NYIT Traffic and Parking Rules and Regulations
New York Campuses

Policy: SEC-2013-1.1
Revision: 1.1
Supersedes: None
Approved: July 23, 2013
Effective Date: September 1, 2013
Table of Contents

1 PURPOSE .............................................................................................................................................. 2
2 SCOPE.................................................................................................................................................. 2
3 POLICY ................................................................................................................................................ 3
   3.1 Parking Permits ................................................................................................................................. 3
   3.2 Parking Zones and Lot Assignments ................................................................................................ 3
   3.3 Traffic and Parking Rules and Regulations ..................................................................................... 6
4 PROCEDURE .......................................................................................................................................... 7
   4.1 Traffic and Parking Enforcement ..................................................................................................... 7
      4.1.1 Guilty Plea ............................................................................................................................... 7
      4.1.2 Not Guilty Plea (Appeal) ......................................................................................................... 8
      4.1.3 Late Payment Penalties ........................................................................................................... 9
5 INQUIRIES ........................................................................................................................................... 9
6 SCHEDULE OF FINES AND FEES FOR 2013-2014 ........................................................................ 10

1 PURPOSE

New York Institute of Technology (NYIT) has adopted a parking and traffic program to create an orderly traffic flow and safe and equitable parking conditions on campus. Safety of all members of the NYIT community, enhancing the quality of life while promoting sustainability, accessibility, and mobility on campus, and relevant state and local laws are the primary considerations in the formulation of these regulations.

2 SCOPE

The traffic and parking rules and regulations in this document apply to any member of the NYIT community and visitors who need to drive and park on campus in all New York campuses. These regulations apply on the campus roads, alleys, sidewalks, walkways, parking spaces, parking areas, and parking lots of the NYIT campus. The traffic and parking rules and regulations are administered by the Office of Campus Security.
3 POLICY

3.1 Parking Permits

Parking permits are issued to NYIT faculty, staff, students and contractors. A valid NYIT parking permit consists of a non-removable decal and may include a removable hangtag. When applicable, both items must be properly displayed for a vehicle to be legally parked on campus. For select parking areas the hangtag indicates parking zone and lot assignments and must be hung from the rear view mirror so that the assignment information is visible through the front windshield. Decals must be applied to the rear left side of the vehicle. If at any time a permit holder is no longer in possession of a registered vehicle, he or she must remove the parking decal beforehand and bring any remnants of it to Office of Campus Security. Please note that a NYIT parking permit does not necessarily guarantee a parking space on campus. There is a replacement fee for lost, stolen, or damaged decals or hangtags.

- Faculty/Staff Permits

Faculty and staff who intend to park on campus must register their vehicles. Parking registration must be done in person in the Office of Campus Security. Employees may register multiple vehicles, for which they will receive one decal and one hangtag for each vehicle, if applicable. In some cases, when driving a loaner or rental vehicle, a temporary parking permit will be issued. Temporary permits may be picked up at the Office of Campus Security during normal business hours.

- Student Parking Permits

Students must register their vehicle and obtain a NYIT parking permit from the Office of Campus Security in person.

- University Contractors

Contractors requiring on-site parking should contact Office of Campus Security during normal business hours to obtain a parking permit prior to starting work on campus.

3.2 Parking Zones and Lot Assignments

Certain parking lots and or portions of lots are designated as Faculty/Staff only. Those lots/areas are identified by signs. Students are not permitted to park in these lots/areas, except in spaces designated for persons with disabilities, which spaces may be used by any vehicle displaying the required permit, as set forth below in the section on Parking by Individuals with Disabilities. Parking lots/areas designated for the resident staff and students are only for parking of resident staff and students. No one else is permitted to park in those lots/areas.

Most of the Faculty/Staff lots are open to all faculty and staff. To avoid overcrowding there are select lots which are restricted to a subgroup of faculty and staff. The faculty and staff who are authorized to park in these lots will be issued a separate hangtag identifying the lot as well as the parking decal. Anyone who does not have the appropriate hangtag is not permitted to park in these lots.
Regular Faculty/Staff and Student parking decals authorize the registrant to park 8 a.m. through 11 p.m. Monday through Friday and 8 a.m. through noon on Saturdays.

Faculty/Staff parking areas and space are designated by white lines and student parking areas are designated by yellow lines.

Faculty, staff, and students who travel in groups to attend athletic or other NYIT sanctioned away events and need to park their cars on campus for extended periods need to register and obtain temporary permits from the Office of Campus Security.

Please refer to nyit.edu/ow for the campus map of the Old Westbury campus.

Please refer to nyit.edu/ci for the campus map of Central Islip site.

NYIT does not operate parking facilities at the Manhattan campus. The NYIT community is encouraged to use public transportation or parking facilities open to the public. NYIT has agreements with certain parking facilities to make discounted parking fees available to the NYIT community. For more information and names of these facilities, go to nyit.edu/locations/manhattan.

- Faculty/Staff Parking

  A registered vehicle may be assigned to a specific parking lot(s) determined by the vehicle owner’s affiliation with NYIT. The lot assignments are indicated on the hangtag, if issued, and must be visible through the front windshield when the vehicle is parked.

  Dedicated parking space is available only for the following:

  - Chief of Staff
  - General Counsel
  - Vice Presidents
  - Academic Deans (excluding Associate Deans, Assistant Deans, other similar titles, and non-academic Deans)
  - Select NYIT service vehicles

  Dedicated parking spaces are identified by a sign at the parking space. Parking at these spaces by anyone else is prohibited at any time.

- Student Parking

  Students are authorized to park in areas and lots not designated as Faculty/Staff only, except that students with vehicles displaying the required permit, as set forth below in the section on Parking by Individuals with Disabilities, may park in spaces anywhere on the campus which are designated for persons with disabilities. Please refer to the paragraph below for resident student parking.
• **Resident Parking**

Staff and students who are resident on campus are issued a hangtag indicating the parking lot/area in which they are authorized to park as well as the parking decal. Resident permits are issued on an academic year basis. They are valid through August 31.

If a resident student moves out of student residences in the middle of the year, he or she loses the resident student parking privileges immediately and must return the corresponding hangtag.

• **Parking for individuals with disabilities**

NYIT provides reserved parking spaces for persons with disabilities. Vehicles with New York State license plates with the International Symbol of Access or valid parking permits with the International Symbol of Access can park at these spaces. Parking by any other vehicle is prohibited. Such New York State license plates may be obtained from the New York Department of Motor Vehicles. The parking permits may be obtained from the locality the individual lives in. The parking permits have expiration dates. After the expiration date, it is not valid and cannot be used.

Persons with temporary disabilities may obtain a temporary parking permit from their locality.

In accordance with New York State regulations, these license plates or permits only entitle a vehicle to park in spaces designated for the disabled if the individual to whom they are issued is a driver or passenger in the vehicle.

These license plates and/or parking permits do not exempt the holder from other parking regulations.

NYIT, just like New York State, honors out-of-state plates and permits for persons with disabilities.

Any faculty, staff, or student with disabilities, either permanent or temporary, should register their vehicle with the Office of Campus Security.

• **Visitor Parking**

During normal business hours (8 am to 5 pm, Monday through Friday excluding NYIT holidays), visitors may park in designated visitor areas. Faculty, staff, and students cannot park in visitor parking areas.

• **Overnight and Weekend Parking**

Overnight and weekend parking is by special permit only. Normally only resident staff and students and University owned vehicles are issued these permits. Visitors and others who require overnight and/or weekend parking accommodations should request a special permit in advance from the Office of Campus Security during normal business hours. Vehicles parked overnight or weekend without a permit are in violation of NYIT parking regulations.
• **Loading Zones**

Each building on campus has a designated loading dock or loading zone. These zones are to be used only for loading and unloading deliveries to and from the building. Parking is not permitted in these zones. Only fifteen minute standing in these zones while loading or unloading is permitted.

3.3 **Traffic and Parking Rules and Regulations**

• NYIT provides campus roads and parking facilities to its constituency as a privilege. Anybody driving and/or parking on campus agrees to abide by the relevant campus regulations, as well as state and local laws and regulations.
• Driving or parking on campus is at your own risk. NYIT is not responsible for theft of the vehicle or any of its contents, or any other damage to the vehicle or its occupants unless demonstrably caused by the negligence or overt actions of NYIT or any of its employees.
• Driving a vehicle on grass, sidewalks, or walkways is prohibited.
• Vehicles must be driven in a safe manner based on the weather and other road conditions.
• Vehicles must be driven within the posted speed limits.
• Vehicles must yield to pedestrians on crosswalks and intersections.
• Parking on campus is only authorized in appropriately marked parking spaces. Parking in unmarked areas is not permitted.
• All faculty, staff, and student vehicles parking on campus must be registered and must display the proper parking decal.
• Parking regulations are enforced 24 hours a day, 7 days a week, 365 days a year. Violators are subject to ticketing, fines, towing, or booting.
• All citations, fines, and expenses related to violations, including towing or booting, of vehicles with NYIT parking permits are issued against the parking permit holder. For non-NYIT registered vehicles, the vehicle owner is responsible for all violations and fines.
• Parking privileges are non-transferable.
• One individual permit holder must have no more than one vehicle parked on campus at any one time.
• If parking is not available in an assigned lot, use another lot at the campus. Call 516-686-7789 or 631-348-7789 to alert the Office of Campus Security that your assigned lot is full.
• Parking on grass, roadways, sidewalks, walkways, loading zones, building entrances, or other access roads is strictly prohibited.
• Tampering with or altering a NYIT parking permit is prohibited.
• Parking in spaces designated for the disabled by vehicles not displaying a valid permanent or temporary license plate or permit with the International Symbol of Access is not permitted at any time.
• Parking in spaces designated for the disabled by vehicles displaying a valid permanent or temporary license plate or permit with the International Symbol of Access while the individual to whom the plate or permit was issued is not traveling with the vehicle is not permitted at any time.
• All campus roads and unmarked areas in parking lots are fire lanes. Fire lanes may or may not be explicitly marked.
• Standing or parking in fire lanes is only allowed for emergency vehicles responding to an emergency. All other vehicles are prohibited from standing or parking in those areas.
• No parking is permitted in loading zones.
- Vehicles in violation of disabled parking rules, fire lane rules, loading zone rules, and blocking access or travel lanes are subject to towing without any advance warning.
- Absence of signage is not an authorization to park. Parking is permitted in designated areas within the painted lines only.
- "University Vehicles Only" parking is reserved only for vehicles owned by NYIT. Personal vehicles of employees or students, even with a valid NYIT parking permit, are not permitted to park in these spaces.
- Visitor parking areas are reserved for visitors only (non-NYIT registered vehicles).
- NYIT reserves the right to close parking lot(s) for snow removal, repair and maintenance, and special events.
- Any vehicle towed at NYIT that is not retrieved within 24 hours of the tow will encumber a storage fee. Vehicles not retrieved after 60 business days will be disposed of.
- Vehicles unattended for over 24 hours (except resident staff and students vehicles) will be classified as abandoned and will be towed and stored at the owner’s expense. Vehicles unclaimed after 60 days will be disposed of.
- NYIT campuses are also patrolled by local law enforcement agencies, which will issue their own citations for violations of the New York State traffic and DMV laws and regulations.
- Repeat offenders are subject to gradually increasing fines and sanctions including booting and/or towing. For the purposes of determining repeat offender status anybody who receives more than one citation within any 24 month period will be considered a repeat offender, even if the previous fines are paid and citations are closed.

4 PROCEDURE

4.1 Traffic and Parking Enforcement

The Office of Campus Security enforces the traffic and parking rules and regulations on NYIT campuses in New York. Anybody who violates traffic and parking rules and regulations will be issued a citation. Depending on the violation, each citation carries a fine. Additionally, depending on the violation and/or number of repeat offenses and unsettled previous citations the vehicle may be booted or towed.

Citations must be responded to within 10 days of issue.

4.1.1 Guilty Plea

The recipient of a citation may wish to plead guilty to the infraction indicated on the citation. In that case, check off the appropriate box on the citation and mail or deliver in-person a copy of the citation and the appropriate payment for the fine made out to “NYIT Traffic Court” to the Office of the Bursar within 10 calendar days of the issuance of the citation.

Office of the Bursar will accept walk-in pleas and payments in the form of cash, check, and credit card during their operating hours only. Outside of their operating hours walk-in pleas and payments only in the form of check and credit card will be accepted in the Office of Campus Security.
4.1.2 Not Guilty Plea (Appeal)

The recipient of a citation may wish to plead not guilty to the infraction indicated on the citation. In that case, an appeal must be filed in writing within 10 calendar days of the issuance of the citation. An appeal form can be obtained from the Office of Campus Security. The appeal can be dropped off at the Office of Campus Security desk, mailed or e-mailed to:

Citation Control Coordinator
New York Institute of Technology
Northern Boulevard
P.O. Box 8000
Old Westbury, NY 11568-8000
owsecurity@nyit.edu

or

Citation Control Coordinator
New York Institute of Technology
P.O. Box 9029
Central Islip, NY 11722-9029
cisecurity@nyit.edu

The Citation Control Coordinator will review the appeal and inform the applicant of the outcome of the appeal review.

The applicant has 10 calendar days from the day of the Citation Control Coordinator’s decision to pay the fine or further appeal to the Traffic Appeals Committee. The payment can be made to the Office of Campus Security as shown in section 7.1.1. Further appeals can only be made in extenuating circumstances. In case of a further appeal, file a new appeals form indicating that it is for the Traffic Appeals Committee at the above addresses.
Appeals will not be considered for the following infractions, unless the applicant can prove there was no violation:

- Disabled parking space or fire lane violation
- Traffic or access obstruction
- Altered permit
- Display of stolen or lost parking permit decal/hangtag
- Repeat offender

Towing and storage charges are not appealable.

If an appeal has not been received within 10 calendar days of the issuance of the citation, an automatic guilty plea will be entered and the fine will be due.

4.1.3 Late Payment Penalties

A compounded late payment fee of $25 will be assessed per citation for every 90 days the fine is unpaid. NYIT reserves the right not to allow any student who has open citations with unpaid fines to register for the following academic semester or to obtain transcripts or other student records.

5 INQUIRIES

Direct inquiries regarding this policy to:

**Office Location & Address**
New York Institute of Technology
Division of Information Technology and Infrastructure
Green Lodge, Suite #204
Northern Boulevard
Old Westbury, NY 11568-8000
Phone: 516.686.1414
Fax: 516.686.7405

**Mailing address**
Division of Information Technology and Infrastructure
Green Lodge, Suite #204
New York Institute of Technology
PO Box 8000
Old Westbury, NY 11568-8000

**Hours of Operation**
The Office of Information Technology and Infrastructure can be reached Monday through Friday between 9 a.m. and 5 p.m.
### SCHEDULE OF FINES AND FEES FOR 2013-2014

The following fines and fees are in effect for 2013-2014 academic year:

<table>
<thead>
<tr>
<th>Fine Description</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement parking decal or hangtag</td>
<td>$10</td>
<td>$15</td>
<td>$20</td>
</tr>
<tr>
<td>Unsafe driving</td>
<td>$50</td>
<td>$100</td>
<td>$200</td>
</tr>
<tr>
<td>Speeding</td>
<td>$50</td>
<td>$100</td>
<td>$200</td>
</tr>
<tr>
<td>Driving on unpaved surface</td>
<td>$25</td>
<td>$50</td>
<td>$75</td>
</tr>
<tr>
<td>Littering</td>
<td>$10</td>
<td>$25</td>
<td>$40</td>
</tr>
<tr>
<td>No parking permit/decal/hangtag</td>
<td>$25</td>
<td>$35</td>
<td>$45 + boot</td>
</tr>
<tr>
<td>Altered permit/display stolen permit</td>
<td>$50</td>
<td>$65 + boot</td>
<td>$70 + boot</td>
</tr>
<tr>
<td>Parking violation</td>
<td>$30</td>
<td>$45</td>
<td>$50 + boot</td>
</tr>
<tr>
<td>Fire lane violation</td>
<td>$100 + tow</td>
<td>$150 + tow</td>
<td>$200 + tow</td>
</tr>
<tr>
<td>Disabled parking violation</td>
<td>$100 + tow</td>
<td>$150 + tow</td>
<td>$200 + tow</td>
</tr>
<tr>
<td>Tow</td>
<td>$250</td>
<td>$250</td>
<td>$250</td>
</tr>
<tr>
<td>Daily storage fee</td>
<td>$10</td>
<td>$10</td>
<td>$10</td>
</tr>
<tr>
<td>Boot removal fee</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
</tr>
</tbody>
</table>