



# CONNECTICUT COLLEGE

## Connecticut College Motor Vehicle Regulations

Revised: February 2018

The Connecticut College Motor Vehicle Regulations are formulated for the safety and convenience of the College community and their guests. Everyone who operates or parks a motor vehicle on the Connecticut College campus is subject to these regulations. Please read these regulations thoroughly and be familiar with all motor vehicle requirements outlined in this document.

### I. Registration

All vehicles operated on campus by members of the College community must register their vehicle online using the T2 parking management software portal on CamelWeb and properly display the valid issued pass.

#### A. Student Registration

Students—with the exception of first year students—may register one vehicle permanently for the academic year which must be owned by them, a parent, a legal guardian or a spouse. Students can register for a parking decal online using the T2 parking management software portal on CamelWeb starting on the day they are scheduled to move into their residence hall room. Online registration requests will require a digital copy of the current state vehicle registration, of the vehicle being registered, be uploaded for verification. There is a \$75 fee per academic year to register and this fee will be charged to the student’s account. First year students are not permitted to register vehicles. Decals must be adhered to the inside of the driver’s side rear most window. A processing fee for replacement of decals is \$15.00.

#### 1. Parking Lot Assignment

Students are assigned a parking lot location by residence hall. Parking assignment locations are: NORTH LOT, WEST LOT (previously gravel lot), SOUTH LOT, ALL LOWER CAMPUS (Any River Ridge, Winchester, or AC Lot parking space), or AC LOT ONLY. *Parking lot assignment is dependent on space availability. If the closest parking lot to a student’s residence hall has reached capacity, the next closest lot with available space will be assigned.*

#### Parking Lot Assignment

NORTH LOT  
  
WEST LOT  
  
SOUTH LOT  
ALL LOWER CAMPUS

#### Residence Halls

Plex Residence Halls, Katherine Blunt, Larrabee, Earth House/360 Blackstone, Branford, Burdick, Knowlton, Lazrus, Plant, Windham, Smith  
Harkness, Addams, Freeman  
River Ridge, Winchester

**Decals only permit parking in their assigned area and do not authorize parking in any other parking locations at any time and decals are not transferable.**

## *2. Residence Hall Changes*

If the Office of Residential Education and Living approves a student to change room assignment and it results in the new residence hall being in a different lot assignment location from the previous residence hall, the student is allowed to obtain a revised parking decal. The student must show proof of approval from the REAL Office and return their current parking decal to the Camel Card Office for a new decal. *Parking lot assignment is dependent on space availability. If the closest parking lot to a student's residence hall has reached capacity, the next closest lot with available space will be assigned.* AN UPDATED PARKING DECAL WILL NOT BE ISSUED WITHOUT THE RETURN OF THE CURRENT PARKING DECAL.

## *B. Faculty and Staff Registration*

Faculty and staff are entitled to register no more than two vehicles for the duration of their employment at the College. Faculty and staff can register for a parking decal online using the T2 parking management software portal on CamelWeb starting on their first day of employment. Online registration requests will require a digital copy of the current state vehicle registration, of the vehicle being registered, be uploaded for verification. If online submission isn't possible, parking registrations can also be processed in person at the Camel Card Office. Decals must be adhered to the inside of the driver's side rear most window. Faculty and staff may only park in parking spaces designated for faculty and staff parking.

In addition, by accepting a parking permit from Connecticut College, all faculty and staff hereby agree to the following statement:

*By my electronic consent, I accept the responsibility of this parking permit and all incidents and fines incurred by the vehicle in which the permit is displayed. Free parking privileges are extended to all Connecticut College employees who abide by campus motor vehicle regulations and pay outstanding violations promptly. I understand that I am able to appeal a parking fine incurred by submitting an appeal form within 15 days of the motor vehicle violation to the Campus Parking Committee (comprised of students, staff, and faculty); appeals are submitted online in the T2 system; instructions can be found on CamelWeb on the Policies/Forms page under Campus Safety; paper appeal forms may be obtained from and submitted to the Campus Safety Office, the Camel Card Office, or the Gatehouse. I understand and agree that Appeal decisions of the Campus Parking Committee are final. I understand and agree that unpaid motor vehicle violation fines outstanding for more than 60 days after the initial fine or the appeal decision, whichever is later, will be referred to the College's outside collection agencies, outside counsel, or other agents for collection. I understand that I shall reimburse the College, on demand, for any and all costs and expenses, including costs of collection, attorneys' fees and expenses and court costs incurred by the College in collecting unpaid motor vehicle violation fines and agree to pay the fees of any collection agency used to collect unpaid motor vehicle violation fines, which fees may be based on a percentage of up to 40% of the outstanding amount, or the maximum allowable by*

*law, all of which will be due and owing at the time of the College's referral of my unpaid motor vehicle violation fines to a third party for collection. I agree that if I fail to settle the unpaid motor vehicle violation fines in full, the College may withhold future services, including, but not limited to withholding academic transcripts and preventing enrollment and may report my failure to pay the amount due to credit bureaus and national consumer reporting agencies. I expressly authorize, and specifically consent to allowing, the College and/or its outside collection agencies, outside counsel, or other agents to contact me in connection with any and all matters relating to amounts due. I agree that, for attempts to collect unpaid past due charges, such contact may be made to any mailing address, telephone number, cellular phone number, e-mail address, or any other electronic address that I have provided, or may in the future provide, to the College. I agree and acknowledge that any e-mail address or any other electronic address that is provided to the College is my private address and is not accessible to unauthorized third parties. I agree that in addition to individual persons attempting to communicate directly with me in connection with any and all matters relating to amounts due, the College and/or its outside collection agencies, outside counsel or other agents may use, among other methods, pre-recorded or artificial voice messages delivered by an automatic telephone dialing system, pre-set e-mail messages delivered by an automatic e-mailing system, or any other pre-set electronic messages delivered by any other automatic electronic messaging system.*

#### *C. Special Permits*

Students with permanent disabilities that require accessible parking on campus, must obtain a Handicapped Parking Permit in their name that is issued by their state of permanent residence. Students with a state-issued Handicapped license plate, placard, or hang-tag will be permitted to park in handicapped parking spaces on campus. Any student without such a permit will be subject to the College's motor vehicle regulations regarding who is eligible to park on campus and how to properly register for a parking decal through the T2 parking management software portal on CamelWeb.

Transportation to classes and on-campus activities through Campus Safety is an available accommodation for students with disability-related mobility issues. Please contact Campus Safety at 860-439-2222 (x2222) for further instructions.

#### *D. Temporary Passes*

Student vehicles that are unregistered with the College and will be on campus for a week or less must obtain a temporary pass from the Camel Card Office. Temporary passes will be issued if parking is needed for more than one day. The pass cannot exceed seven days. Only two temporary passes will be issued per person per academic year. Parking day passes must be obtained through Campus Safety at Nichol's House located behind South parking lot.

#### *D. Changes*

It is the responsibility of the registrant to report any changes in vehicle status such as a change in state registration or change in ownership to the Camel Card Office.

#### *E. Correspondence*

All correspondence related to motor vehicles regulations violations will be sent to the individual

identified as the owner of the automobile as well as the individual identified as the operator of the vehicle.

#### *F. Parking Assignment Appeals*

All students who wish to request a change to their parking location assignment must submit an appeal to the Parking Assignment Appeals Committee using the form located on the Camel Card Office website. Appeals will be decided within fourteen days from the date of submission. To submit your appeal, please deliver your completed form to the Camel Card Office or email [camelcard@conncoll.edu](mailto:camelcard@conncoll.edu). Committee decisions are final.

## **II. Motor Vehicle Operation**

Motor vehicle operators must obey the basic rules of safe driving common to state motor vehicle codes. Particularly on the Connecticut College campus:

- Pedestrians have the right of way
- Speed limit is 15 mph
- All vehicle operators must cooperate with vehicle identification check, when in effect at the Gatehouse.

## **III. Parking**

### *A. Parking spaces*

Parking is permitted only at posted parking spaces. Parking is prohibited elsewhere, even in the absence of *No Parking* signs.

There is no parking in faculty/staff spaces by students with the exception of the following times.

- Monday-Friday from 5pm until 2:30 a.m.
- Saturday & Sunday all day (Student vehicles must be removed from Faculty/Staff spots no later than 2:30 a.m. Monday morning).

**NOTE: STUDENTS ARE NOT PERMITTED TO PARK IN THE ADMISSIONS LOT AT ANY TIME. FACULTY AND STAFF CANNOT PARK IN ANY SPACES DESIGNATED FOR VISITORS. A PARKING CITATION WILL BE ISSUED TO ANY PERSON WHO VIOLATES THIS POLICY REGARDLESS OF VEHICLE REGISTRATION WITH THE COLLEGE.**

### *B. Parking Restrictions*

Parking is forbidden where it creates a hazard, is a threat to safety, is a nuisance, or when it damages College property. The following are explicitly forbidden:

- Blocking a fire hydrant or fire lane
- Blocking a building exit/loading zone
- Blocking a crosswalk, walkway or driveway
- Parking in a posted tow zone
- Parking on a sidewalk or unpaved area
- Parking so as to create a traffic hazard
- Parking in a designated handicapped area without permit
- Parking which blocks a lane of traffic
- Parking in non-designated parking spaces

### *C. Student Lot Parking*

Vehicles are restricted to parking spaces in the area designated on the decal. A special thirty (30) minute pass may be obtained at the Campus Safety office in Nichols House for parking in any student/faculty/staff spaces in other lots on campus for the purpose of loading or unloading a vehicle.

### *D. Parking during vacation periods*

Student vehicles left on campus during winter or spring break must be parked in the North Lot. Any vehicle that is left on campus during winter or spring break may be towed to the North lot at the owner's expense. Student vehicles shall not be left on campus during summer recess and are subject to being towed off campus.

## **IV. Visitors' Vehicles**

All visitors should obtain a one-day temporary pass from the Campus Safety office in Nichols House.

## **V. Motorcycles and Mopeds**

Motorcycles and mopeds are considered motor vehicles and are subject to these regulations, with the exception that mopeds may be parked at outside bike racks. Under no circumstances may such vehicles be parked indoors.

## **VI. Towing**

### *A. Causes for Towing*

The College reserves the right to have vehicles towed from campus at the owner's expense under the following circumstances:

1. If parked in violation of Section III or Section V.
2. Upon receipt of any motor vehicle citation in excess of six (6) during the academic year.
3. If banned from campus.
4. At the discretion of Campus Safety when justified by existing conditions.

### *B. Responsibility*

The College does not assume responsibility for damage or costs that may result from having a vehicle towed.

### *C. Citation*

A parking citation will be issued for any violation of these regulations that is reason for towing. Settlement with the tow truck operator and voluntary removal of the offending vehicle will not void or reduce this fine.

## **VII. Penalties**

### *A. Moving Violations*

Any moving violations such as speeding, disobeying a stop sign, driving so as to endanger others, carrying passengers on the outside of a vehicle, etc., or for failure to cooperate with vehicle identification check at the Gatehouse, will receive a moving citation with a fee assessed. For driving or parking on any greens and/or grass area, a moving or parking citation will be issued with a fee assessed. In addition, restitution of damage incurred will be the responsibility of the vehicle's registered operator.

In addition, the first such offense could result in the loss of vehicle operation and parking privileges for 30 days (excluding vacations), and the second offense could result in the loss of the same privileges for the academic year. A vehicle registered in the name of the offender is subject to loss of driving and parking privileges on-campus.

#### *B. Non-moving Violations*

Vehicles not registered with the College will receive a parking citation, with a fee assessed, and are subject to being booted until properly registered. Vehicles parked so as to create a hazard (see III A) may be towed from campus at the owner's expense (see VI Towing). In addition, a fine will be imposed.

#### *C. Responsibility*

The person in whose name the vehicle is registered is responsible for all penalties incurred by the vehicle. Ignorance of the College's Motor Vehicle Regulations does not excuse or release the registered operator from responsibility.

#### *D. Student Conduct Process*

Students who have accrued six (6) or more tickets for ANY motor vehicle violation will be referred to the conduct process, administered by the Office of Student Life, for non-compliance with College regulations. Fraudulent registration or improper transfer, receipt, or theft of a decal will subject the offender to the conduct process and will result in permanent loss of vehicle privileges.

Any motor vehicle citation for reckless driving is subject to immediate referral to the conduct process.

### **VIII. Appeals**

The Campus Parking Committee, which includes students, staff and faculty representatives, is responsible for the decision of appeals of all motor vehicle violation citations. Appeals must be filed with the Office of Campus Safety within fifteen (15) days of the violation. Any appeal received after fifteen (15) days will not be considered. Appeals need to be placed online using the T2 parking management software portal on CamelWeb. Committee decisions are final.

### **IX. Vehicle Breakdowns**

If your vehicle breaks down in an unauthorized parking area, you must obtain a Breakdown Pass from the Gatehouse.

### **X. Booting**

A. The College reserves the right to have vehicles booted at the owner's expense under the following circumstances:

1. If the owner of the vehicle is unknown and/or the vehicle is not properly registered with the College.
2. If the vehicle has been banned from campus
3. If the motor vehicle has received six (6) or more parking citations
4. At the discretion of the Campus Safety Director when justified by existing circumstances.

B. The College does not assume responsibility for damage if attempt is made to move vehicles while booted.

C. Any violation of the Motor Vehicle Regulations that is a reason for booting will result in a

parking citation with a fee assessed.

- D. Vehicle boots will not be removed until one or all of the following conditions have been met:
1. If currently unregistered with the College, the owner/driver has properly registered the vehicle in the Camel Card Office
  2. When all active citations have been paid or transferred to a student billing account through the Bursar's Office
  3. If the owner/driver is currently in the Student Conduct Process, the conduct process has concluded
  4. With the express approval of the Campus Safety Director