts.

3. Expiration of Registration

University vehicle registrations are not transferable. They expire annually on July 31 and under the following conditions:

- a. All registrants – upon revocation, replacement of the vehicle, or change of the license plate registration number.
- b. Employees – upon termination of employment at the University.
- c. Students – upon termination of status as a student at the University, or a change in resident status (e.g., commuter to resident student).
- d. Contractors and Commercial Vendors – annually on July 31 and upon termination of employment as a contractor's employee or a commercial vendor with an account on the campus or other lands of the University.
- e. Upon the termination date of short-term registration.

4. Failure to Register

Failure of an individual to register a motor vehicle within the prescribed registration period may subject him/her to revocation of his/her right to drive and/or park on campus. Deliberately circumventing the University's vehicle registration procedure also subjects a person to this penalty.

5. Nonresident Students

A student's motor vehicle bearing other than Massachusetts registration plates must also be registered with the Massachusetts Registrar of Motor Vehicles, under provisions of Chapter 90, Section 3, of the General Laws of the Commonwealth. The necessary forms may be obtained at the Registry of Motor Vehicles. There is no additional registration charge.

E. PARKING PERMITS AND VEHICLES

1. Permit Requirements

- a. All students, employees, University guests, and visitors of the University using campus parking are required to have a valid permit.
- b. All outstanding parking fines must be paid in full prior to being able to purchase a parking permit. The burden of providing evidence of payment of all parking fines rest with the individual seeking a permit.
- c. Out-of-State Residents
In order to legally operate a motor vehicle in the Commonwealth of Massachusetts, out-of-

state students who are residing in the Commonwealth must register their vehicles on a "NON RESIDENT" form.

2. Permit Types:

- (i) Undergraduate Student Commuter – may park in Commuter designated spaces on campus and South Lot
- (ii) Undergraduate Student Resident – may park in South Lot
- (iii) DGCE Student Commuter – may park in Commuter designated spaces on campus and South Lot
- (iv) DGCE Student Resident – may park in South Lot
- (v) Resident Main Lot – may park in Main Lot designated spaces on campus and South Lot
- (vi) Alumni Fitness Center – may park in the Dower Center Commuter Lot
- (vii) Non-credit Student Commuter – may park in Commuter designated spaces on campus and South Lot
- (viii) Faculty/Staff – may park in Faculty/Staff designated spaces on campus and student designated spaces
- (ix) Electric Vehicle – issued in addition to individual's primary permit; may use the electric vehicle chargers on campus according to the policy outlined in the Parking and Operating Regulations section
- (x) Medical Accommodation – issued in addition to the individual's primary permit
 - (a) Students must apply for a medical accommodation through the Banacos Academic Center
 - (b) Faculty/staff must apply for a medical accommodation through the Human Resources Department
 - (c) Individuals with an approved accommodation may park in their approved parking lot in addition to the designated spaces attached to their permit
- (xi) University Guests – must be registered in advance by a department on campus and may park in the spaces designated for them
- (xii) Visitors
 - (a) Visitors to the campus who will be parking for two hours or less may park in any Visitor designated spaces in several locations around the campus
 - (b) Visitors to the campus who will be parking for more than two hours must purchase a Visitor Parking Permit in advance through the University's parking portal online

3. Vehicles

- a. Number of Vehicles Allowed
 - (i) Students are allowed to have 1-2 vehicles attached to their permit. Only one of these vehicles may be on campus at any given time.
 - (ii) Faculty/Staff are allowed to have an unlimited number of vehicles attached to their permit. Only one of these vehicles may be on campus at any given time. Vehicles attached to a faculty/staff permit are limited to employees only and may not be used by family members on campus.
- b. There will be strict enforcement of the existing parking regulations to prevent problems with faculty access to parking areas.

F. PARKING AND OPERATING REGULATIONS

1. General

No person shall allow or permit any vehicle registered in their name or under their control to stand or park in any street, highway, driveway, fire lane (yellow curb), parking lot or walk on the campus or other land of the University in violation of these Rules and Regulations (except when in compliance with the direction of a Police Officer, traffic or parking sign, or signal). The person in whose name a motor vehicle is registered shall be held responsible for all parking violations noted against the vehicle. Any person selling or otherwise transferring his/her vehicle to another individual(s) or company shall be held liable for all such violations unless he/she shall have first removed the campus parking sticker or permit from said vehicle.

2. Registered Vehicles

Vehicles registered at the University, campus residents, students, or others may be parked (on the campus or other lands of the University) only in a parking area, stall, or space when permitted, valid for that area, or by proper display of valid temporary authorization issued by the Chief of Police or their designee. Use of other parking facilities, except during hours designated or by special written authorization, constitutes illegal parking. Parking of any vehicle within a building is prohibited.

3. A Westfield State University student may not register another Westfield State University student's vehicle or assist another student to obtain an unauthorized permit.

4. All resident students having a South Lot permit shall be permitted to park from 5 p.m. on Friday through 11:59 pm. on Sunday in the Commuter Lots. When such parking is chosen, vehicles must be moved by midnight Sunday or be subject to ticketing and/or towing at the owner's expense.

5. At no time shall any student be permitted to park in any space designated for Faculty/Staff, with the exception of those students who have obtained a Medical Parking Permit from the Parking Clerk. Students who park their vehicles in Faculty/Staff spaces will be subject to ticketing and/or towing.

6. Electric Vehicle (EV) Spaces and Fees

Anyone operating an electric vehicle, including members of the University community and those not affiliated with the University, are permitted to park in EV designated spaces while actively using an EV charger. Users will be billed for the cost of electricity, currently \$0.18 per kWh plus a \$1.60 per hour service fee. Anyone using the chargers on campus are required to move their vehicle out of the charging locations within 30 minutes of completing their charge. Those who violate this grace period will be charged at a current rate of \$11 per hour (\$0.18 per minute). Frequent violators may also face additional fines as outlined in the University's Parking Rules and Regulations. Demand for access to EV charging stations is expected to increase. Please be courteous and respectful of others that may need to charge on campus and move your vehicle when your vehicle is charged. Anyone not operating an electric vehicle found parking in EV designated spaces will be issued an Unauthorized Parking citation which includes a base fine of \$35.

7. Visitors
 - a. Visitors may park for up to two (2) hours in a visitor parking space without obtaining a pass. Visitors who wish to park for more than two (2) hours must obtain a Visitor Parking Permit through the University's Parking Portal. The Chief of Police or his/her designee can authorize parking in other spaces for special circumstances or events.
 - b. Visitors attending University events may park without a permit in any Faculty/Staff or commuter parking space from 3 p.m. Friday through midnight Sunday, but must observe all University parking regulations, restricted spaces for handicapped parking, fire lanes, and snow removal regulations, or as otherwise posted. All visitor overnight parking is prohibited without a Visitor Parking Permit.
 - c. No one with a permitted vehicle or outstanding violations may obtain a Visitor Parking Permit.
 - d. Visitors operating an EV vehicle may park in EV parking spaces as outlined under the EV Spaces and Fees section.

8. Unused or Abandoned Vehicle
 - a. The University shall use reasonable and prudent judgment in an attempt to locate the owner of unused or abandoned vehicles. Vehicles with evidence of nonuse left in parking lots, streets, highways, driveways, or any unauthorized areas of the campus or other land of the University for one (1) semester or more shall be hauled away and disposed of. Expenses of this hauling and disposal shall be charged against the registered owner. The owner of any vehicle so removed and towed away under the provisions of this Section shall also be subject to the penalties provided in Chapter 90, Section 22B, of the General Laws of the Commonwealth.
 - b. Any vehicle found without a valid license plate shall be considered an abandoned vehicle and removed from the University property by direction of the Chief of Police or his/her designee. The owner shall be responsible for the care or protection of, or damage to, any such vehicle or its contents. The removal of any vehicle by authorization of the Chief of Police or his/her designee shall in no way reduce the liability of the owner for all violations incurred up to that time.

9. Snow Policy
 - a. Snow removal restrictions shall take precedence over all rules and regulations.
 - b. When the snowfall is, or is forecasted to be, of sufficient depth to impair the safe and free flow of pedestrians, vehicular traffic, and snow removal equipment, or when conditions arise that may imperil the public safety, the Director of Facilities and Operations or his/her designee, in consultation with the Chief of Police or his/her designee, shall declare that a snow emergency exists.
 - c. All lots, except for South Lot must be cleared of all parked vehicles as directed by the snow policy notification and will remain closed to vehicles until further notice. Vehicles found in these areas after reasonable notice will be ticketed and towed at the owner's expense. Commuters wishing to have a vehicle on campus the evening of a snow emergency must park in the Campus South lot.
 - d. All lots shall be cleared on an as-needed basis. In the event of a large snowfall, resident students may be asked to move their vehicles to a cleared lot to facilitate snow clearing efforts. Notification may be posted in each building with instructions on where to move vehicles. However, email is the official notification method of the University and will be the

primary method of delivery for these notifications. The department may also use the University Police Department's social media page(s) to deliver this announcement.

- e. Any and all parking lots must be cleared of all vehicles after reasonable notice given by the Chief of Police. The Chief of Police or their designee may direct that vehicles which have not been moved be ticketed and towed at the owner's expense.

10. Vacation Periods

When the University is not in session, all vehicles must be removed from the student parking lots. Permission for parking during these vacation periods can only be granted by the Chief of Police or his/her designee. Vehicles left on the campus without permission are subject to removal at the discretion of the Chief of Police. The owner of the vehicle is responsible for all removal costs including storage fees.

G. WESTFIELD STATE UNIVERSITY SCHOLARSHIPS

The fines collected under the University's Parking Rules and Regulations shall be deposited in the Parking Fines Account established for this purpose, and a portion of the fines collected shall be used for scholarships.

H. AUTHORITY AND DUTIES OF THE UNIVERSITY POLICE DEPARTMENT

1. General

It shall be the duty of the Chief of Police and other officers of the University Police Department to enforce the provision of these Rules and Regulations; provided, that to expedite traffic or safeguard pedestrians in the event of fire or other emergencies or special events, officers of the police or fire department may direct or control traffic as conditions may require, notwithstanding the provision of these rules and regulations.

2. Temporary Parking

The Chief of Police or his/her designee is authorized to permit or prohibit, temporarily, parking or vehicular movement on any parking lot, fire lane, street, highway, or driveway or part thereof, when, in his/her discretion, such action is necessary because of a temporarily existing exigency. When practicable, prior notice of such circumstances will be posted. When parking is to be allowed on unpaved areas not designated as Parking Lots, the Chief of Police or his/her designee, after consulting with the Department of Facilities and Operations and/or their designee, is authorized to permit or prohibit, temporarily, parking or vehicular movement in these areas.

3. Closing of Streets, Highways, Driveways or Parking Lots

The Chief of Police or their designee is authorized to close, temporarily, any street, highway, driveway, or parking lot of the campus and other lands of the University, for reasons similar to those noted in E.2.

I. TRAFFIC AND PARKING CONTROL SIGNS

1. Except in the case of emergencies, the Chief of Police or their designee, and the Assistant Vice President of Facilities and Operations or their designee, are required to coordinate with the Parking Control Board, the placement of all official traffic and parking signs, signals, markings,

and safety zones required on the campus and other lands of the University including the placement of temporary signs and markings. The cost of signs will be funded from the Parking Control Trust Fund Budget or other appropriate University accounts. No change in parking space designation will occur without the recommendation of the Parking Control Board and the approval of the Vice President of Enrollment Management and Student Affairs.

2. Where properly designated by an authorized sign, certain areas are designated for select access only, including, but not limited to: Faculty/Staff, Service Vehicles, Doorway, Official or State Vehicles Only, Visitors, Handicapped, Permitted Parking Only, etc., or similar wording if not exactly so worded. These areas are reserved twenty-four (24) hours a day, seven (7) days a week, in the absence of posted official notice to the contrary.
3. Defacement or removal of posted signs without authorization is an act of vandalism. Perpetrators of such acts shall be subject to charges of vandalism. Operators are subject to penalties in effect prior to the illegal defacement or removal of such posted signs. Any person who willfully, intentionally and without right, defaces or otherwise injures, removes, interferes with or destroys any traffic or parking device lawfully erected or placed on campus or other lands of the University shall be subject under the applicable statute to criminal penalties.

J. ILLEGAL PARKING

1. Specific Violations

In addition to the parking violations specified under Parking and Operating Regulations, the following list describes additional forms of illegal parking:

- a. On any part of any highway in such a manner as to impede the removal of plowing of snow or ice.
- b. On any sidewalk.
- c. On any highway within twenty (20) feet of an intersecting way, except alleys.
- d. Within ten (10) feet of a fire hydrant.
- e. On the roadway side of any vehicle stopped or parked at the edge or curb of a highway.
- f. In front of a driveway.
- g. On any way where parking of a vehicle will not leave a clear and unobstructed lane at least ten (10) feet wide for passing traffic.
- h. In front of any barricade erected to temporarily or permanently close a way to vehicular traffic.
- i. On land not designated for vehicular traffic such as walks, lawns and open fields, except a designated parking lot.
- j. In front of a gateway or entrance to an athletic field, open area, or other field.
- k. On any way that is an entrance to a parking area.
- l. In any Service Zone, except where engaged in loading and unloading.
- m. Adjacent to any building in a manner that obstructs an exit or entrance.
- n. In any Bus Stop.
- o. In any area designated as reserved for fire, police, ambulance or other emergency vehicle or yellow painted curb.
- p. In any parking lot, area, stall, or space designated as "Visitor Parking," unless he/she is a visitor.

- q. Except for official vehicles, in any parking area or space designated as "Official Parking" or for "Official Vehicles Only" or for "Reserved Parking."
- r. In any area designated "No Parking."
- s. Alongside any yellow curb (fire lanes).
- t. Parking in a space reserved for handicapped parking without a proper Commonwealth of Massachusetts permit or plate.
- u. Unauthorized parking in violation of posted signs (e.g., 30 minute parking).
- v. Be advised that merely placing your emergency flashers on does not authorize parking where parking is not approved.

K. TOW-AWAY REGULATIONS

1. General

Vehicles in violation of the provision of this section, except those specifically exempted by law, shall be removed from the campus or other land of the University under the direction of the Chief of Police or his/her designee, and the owner of the vehicle so removed or towed shall be liable for the cost of such removal and storage. With respect to employees, campus residents, and students, these regulations authorize the removal from the ways or parking lots on the campus or other lands of the University, vehicles parked or standing in such a manner, or in such areas, as to constitute illegal parking under these regulations. With respect to all persons, no person shall stand or park or allow, permit or suffer any vehicle registered in his/her name to stand or park on any of the ways or parts or areas hereinafter described. An unattended vehicle shall be considered as parked. Parking in any of the following areas shall constitute a violation of the tow-away regulations:

- a. Any vehicle that has been issued three (3) or more University ticketed violations by the University Police Department.
- b. In any Bus Stop.
- c. In any area designated as reserved for fire, ambulance, police, or other emergency vehicles.
- d. In any Service Zone, except vehicles actually engaged in loading or unloading.
- e. In any Fire Zone or Fire Lane (yellow printed curb).
- f. In any access way, driveway, walkway or building entrance or exit or blocking the aforementioned areas.
- g. In any area designated as reserved for special usage.
- h. A non-EV vehicle parked in an EV dedicated space.
- i. Overtime parking in excess of twenty-four (24) hours, unless written permission is specifically granted to a given individual.
- j. No permit for that area or a false or outdated permit.
- k. All night parking on any part of any traveled way or in any parking lot in such a manner as to impede the removal of snow or ice. The Department of Facilities and Operations shall provide notice as to the time and/or occasion when parking lots must be free of cars for plowing operations and designate temporary areas where cars may be left in the interim to allow for such plowing.
- l. In addition, the following conditions shall subject the offender to removal or towing:
 - (i) Any vehicle parked illegally in spaces within or adjacent to residence halls or other University buildings (where it could hinder access by the Fire Department).

- (ii) Any vehicle bearing an illegal, falsely made, altered, falsely secured, or non-current University vehicle permit.
 - m. The provisions of this section shall be effective during such times as a sufficient number of official traffic signs indicating, depicting, or pictorially representing "TOW AWAY ZONE" are installed, erected, maintained, and located so as to be visible to approaching drivers. However, the provisions of subsection k., above, shall be in effect anywhere on the campus or other lands of the University under the conditions described. Signs shall be deemed to have been properly placed if vandals deface or remove them. During snow periods, it becomes the liability of the owner to read all signs even if falling snow adheres to them.
 - n. The University reserves the right to tow abandoned vehicles and vehicles parked in unauthorized areas of the campus. The University also reserves the right to tow vehicles that must be moved due to emergency situations that may arise on campus when the owner cannot be located in a reasonable period of time.
 - o. The University reserves the right to tow vehicles when special events or circumstances warrant such action after proper advanced notice has been given regarding lot closings.
2. Record to be kept of Towing Vehicles
- a. The University Police Department shall keep a record of all vehicles towed or removed under the provisions of this section. Such records shall be retained for one (1) year and shall contain the following information:
 - (i) The registration number of the vehicle, if a legible license plate is properly affixed.
 - (ii) The location from which it was towed, and the time and date of the tow order.
 - (iii) The location to which it was removed.
 - (iv) Name of towing contractor, if any.
 - (v) Name of person who authorized towing.
 - (vi) Reason for towing

L. BOOTING REGULATIONS

- 1. Boots may be applied to vehicles in lieu of towing only for criminal reasons and only if all the constitutional obligations have been met (i.e. moveable vehicle exceptions).

M. OPERATION OF VEHICLES

- 1. Speed Limit
 - a. All vehicles shall be operated at all times at a speed that is reasonable and proper.
 - b. At no time shall a speed on any campus roadway or other land of the University in excess of fifteen (15) miles per hour be considered reasonable and proper, except as otherwise posted, and for vehicles engaged in emergency work.
 - c. At no time shall a vehicle exceed five (5) miles per hour in any campus parking lot area.
 - d. At no time shall any vehicle be operated upon land or ways not specifically designed, intended, or designated for vehicular traffic.
- 2. University Buildings
 - a. No motor vehicles, including motorcycles or motor scooters, shall be parked so as to obstruct an entrance or egress to or from any University building.

- b. No vehicle shall be parked within the walks of a residence hall or on land not so appropriately designated or designed for motor vehicle use immediately adjacent to a residence hall or other University building unless specifically authorized by the Chief of Police or their designee, the Director of Health Services or their designee, the Vice President of Enrollment Management and Student Affairs or their designee, or the Assistant Vice President of Facilities and Operations or their designee. Prompt notification by anyone making such a decision shall be properly conveyed to the Office of Public Safety. No vehicle shall, at any time, be parked or stored in any residential or University building. However, state vehicles may be garaged in designated structures.
 - c. Motor vehicles, including motorcycles and motor scooters, which are creating a noise or disturbance while parked in the proximity of a University building, must be moved or turned off.
 3. Operating Condition of Vehicles
Motor vehicles parked on any University property shall be kept in such condition of mechanical repair so that they can be removed at any time under their own power.
 4. Loading and Discharge of Passengers
Loading or discharge of passengers is permissible only when a vehicle is at a complete stop at the edge or curb of a traveled way or within a safety or service zone expressly approved for this purpose by appropriate signs and/or instruction.
 5. At no time shall any vehicle be operated with passengers sitting, lying, or standing on the exterior part of the vehicle such as fender, hood, bumper, or other parts not designed for passenger transportation.

N. PENALTIES

1. Serious Offenses
A citation for speeding, reckless driving, racing, driving to endanger, drunken driving, driving while under the influence of barbiturates, amphetamines, or other hypnotic or somnifacient drugs, leaving the scene of an accident involving personal injury, using a motor vehicle without authority of the owner, loaning or permitting another person to use a license, going away without making known identity after causing injury to property, and similar offenses are serious offenses and violations of the General Laws of the Commonwealth and the Rules and Regulations of the Registry of Motor Vehicles. These subject the violator to immediate summons to the court of appropriate jurisdiction. The court may impose such fines, penalty, or both, as would be prescribed for a like offense committed upon the public streets under Chapter 90 of the General Laws of the Commonwealth.
2. Parking Offenses
Parking in any of the following manners shall constitute illegal parking and subject the offender to the following penalties:
 - a. Group A – Fine \$35 Each violation – Maximum fine each violation of \$85 after all late fees are assessed.
 - (i) 101 - Failure to park within allotted lines
 - (ii) 103 - Parking more than 12" from curb

- (iii) 104- No permit
 - (iv) 105- Unauthorized parking lot
 - (v) 107- Parking on land not for vehicular traffic
 - (vi) 108- Parking within a posted stop or taxi stand
 - (vii) 109- Parking in front of a driveway
 - (viii) 110- Parking in an access lane
 - (ix) 111- Parking facing direction of flow of traffic
 - (x) 112- Parking in front of a street, roadway, or driveway barricade
 - (xi) 113- Parking in an intersection
 - (xii) 114- Parking on a sidewalk
 - (xiii) 115- Parking so as to block a gateway or field entrance
 - (xiv) 116- Parking in a posted delivery or service zone
 - (xv) 117- Parking in a no parking zone
 - (xvi) 118- Parking all night in a prohibited area
 - (xvii) 119- Blocking two parking spaces
- b. Group B – Fine \$100 Each violation – Maximum fine each violation of \$125 after all fees are assessed.
- (i) 120- Parking in a handicapped area without HP decal or HP plate.
 - (ii) 121- Parking in violation of snow removal regulations
 - (iii) 122- Parking in a crosswalk
 - (iv) 123- Parking within 10 feet of a fire hydrant
 - (v) 124- Parking within a posted or marked fire lane (yellow curb)
 - (vi) 125- Parking within a posted emergency vehicle area
 - (vii) 126- Parking so as to obstruct a building entrance/exit
 - (viii) 127- Parking blocking a fire escape
- c. Group C – Fine \$150 Each violation – Maximum fine each violation of \$175 after all fees are assessed.
- (i) 128- Parking displaying a forged license plate or altered permit.

3. Violator Notification

- a. During the first two (2) weeks of each semester, paper tickets will be placed on a vehicle's windshield in addition to an electronic ticket being sent to the individual's email address on file.
- b. Following the first two (2) weeks of each semester and during vacation periods, an electronic ticket will be sent to the individual's email address on file as the primary means of notification.
- c. If the vehicle being ticketed does not have an email address associated with it a paper ticket will always be placed on the vehicle's windshield.

4. Parking Fines Not Paid on Time

- a. Students
 - (i) Parking fines not paid in full within 21 days will receive a \$5 late fee and are no longer eligible to be appealed
 - (ii) Parking fines not paid in full within 52 days will receive an additional \$20 late fee
 - (iii) Parking fines not paid in full within 66 days will be assessed to the student's account and may result in additional late fees per University policy
- b. Faculty, University Guests, and Visitors

- (i) Parking fines not paid in full within 21 days will receive a \$5 late fee and are no longer eligible to be appealed
- (ii) Parking fines not paid in full within 52 days will receive an additional \$20 late fee
- (iii) Parking fines not paid in full within 66 days will be assessed a \$25 processing fee and sent to the Registry of Motor Vehicles. A hold will be placed on the individual's account preventing license and/or registration renewal.

O. PARKING CONTROL BOARD

1. A body established by the Board of Trustees and appointed by the President to review and recommend parking rules, regulations, and procedures. Student parking privileges can be revoked by the Board, when appropriate, for violation of these Parking Rules and Regulations. The Board also provides consultation to the Parking Clerk, upon request, relative to general policy matters.

2. Composition of the Parking Control Board

The Parking Control Board shall be composed of seven (7) members as follows:

- a. Four (4) students representing the student body
- b. A member of the administrative staff
- c. A member of the faculty
- d. A member of the classified staff
- e. Four (4) Ex officio members

3. The Parking Control Board shall be recommended by the appropriate authority and appointed by the President as follows:

Board Members	Recommending Body
a. Four (4) Students	Student Government Association
b. One (1) Administrator	Administration Bargaining Unit (APA)
c. One (1) Faculty	Faculty Bargaining Unit (MSCA)
d. One (1) Classified Staff	Classified Bargaining Unit (AFSCME)
e. Assistant Vice President of Facilities and Operations or designee (ex officio)	
f. Parking and Traffic Appeals Board Chair or designee (ex officio)	
g. Chief of Police, Captain or Lieutenant (ex officio)	
h. Parking Clerk of the University (ex officio)	
i. (Ex officio members are nonvoting.)	

P. PARKING AND TRAFFIC APPEALS BOARD

The Westfield State University Parking and Traffic Appeals Board (PTAB) was established to provide all members of the University community with ready access to an impartial and informal review of actions resulting from specific application of the University's Parking and Traffic Control Rules and Regulations that are not subject to the jurisdiction of the Court. The PTAB will consider all parking ticket appeals filed within twenty-one (21) days of the date of issue of the violation and render a decision. The PTAB will regularly report its findings to the Parking Control Board and the Chief of Police, and will advise the Parking Control Board of parking issues that may need to be addressed by either the University Police Department or the Parking Control Board.

1. **Who May Appeal**
Appeals may be made by an individual coming under the authority of Westfield State University's Parking and Traffic Rules and Regulations.
2. **When May Appeals Be Made**
Appeals must be made to the Parking and Traffic Appeals Board, within twenty-one (21) calendar days of the date of issue on the parking ticket. Appeals must be submitted on-line through the University Parking Portal. Students requesting an in-person hearing must state in their on-line appeal they are requesting an in-person hearing and will be notified via their campus e-mail of the date, time and location of the hearing.
3. **Final Decision on an Appeal**
The decision of the Parking Appeals Board shall be final subject to judicial review as provided by Chapter 30A, Section 14 of the Massachusetts General Laws.
4. **Composition of the Parking and Traffic Appeals Board**
The Parking and Traffic Appeals Board shall be composed of six (6) members as follows:
 - a. Three (3) students representing the student body;
 - b. A member of the classified staff;
 - c. A member of the administrative staff;
 - d. A member of the faculty.
 - e. No member of the Appeals Board shall be a member of the University Police Department or shall have a direct interest in the regulation of parking and traffic on campus. The Chairperson shall be selected by the members of the Board from its own membership and will serve for a term of one (1) year.
5. **Appointment of Parking and Traffic Appeals Board Members**
The members of the Parking and Traffic Appeals Board shall be recommended by the appropriate authority and appointed by the President as follows:

Board Members	Recommending Body
a. Three (3) Students	Student Government Association
b. One (1) Faculty	Faculty Bargaining Unit (MSCA)
c. One (1) Administrator	Administration Bargaining Unit (APA)
d. One (1) Classified Staff	Classified Bargaining Unit (AFSCME)
6. **The Parking and Traffic Appeals Board must, within seven (7) days after the review of an appeal, submit a report that contains the following information:**
 - a. Date of issuance
 - b. Vehicle registration number
 - c. Violation number
 - d. The decision of the Appeals Board
 - e. Date of the Board's action

Q. CAMPUS PARKING PROGRAM

1. The price of a parking permit is as follows:
 - a. \$100 for undergraduate students per year or \$50 per semester

- b. \$60.00 for Division of Graduate and Continuing Education students per year or \$30 per semester.
 - c. \$5 per day for visitors expecting to need to park for a period of time longer than two (2) hours
 - d. Registered D.G.C.E. Credit-Free Program students, High School students, and C.C.G.S. students shall be issued a temporary permit at a cost of \$30 per semester.
 - e. There is no cost for employees to park on campus
 - f. If a person no longer has possession of the vehicle for which they initially purchased a permit and needs to add another vehicle they may do so in the University Parking Portal.
2. Student permits shall be sold online through the University Parking Portal according to the timeline communicated by the University Police Department and/or the Parking Clerk.
 3. This policy shall be strictly enforced by the University Police Department with the support of the Student Government Association.
 4. Permit refunds shall be given according to the schedule below:
 - a. Withdrawal prior to or during the first two (2) weeks of classes 100%
 - b. Thereafter No Refund
 - c. Requests for adjustments are done on a case-by-case basis through hearings conducted by the Parking Clerk.
 - d. Students who leave the University mid-year for an academic reason may request a refund of 50% of the Parking Permit fee by emailing the Parking Clerk prior to the start of the spring semester.
 5. Bad check charge is \$25 per deposit.

R. AMENDMENTS TO THESE REGULATIONS

1. Modifications or additions to these rules and regulations may be adopted after consultation with representatives of the University constituencies and upon the approval of the Westfield State University Board of Trustees or its designee.
2. On June 5, 1989, the Board of Trustees designated the President to act for the Board on matters pertaining to the Parking and Traffic Control Policy.
3. Suggestions for improving this policy may be sent to the Chief of Police or the Parking Control Board.

S. REVIEW

This policy shall be reviewed annually by the Vice President of Enrollment Management and Student Affairs.

1. Original Approval	February 9, 1982	13. Revised	June 29, 2000
2. Revised	May 27, 1988	14. Revised	July 11, 2001
3. Revised	September 12, 1988	15. Revised	July, 2002
4. Revised	June 5, 1989	16. Revised	June, 2003

5. Revised	July, 1992	17. Revised	June, 2004
6. Revised	July 12, 1993	18. Revised	August 26, 2005
7. Revised	July 15, 1994	19. Revised	Summer, 2006
8. Revised	June 21, 1995	20. Revised	May 23, 2007
9. Revised	May 25, 1996	21. Revised	Summer, 2008
10. Revised	June 27, 1997	22. Revised	July 27, 2009
11. Revised	July 14, 1998	23. Revised	June 17, 2010
12. Revised	June 30, 1999	24. Revised	June 9, 2011
		25. Revised	June 11, 2018