

Your Car On Campus 2012



The Official vehicle rules & regulations of the University of Hartford

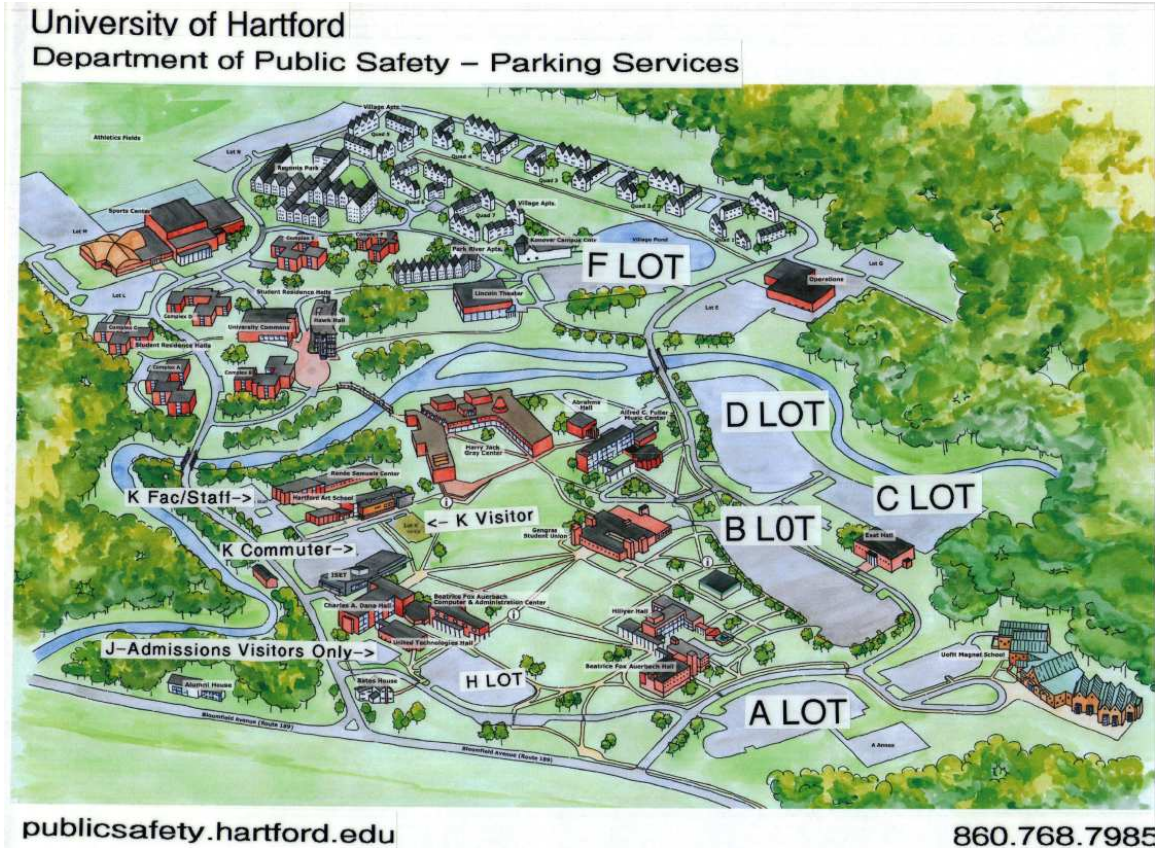
A living document published by the Department of Public Safety -
Division of Parking Services. The current version of this living
document is available at <http://publicsafety.hartford.edu/ycoc.pdf>

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Last Revision Update August 23th 2011

Main Campus Map



Special considerations for:

HANDICAP

In accordance with State of Connecticut Statutes, and Federal ADA regulations Handicap parking is reserved for those persons who have displayed a state issued handicap hang tag, or a vehicle that has state issued handicap plates. The fines for parking in a handicap space when not authorized are progressive starting at \$150.00 for the first offense, \$250.00 for the next and will result in judicial charges for all students violating the law. The University of Hartford supports all efforts to make our community more accessible to those with mobility issues. The Department of Public Safety will report to any state authorities any and all handicap permits confiscated for not being issued to the owner/operator of the vehicle in accordance with that states handicap permit laws.

Van loading access handicap spaces are provided where possible. Parking is never allowed in the loading zone of these spaces even by another vehicle displaying a valid handicap permit or state issued handicap plates.

If you have a valid state issued handicap permit, or state issued handicap plates on your vehicle and there are no handicap designated spaces available and any given location you may park in any available **NON RESERVED** space as long as your plates are visible or you state issued hang tag is displayed. For students this includes resident permit holders parking in commuter lots, including F lot, and allows residents to park in the rear Regents Park lot, and complexes with handicap spaces.

MOTORCYCLES

The University requires that staff and students register their Motorcycles. While no physical permit is issued to you or displayed, the Motorcycles state issued registration plate number will be the permit number on file. As a result if you change your plate on your Motorcycle you must notify the Parking Services division to avoid being cited for not having a permit.

VISITORS

All visitors are required to register their vehicles with Public Safety before parking. Visitors may obtain dash permits from University department and organization sponsors prior to the date of the visit.

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This dash permit VIP will specify where the visitor can park their vehicle.

Visitors to the University who are not being sponsored by a department or organization may park in any visitor designated space in the surface lots, or in the visitors only lot located at the Harry Jack Gray Center.

Visitor spaces and lots are protected and the fine for parking in a visitor space is \$100.00. **University permits ARE NEVER ALLOWED TO PARK IN A VISITOR SPACE, OR PARK IN A VISITOR LOT.**

SPECIAL EVENTS: (conferences, sporting events, theatre and concerts)
Special events and conferences may supply special event dash permits by registering the event with Public Safety.

Concerts and sporting events do not require parking permits, but require that you park in specific areas for those events.

Parking for all theatre and concerts at the Hartt School including those in Millard Auditorium, Bliss & Berkman performance spaces will be allowed in any NON RESERVED parking space in C and D lots across the street from the Hartt School. Performances at the Lincoln Theater allow for parking in F lot in any NON RESERVED parking space, overflow in D or C lots in any NON RESERVED spaces.

All sporting event parking is in L – Lot in front of, and in M - lot behind the Sports Center Main Arena.

FAC/STAFF:

May only park where their hang tag indicates at all times when on campus except when approved by Public Safety in advance, by issuance of a special permit, or a change in hang tag designation. (i.e. special medical needs, change in location of office assignment, loading or unloading materials)

COMMUTERS:

May only park in areas where commuter permits are allowed. We restrict residential student parking to the residential side of campus to free as many spaces on the academic side of campus for commuters, but even with this restriction commuters may need to add some extra time before class each day to find parking in a commuter location which may not be the closest lot to their class.

RESIDENTS:

May only park in areas where residential permits are allowed.

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We restrict commuter student parking to the academic side of campus to make available as many spaces on the residential side of campus for resident permits.

UNDERSTANDING SCOFFLAWS

All University of Hartford community members who are issued a parking permit are required, in exchange for the privilege of driving and parking their vehicle on our campus, to follow the rules as stated in the living document Your Car On Campus.

The parking system software calculates a scofflaw status for every vehicle on the system. These values are based on the number and type of citations you or your vehicle are issued in any given academic year. You are not allowed more than five non moving violations, or two moving violations in any academic year.

What confuses most people is that they mistakenly think that by paying the citation that action lowers the scofflaw count. It is not a question of if the citation is paid or not paid. It is the fact that you broke the established rules and were issued the citation in the first place.

Moving violations – violations of the rules & regulations while your vehicle is in motion such as passing on campus road, speeding, running stop signs, failure to grant right of way to pedestrians, etc are considered as grave dangers to our community as a whole and two such violations in any one academic year – September 1st till August 31st – will result in an automatic revocation of your driving and parking privileges for the rest of that academic year and possible OSC charges for students and progressive discipline for staff members.

The system uses your email preference set by you in self-service to send you status messages as your scofflaw status changes. Tow Final Warnings and Ban and Tow notice hard copies are sometimes also mailed to the default address on record in self-service.

- **Tow Warning** = You have accumulated 3 citations so far this academic year.
- **Tow Final Warning** = You have accumulated 4 citations this academic year and one more violation will trigger your vehicle ban and automatic loss of driving privileges for the rest of that academic year.
- **BAN** = You are now in a seven day count down to a TOW status where your privileges are suspended and any vehicle driven by you is subject to being towed off campus at your expense. During

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the seven day count down you must either come into Public Safety and meet with the Parking Services staff to discuss your situation, or surrender your parking permit and remove your vehicle from campus prior to midnight of the seventh day.

- If you ever park in a state issued handicap space without a state issued handicap hang tag displayed or have state issued handicap plates on your vehicle your scofflaw indicator will include HC noting that you have already been issued the state mandatory fine of \$150.00 for the first offense. A second offense will require the fine of \$250.00.**

During a vehicle ban the offending operator may not operate or park ANY vehicle on campus, and no one may operate ANY vehicle belonging to or operated by the offending operator.

Such vehicles are considered to be banned from ALL University campus parking areas or roads or from any University controlled property and will be immobilized and/or towed at owners expense and responsibility if found operating or parked said property. Failure to adhere to this policy may also result in administrative disciplinary action and or charges through the Office of Student Conduct as allowed in the SOURCE.

Appeals of these bans may be made only in person to the Parking Services Staff or the Director of Public Safety, and may include a \$250.00 reinstatement fee. This reinstatement fee is only available one time during any given academic year and can only remove five violations from your scofflaw count so if you continue to accumulate violations over the 5 limit, a ban reinstatement fee may only bring your scofflaw count down to a status of Tow Warning or Tow Final warning.

Please contact the Parking Services Staff Monday through Friday 7 am to 3 pm at 860.768.7985 or the Director of Public Safety for an appointment if you wish to make an appeal of a ban at 860.768.7985

Lot by Lot - what permit is allowed where and when:

A – Fac/Staff Lot

- Limited number of 15 minute spaces available.
- Limited number of Handicap Reserved Spaces (requires state issued permit)
- Only reserved permits in specific reserved spaces.
- Only Fac/Staff with A – Lot hang tags are allowed in A lot between the hours of 8 am and 430 pm Monday through Friday.
- Resident Permits **ARE NEVER ALLOWED** to park in A - FAC/STAFF LOT.
- Commuter Permits are allowed in A – Lot after 4:30 pm Monday through Friday, and 730 am till 2 am on weekends.
- University Visitors & Guests are allowed in DESIGNATED VISITOR SPACES at all times in A Lot.

A – ANNEX LOT (Watkinson School Property located through the tree line and the southern edge of A Fac/Staff Lot.

Please note that the University of Hartford does not own this lot and is not responsible for the availability of this lot. In the past year due to construction A ANNEX has been closed to traffic more often then not and commuter students should arrive early in case parking is not open in A ANNEX so that parking in B or C lots can be located in time to make it to class.

- Only Commuter permits are allowed 730 am till 2 am in A – ANNEX LOT.

AUERBACH LOT (behind Auerbach Hall and Hillyer Halls)

- Limited number of 15 minute spaces available.
- Limited number of Handicap reserved spaces (requires state issued permit)
- Only reserved permits in specific reserved spaces.

B – COMMUTER LOT

- Limited number of 15 minute spaces available.

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- Limited number of Handicap reserved spaces (requires state issued permit)
- Only reserved permits in specific reserved spaces.
- Commuter Permits allowed Monday through Friday 730 am till 2 am.
- Resident Permits **ARE NEVER ALLOWED** to park in B COMMUTER LOT.
- University Visitors & Guests are allowed in the limited designated Visitors spaces of B - COMMUTER LOT.

C – LOT

WARNING: C LOT IS IN AN ACTIVE FLOOD PLAIN OF THE HOG RIVER AND MAY BE SUBJECT TO FLOODING UNDER HEAVY RAINS. THESE AREAS INCLUDE THE SECTION ALONG THE HOG RIVER BANK AND THE SECTION TO THE REAR OF EAST HALL.

- Only Fac/Staff with C – Lot hang tags are allowed to park in reserved C - Lot spaces.
- Commuter permits allowed Monday through Sunday 730 am till 2 am in any NON RESERVED space. Commuters posted by Residents may park in C – OVERFLOW LOT from 2 am till 730 am for the day(s) posted by the Resident host in any NON RESERVED space.
- Resident Permits may park in any NON RESERVED space in C – OVERFLOW LOT at any time.
- Posted guests of residents can only park in C – Lot in any NON RESERVED space.

D – LOT (including in front of Abrahms and rear of HJG)

WARNING: SECTIONS OF D LOT ARE IN AN ACTIVE FLOOD PLAIN OF THE HOG RIVER AND MAY BE SUBJECT TO FLOODING UNDER HEAVY RAINS. THESE AREAS ARE LOCATED RIVERSIDE BY THE FLOOD CONTROL BRIDGE AND THE REAR THAT HUGS THE RIVER BANK.

- Only Fac/Staff with D – Lot permits are allowed in reserved spaces.
- Only reserved permits in specific reserved spaces.

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- Commuters are **ONLY** allowed in the **RED PAINTED SPACES** of D – LOT from 7:30 am till 2am.
- Resident Permits are allowed in any **YELLOW PAINTED NON RESERVED** space of D – LOT.
- University Visitors & Guests are allowed in the limited designated Visitors spaces of D – LOT. With the exception of those general audiences attending active performances.
- **There is NO PARKING ALLOWED ON THE GRAVEL TRACTOR TRAILER PAD LOCATED ON THE RIVERBANK ACROSS FROM THE HARRY JACK GRAY LOADING DOCK. ANY VEHICLE FOUND PARKED ON THIS GRAVEL PAD IS SUBJECT TO IMMEDIATE REMOVAL 24 HOURS A DAY.**

E – RESIDENTIAL LOT

WARNING: E LOT IS IN AN ACTIVE FLOOD PLAIN OF THE HOG RIVER AND MAY BE SUBJECT TO FLOODING UNDER HEAVY RAINS. THESE AREAS INCLUDE THE LOWER PORTION BY THE RIVERBANK AND THE LOWER ROAD ENTRANCE TO THE LOT.

- Limited number of 15 minute spaces available.
- Limited number of Handicap reserved spaces (requires state issued permit)
- Only reserved permits in specific reserved spaces.
- Resident permits allowed at all times.
- Commuter permits **ARE NEVER ALLOWED** in E lot with the exception of parking in a 15 minute designated space, or with Public Safety Permission.

F – LOT (Lincoln Theater & Konover)

WARNING: AREAS OF THIS LOT ARE SUBJECT TO FLOODING IN HEAVY RAINS. THESE AREAS INCLUDE THE SECTION OF THE LOT BY THE KONOVER POND AND THE AREA BY THE LINCOLN THEATER ACCESS ROAD.

- Limited number of 15 minute spaces available.
- Limited number of Handicap reserved spaces (requires state issued permit)

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- Only reserved permits in specific reserved spaces.
- Resident permits **ARE NEVER ALLOWED** in F lot unless parked in a 15 minute designated space or are in a NON RESERVED space with flashers on for 15 minutes or less.
- Commuter Permits are allowed in F – LOT from 7:30 am till 2 am.

FRONT OF A, B, C & D COMPLEXES, FRONT OF COMMONS, AND FRONT OF REGENTS PARK

- Limited number of Handicap reserved spaces (requires state issued permit)
- Resident and Commuter Permits allowed 7 am to Midnight – after midnight subject to tow due to Hartford Fire Department regulations.

G – RESIDENTIAL/STAFF LOT (the Left hand side as entering G Lot)

- Commuter Permits **ARE NEVER ALLOWED** in G – Lot.
- Residential Permits are only allowed in the left hand side of the lot at all times. The rear row is divided with a sign and resident permits are only allowed to the left of the sign.
- Staff Permits are only allowed in the right hand side of the lot at all times. The rear row is divided with a sign and staff permits are only allowed to the right of the sign.

GENGRAS STAFF LOT (next to East Hall in front of the generators)

- Limited number of Handicap reserved spaces (requires state issued permit)
- Only Fac/Staff with Gengras Staff Lot hang tags are allowed to park in this Lot.
- Commuter permits are allowed in Gengras Staff Lot after 4:30 pm till 2 am.
- Resident permits **ARE NEVER ALLOWED** in the Gengras Staff Lot.

H – ADMINISTRATION LOT (Gate card access only)

- Only reserved permits in specific reserved spaces at all times.

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- Only Fac/Staff with H – Lot permits and card or smart pass access are allowed to park in H lot 6 am to 4:30 pm.
- Commuter permits are allowed in NON RESERVED spaces after 4:30 till 2am.
- Resident permits ARE NEVER ALLOWED in H – LOT.

HEALTH SERVICES LOT (next to Health Services)

- Limited number of Handicap reserved spaces (requires state issued permit).
- Only reserved permits in specific reserved spaces at all times.
- Only Fac/Staff with HEALTH SERVICES permits are allowed to park in the HEALTH SERVICES LOT.
- Resident permits ARE NEVER ALLOWED in the Health Services Lot at any time, unless in a NON RESERVED space with flashers on for 15 minutes or less.
- Commuter permits ARE NEVER ALLOWED in the Health Services Lot. Commuters may park in the adjacent L Lot.

J – ADMISSIONS VISITOR ONLY LOT – RESTRICTED (Across from Bates House and next to UT Hall) \$100.00 fine

- The lot is restricted for Admission Guests and Visitors at all times.
- No University Permits, Fac/Staff or Students are ever allowed in J -LOT.
- University Visitors & Guests are allowed in J – Lot with special dash permits issued by Bates house, or permission of Public Safety.

K – FACULTY STAFF LOT (next to the Hartford Art School)

- Limited number of Handicap reserved spaces (requires state issued permit).
- Only reserved permits in specific reserved spaces at all times.

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- Only Fac/Staff with K FAC/STAFF permits are allowed to park in K lot 6 am to 4:30 pm.
- Commuter permits are allowed in NON RESERVED spaces after 4:30 pm till 2am.
- Resident permits ARE NEVER ALLOWED in K FAC/STAFF LOT.

L – SPORTS CENTER LOT (in front of the main arena)

- Limited number of Handicap reserved spaces (requires state issued permit).
- Only reserved permits in specific reserved spaces at all times.
- Only Fac/Staff with ATHLETICS permits are allowed to park in L - LOT.
- Commuter permits are allowed in NON RESERVED spaces while the Sports Center is open.
- Resident permits ARE NEVER ALLOWED in L - LOT.

M – SPORTING & SPECIAL EVENT LOT (located behind the main arena)

- Is for the express use of Athletics for event/game parking.
- Limited number of Handicap reserved spaces (requires state issued permit).
- Unless instructed to do so in an emergency no student or staff parking permits are allowed at any time.

N – RESIDENTIAL LOT (located east of the Sports Center, includes N ANNEX located behind the ball field fence)

WARNING: AREAS OF THE EAST SIDE AND THE N - ANNEX PORTION ARE LOW LAYING AND PRONE TO FLOODING UNDER HEAVY RAIN CONDITIONS.

- Limited number of Handicap reserved spaces (requires state issued permit)
- Resident Permits allowed at all times.
- Commuter Permits **ARE NEVER ALLOWED** in N RESIDENTIAL LOT.

K – COMMUTER LOT

- Limited number of 15 minute spaces available.
- Limited number of Handicap reserved spaces (requires state issued permit)
- Only reserved permits in specific reserved spaces.
- Commuter Permits only Monday through Friday 730 am till 2 am.
- Resident Permits **ARE NEVER ALLOWED** to park in K - COMMUTER LOT.
- University Visitors & Guests are allowed in the limited designated Visitors spaces of K - COMMUTER LOT and with special dash permits.

K – VISITOR LOT \$100.00 fine.

- Limited number of Handicap reserved spaces (requires state issued permit)
- Reserved for University Visitors & Guests at all times.
- No University staff or student permits allowed at any time.

REAR OF A, B, & C COMPLEX

- This area is reserved and Resident and Commuter permits **ARE NEVER ALLOWED**.
- Only reserved permits in specific reserved spaces.

REAR OF D COMPLEX AND COMMONS LOADING DOCK

- This area is reserved and Resident and Commuter permits **ARE NEVER ALLOWED**.
- Only reserved permits in specific reserved spaces.
- ARAMARK permits allowed in **NON RESERVED** spaces.

REAR OF E COMPLEX

- This area is reserved and Resident and Commuter permits **ARE NEVER ALLOWED**.

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- Only reserved permits in specific reserved spaces.
- Limited number of 15 minute parking spaces.

REAR OF F COMPLEX

- This area is reserved and Resident and Commuter permits **ARE NEVER ALLOWED**.
- Only reserved permits in specific reserved spaces.

REGENTS PARK FAC/STAFF LOT– RESTRICTED (located at the rear of Regents Park and VA Quad number 6). This lot is restricted and reserved parking only!

- Limited number of Handicap reserved spaces (requires state issued permit)
- Resident Permits allowed for 15 minutes or less with flashers on for the purpose of loading or unloading
- Commuter Permits **ARE NEVER ALLOWED** in the rear of Regents Park Parking Area.

SPORTS CENTER STAFF LOT - RESTRICTED (across from the front of Regents Park)

- Restricted to staff ATHLETICS permits only.
- Resident Permits **ARE NEVER ALLOWED** in the Sports Center Staff Lot.
- Commuter Permits **ARE NEVER ALLOWED** in the Sports Center Staff Lot.

VILLAGE APARTMENTS QUAD 1 PARKING AREA –RESTRICTED This lot is restricted and reserved parking only!

- Restricted to ORL permits only

VILLAGE APARTMENT QUADS 2 THROUGH 7 PARKING AREAS

- Limited number of Handicap reserved spaces (requires state issued permit).
- Limited number of 15 minute spaces available.

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- **Commuter Permits ARE NEVER ALLOWED** in quad parking areas, except in 15 minute spaces with flashers on for 15 minutes or less.

University of Hartford Magnet School

- **Parking is enforced at the University of Hartford K-5 Magnet School. Any resident or commuter student parking in the lot must have a University of Hartford Magnet School permit.**

You can keep this section in your vehicle for quick reference! Print the first 16 pages from the adobe print menu.

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The Official vehicle rules & regulations of the University of Hartford

The University of Hartford appreciates the cooperation and courtesy shown by students, faculty, staff, and friends who observe established parking and traffic regulations.

Questions about parking policies may be directed to the Department of Public Safety office, located in the Facilities & Public Safety Complex Building next to E - Lot. The office is open 24 hours a day, 365 days a year and the phone number is 860.768.7985. The website <http://publicsafety.hartford.edu> offers parking information including the living document form of this publication as well as general personal and community safety information. You can get to YCOC by clicking on the menu tab on the left marked "Your Car On Campus".

Policies in this document are for the benefit of everyone who operates a vehicle on campus. Violation of these policies are harmful to everyone's best interest and can result in the loss of parking privileges and, in extreme instances, further disciplinary action.

Everyone who operates a vehicle on campus should recognize that the University of Hartford is primarily a pedestrian community, and under Connecticut state law, pedestrians have the right of way, regardless if they are in a marked cross walk or not. Please be courteous. All rules and regulations are in force 24 hrs a day 365 days a year.

Communication & Access Considerations

In the summer of 2009 the University of Hartford installed a new computerized parking system that offers you as the end user web based access to your parking information via the University of Hartford's secure Self Service Center 24 hours a day. The Self Service Center uses your BANNER information to manage your contact information. **It is important that you maintain your self service access** in order to purchase parking permits, review and pay your citations as well as manage and request appeals. **The system also uses your hartford.edu email address** as the method of notification. In order to receive these notifications you must maintain your email inbox quotas as per the University end user agreements and policies. The University of Hartford and the Department of Public Safety are not responsible for failed notifications to your hartford.edu based email accounts.

Make sure your BANNER contact information is correct. In years past the Department of Public Safety used in house software that contained contact information collected as you posted vehicles or purchased permits. This information was used to contact you if there were issues with your vehicle such as it was located in a low area of a flooding parking lot and should be moved, or was involved in an accident in a parking lot or other situation. The new software package uses your official BANNER information. Please take a moment to login to your Self Service Center account to update your address, cell phone and email information.

Privacy Considerations

The Department of Public Safety respects your privacy and follows University of Hartford, & FERPA regulations with regard to your parking & vehicle information. In the event of an accident reported to us on our property you have the option to request that the local Police authority responsible for the location of your accident be dispatched to take the report. Unlike a sworn Police agency such as the Hartford or West Hartford Police Departments our case reports are not public property and can not be released to anyone paying a fee. Insurance claim adjusters may email pubsafety@hartford.edu the case report request stating the case number, name and address of the insured party involved, the policy number and the claim number. The email must be sent from a registered domain email account. Free accounts from email providers such as AOL, Yahoo, Gmail or Hotmail are not acceptable.

General Considerations

1. Vehicles parked on University-owned or-controlled property must display a parking permit, obtainable on-line at the University of Hartford's self-service portal. Refer to the sections "Obtaining a Parking Permit", and "Displaying a Parking Permit" below. Vendors of the University must have a valid permit for the service year. Vendors should apply for parking

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permits in person at Public Safety.

2. Those who register a vehicle on campus are responsible for the operation and parking of any vehicle for which they have been issued a permit, regardless of who operates the vehicle.
3. The campus speed limit is **15 mph**. Electronic enforcement is used to help reduce speeding.
4. Operators of vehicles displaying an official State issued handicapped permit, or State Issued handicap plates may park in any designated handicapped parking space. Upon the request of a Public Safety or other University official, the bearer of a state handicapped permit will be required to produce official documentation to verify that he or she is the person to whom the permit was issued.

Students, faculty, and staff with a valid handicapped permit must also obtain and display a University of Hartford parking permit. There is no other long-term parking provision for persons with special needs. Vehicles parked in official State Handicapped Reserved spaces which in some situations include the striped lines adjacent to the space indicating a wheelchair loading zone and do not display the appropriate permit and /or plates authorization access to these official spaces are subject to a fine of \$150.00 for the first offense, and \$250.00 for the second offense, and/or towing at the owner/operators expense and responsibility. Those who need short-term accommodations for health issues should contact the Department of Public Safety office before parking anywhere other than their assigned area.

5. If it is necessary to use a vehicle that doesn't display a parking permit, stop at the Public Safety office or call 860.768.7985 for alternate arrangements.
6. Parking permits from schools within the Consortium for Higher Education are honored on the University of Hartford campus. Operators are responsible for observing University regulations when parking on this campus. The consortium institutions are Capital Community College, Central Connecticut State University, Charter Oak State College, Goodwin College, Hartford Seminary, Rensselaer at Hartford, Saint Joseph College, St. Thomas Seminary, Trinity College, and the University of Connecticut.
7. Operators of vehicles on property under University control are required to produce a valid operator's license, current valid vehicle registration, and University of Hartford student, faculty, or staff identification upon the request of any University of Hartford Public Safety official. Failure to comply may result in disciplinary action and/or fines as allowed in the Employee Handbook, and in The SOURCE.
8. The University assumes no responsibility for vehicles operated or parked on University-owned or -controlled property. Such operation or parking is fully at the risk of the vehicle owner/operator.
9. Parking on campus roads, access roads, and in fire lanes is prohibited. Vehicles in violation will be cited and/or towed. All vehicles must be parked in a marked space. Those that are parked in fire or traffic lanes, or operated or parked on sidewalks, walkways, grass, or any other areas not designated for parking, will be cited and/or towed at owner/operators expense and responsibility.
10. Public Safety officers may be able to provide assistance with jump starts. No other service is available on campus for disabled vehicles. Notify Public Safety of any disabled vehicle and make arrangements to have it removed from campus. Vehicles that are inoperative, disassembled, on blocks, or in any other state of disrepair are not permitted and may be towed if found on University property.
11. Short-term allowances are made to load and unload vehicle contents in the **residential areas of campus only**. *If In the academic areas you must contact Public Safety first BEFORE parking in any space at 860.768.7985.* Vehicles must be in a non reserved legal space and may not park in travel lanes, block dumpsters, or otherwise impede traffic. **Hazard lights must be used when a vehicle is being loaded or unloaded in other than an assigned parking area.** Under normal circumstances, 15 minutes or less are allowed for this purpose. Again **this rule is only in effect in the RESIDENTIAL area of campus. RESTRICTED LOTS such as J & K Visitor lots on the academic side of campus are off limits to all student permits at all times.**
12. Driver education training, private or commercial, is not permitted on University property.

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13. Only vehicles with current and valid registration and plates may be driven or parked on University property.
14. State and local laws relating to traffic and motor vehicles are necessarily a part of University regulations governing operation and parking of vehicles on University property. Connecticut motor vehicle laws are applicable and binding in all instances not covered by campus regulations.
15. Vehicles must be parked in areas designated by the permit issued. Parking in an area or lot other than those that are assigned can result in ticketing and/or towing.
16. Parking is not permitted in any spaces reserved for a specific person or group of persons at any time of day or night.
17. If, at any time, space is unavailable in the assigned parking area, contact the Public Safety office for alternate arrangements prior to parking. Note: Parking lot **C** is available for overflow for all persons not able to find a space in their assigned lot.
18. No one may register a vehicle belonging to another person. This restriction applies to both long-term and short-term parking. Temporary vehicles being used while a vehicle is being repaired are allowed. See the "Temporary Vehicle Parking - Posting a vehicle" section below

Obtaining a Parking Permit

Permits are available on-line at the University of Hartford's self-service center, by selecting the Public Safety / Parking link, or from the Public Safety website and clicking on the Self-Service menu tab on the left. In addition to these outlets you may also purchase your permit in person at the Department of Public Safety office using one of the kiosks in the lobby 24 hours a day. Note that permit sticker and hang tag distributions at night and on weekends may be delayed due to dispatcher activity. The Public Safety office is located adjacent to the E-lot in the Facilities & Public Safety Complex Building.

You may register on-line any time up to 14 days before returning to campus, or from anyplace you have internet access. You will have an option to print off a temporary permit that you will use as a parking permit until you have an opportunity to exchange-obtain the valid parking sticker. This must be done before the temporary permit expires.

You will need to bring with you to Public safety your current University ID with current validation sticker on the rear, and current valid state issued vehicle registration form for the vehicle you are registering. Parking permits are available all year long for either one semester, or full academic year, parking permits are also available for Winterterm and Summerterm programs. Mayterm does not require a permit.

Each person obtaining a permit agrees to abide by the University regulations detailed here in [YOUR CAR ON CAMPUS](#). We recommend that every year when you purchase a new permit that you review this PDF file. You may also want to print off a copy for your reference, as you are responsible for the rules and regulations contained within by electronically agreeing to the disclaimer text during the purchase process. You can always view the current rules and regulations on-line at any time.

Students, Faculty and Staff must display a valid permit by the first day of class each semester. Thereafter, any vehicle must be registered immediately upon being brought to campus.

Students must produce a current vehicle registration and proof of student status at the time the permit is issued. Faculty and staff members must provide proof of their employment status i.e. a valid University photo ID card, and a valid current vehicle registration. All students who are employed by the University on a part-time basis, including graduate assistants and teaching assistants, are issued student parking permits.

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Payment Options for parking permits

No payment for student permits is required at the time the permit is requested. Student Bursar accounts will be billed the appropriate permit fee and will be payable through CASHNet.

Faculty and staff members must process a payment, for the full amount of the permit prior to distribution of the hang tag. They may elect to pay either on-line through the University payment processor CASHNet using a credit card, or electronic check draft, including the applicable fees, during the permit sale on-line, or may click the reserve a permit after entering all vehicle information on-line and within 24 hours come to the Department of Public Safety office and pay in person using Cash or a paper check. In all cash and paper check transactions Faculty and Staff must go on-line to reserve a permit first and again must pay for the permit before a hang tag will be issued to them. Faculty and Staff may elect to use the kiosk located in the lobby of Public Safety for all cash and paper check sales.

Enforcement of these Rules & Regulations

Any party whose vehicle is issued two or more citations for failure to display a current permit and who has not applied for or displayed a permit will automatically be assessed the fee for the highest parking permit in the appropriate category. You also may have a boot placed on your vehicle until a permit is obtained and all parking fines are paid. Removal of any boot incurs a \$25.00 fine payable at time of the release in CASH.

Parking permits for commuter and resident students are not transferable from one vehicle to another. Doing so will cause the owner operator to be charged with misuse of a parking permit which carries a \$100.00 fine and will be subject to conduct charges with the Office of Student Conduct.

Parking permit fees are reviewed annually by the University administration. Parking violation fees are reviewed by the Department of Public Safety with regard to any changes in the State of Connecticut Statutes and any local enforcement fees.

Displaying a Parking Permit

All commuter and resident student parking permits must be securely affixed (using the pre-pasted backing) to the back of the registered vehicle's rearview mirror. Permits may not be placed in any other location unless authorized by Public Safety. Sticker based Parking Permits may not be taped onto the mirror nor placed on removable pieces of plastic, cardboard, or any other nonpermanent fixture. Motorcycle permits are the actual state issued plate number so no permit is necessary.

Faculty and staff hang tag permits must be hung from the rearview mirror inside the vehicle, under the valet window clip if so equipped with the printed side facing the front (outside) of the vehicle while parked. The permit may not be placed on the dashboard or displayed by any other means in or on the vehicle unless authorized by Public Safety. The Fac/Staff permit is transferable and may be placed in any vehicle operated by the person to whom it has been issued. We request that Faculty and Staff members register each vehicle that that own in the self service center as the tag is transferred from one vehicle to the next.

Any student who operates a vehicle belonging to a faculty or staff member must park it in lot C for the time they are using it, regardless of the parking assignment indicated on the permit unless authorized by Public Safety.

Replacement Vehicles and Permits

Anyone who has been issued a parking permit and who will be temporarily using a vehicle without a permit must immediately upon bringing the vehicle to campus, contact Public Safety at

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860.768.7985.

The current parking permit must be removed from any vehicle that is being sold, exchanged, or otherwise no longer in possession of the party to whom it has been issued, and it must be returned in order for a replacement to be issued. Failure to return a permit will result in the operator's being assessed the full cost of a replacement permit and or payment in full of any outstanding citations the permit generated.

There is no refund, credit, or other compensation for early removal of a registered vehicle from campus except for the credit allotted to graduating or transferring resident students at the end of the fall semester. This credit is issued only upon return of the resident permit within five days of removal of the registered vehicle from campus. There is no credit, refund, or other reimbursement made for individuals whose parking privileges have been revoked. There is also no credit, refund, or change in parking assignment for resident students whose class status may change at any time during the academic year.

The loss or theft of any parking permit must be reported to Public Safety immediately upon discovery of the loss. Permits lost or stolen due to operator negligence will not be replaced without charge.

Counterfeit & Stolen Permit Possession

Any person in possession of a lost or stolen University of Hartford parking permit, or any person who obtains or transfers possession of a parking permit under false pretenses or by unauthorized means (i.e.) counterfeits, will be subject to an automatic fine of \$250.00, disciplinary and/or civil action, and loss of parking privileges as allowed under Connecticut State Law and the SOURCE.

Motorcycles, Motorbikes, Mopeds

Operation and parking of all motorcycles, motorbikes, and mopeds must comply with University regulations as well as with state and local laws. Vehicles powered by gasoline or a derivative may not be operated on sidewalks, lawns, and access areas or in buildings, and may not be stored inside any building. Motorized skateboards (gopeds), "pocket bikes," etc., may not be kept or used on campus.

Motorcycles require a permit and must be parked in a legal unreserved space. Two bikes may share one space provided the size of the bikes allow both to fit within the painted lines.

Special Parking Needs

Special circumstances may occur where Commuter, residential, or Faculty/Staff members may need to park in another than assigned lots. In all these cases you must call Public Safety to gain permission to do so before parking at 860.768.7985 24 hours a day of risk citation and or towing fees.

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Parking for Commuter Students

Commuter permits are issued for a specific person and vehicle and may not be transferred to another person or vehicle. Commuters who alternate the use of two vehicles may obtain a permit for the second vehicle at a reduced rate upon verification of ownership.

Commuter students **MAY** park as follows:

- in assigned area's of lot D which are painted with **RED** paint and marked areas with signs for commuters only between 7:30 a.m to 2:00 a.m.
- in lots B - Commuter, K - Commuter, A - Annex which is located at the rear of lot A via access road, and in unrestricted areas of C, and F lots from 7:30 a.m. to 2:00 a.m.
- in the above areas plus non-reserved spaces (space permitting) in lots A, H, and K - Faculty/Staff and GSU - Gengras staff lot located by the generators next to East Hall after 4:30 p.m.
- in front of the Sports Center in lot L during the facility's operating hours
- in front of residence complexes, University Commons, and Regents Park (space permitting) from 7 a.m. to midnight (no parking after midnight in these areas due to Fire Department regulations)

Commuter students may **NOT** park as follows:

- in any lot or area designated for residents
- in lots A, H, or K - Faculty/Staff or GSU - Gengras staff lot before 4:30 p.m.
- in restricted areas of lots C, D,
- **in any visitor parking areas at any time**
- in the Sports Center staff lot at any time
- behind residence complexes or Regents Park at any time
- on a walkway, lawn, or in a courtyard at any time
- any where on campus after 2:00 a.m., unless registered with Public Safety as the guest of a resident student. Refer to *Temporary Vehicle Parking—Posting* for further information section below.

Parking for Resident Students

Students with a vehicle on campus must obtain and display a resident parking permit. No more than one vehicle per resident student, including motorcycles, may be registered and parked on campus at any given time. Permits are issued for a specific person and vehicle and are not transferable to another person or vehicle. Vehicles must be parked in a marked space in their assigned areas.

Resident vehicles **may NOT be parked at any time** in commuter, visitor, or faculty/staff parking areas, including, but not limited to, lots A, A Annex, B, F, K, J, Gengras staff lot, all visitor parking areas or spaces, or areas of lots C and D restricted to use by faculty and staff and the designated commuter area spaces (painted in **RED**) of D - Lot.

Vehicles with resident permits may be parked in marked spaces in front of the residence complexes, University Commons, and Regents Park between 7 a.m. and midnight. There is no parking in front of the residence complexes, University Commons, or Regents Park between midnight and 7 a.m. Parking at the rear of residence halls and Regents Park is by specific assignment only and is not permitted for vehicles with resident permits. Vehicles parked in violation or in such a way as to impede traffic will be towed without prior notice.

Resident student Guest vehicles must be registered by their student host at Public Safety prior

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to parking. All guest vehicles must park in C lot in any non reserved space. The resident host is responsible for any fees, or tickets incurred while the guest vehicle is visiting. You must double check the vehicle information as the wrong plate could result in the vehicle being towed. It is expected that sometime during the 2011-2012 school year Resident students will be able to register their guests online. Until this time you must register in person at Public Safety. Public Safety is open 24 hours a day.

All resident students are issued a resident (R) permit.

All residents **MAY** park as follows:

- in spaces not designated for faculty and staff in lot C, In spaces not designated for faculty, staff or commuters In lots D, E, or N, and on the student (left) side of G as designated by signs,
- in unrestricted parking spaces between Village Apartment Quads 2–7, 24 hours a day
- in front of residence complexes, University Commons, or Regents Park (space permitting) from 7 a.m. to midnight

All residents may **NOT** park as follows:

- in lots C and D in spaces designated for faculty and staff
- in painted **RED** commuter spaces or commuter area of D lot at any time
- in the parking area on the south side of Village Apartment Quad 1 (between Quad 1 and the Facilities Building) at any time
- behind residence complexes or the rear of Regents Park unless actively unloading
- in lot F lot at any time
- **in commuter, faculty and staff, or visitor parking areas at any time**
- in front of the Sports Center (lot L), lot M, or in the Sports Center staff lot at any time
- in front of residence complexes, University Commons, or front of Regents Park from midnight to 7 a.m.
- on a walkway or lawn or in a courtyard at any time

NOTE: Any students unable to find a legal space in their assigned parking lot may overflow to parking lot C. If lot C is full contact Public Safety in person or via phone 860.768.7985 for alternative parking.

Asylum Avenue Campus Parking

All regulations outlined in this document apply to students, faculty, staff, and guests using facilities at the Asylum Avenue Campus and the main University campus. In addition, the following stipulations apply:

At the Asylum Avenue Campus (AAC), parking lot A (in front of Johnson House) is for exclusive use by AAC resident students with vehicles displaying valid AAC resident student permits or who are otherwise specifically authorized to park there (approved short-term parking). Parking lot B (front of Butterworth Hall) is restricted to faculty, staff, and commuter students. Parking lot C (upper and lower lots by Cheney and Hyde Hall) and C Annex are for use by faculty, staff, commuter students, and short-term and overnight guests of resident students. Guests must be registered by the student host on-line @ publicsafety.hartford.edu prior to parking. . All guest parking is in C or C Annex. Failure to register a guest vehicle may result in ticketing and/or towing at the operator's expense.

The one-hour, reserved, and handicapped spaces in front of Butterworth Hall and elsewhere on the AAC campus are monitored and parking regulations are strictly enforced.

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The operator of any vehicle exiting the AAC campus via an entrance will be subject to an automatic \$100.00 fine and possible loss of parking privileges.

AAC resident and commuter students who commute to the main campus may park in any commuter lot on a space available basis. Parking in any main campus lot or parking area reserved for main campus resident students, faculty, staff, etc. is prohibited. Refer to *Parking for Commuter Students*.

AAC students who visit with resident students overnight on the main campus must follow overnight guest registration procedures as outlined in *Temporary Parking—Posting a vehicle*. Vehicles in violation will be ticketed and/or towed at owner/operator expense and responsibility.

Handel Center - Hartt PAC Parking

All faculty and staff will be issued D lot permits and will park in the staff lot at the rear of the building. Commuter permits are allowed in the general lot.

Parking for Faculty and Staff

Each faculty and staff member is assigned parking in a specific lot and assignment is not negotiable [A, C, D, F, G, H, K (faculty/staff), and Gengras staff lot]. If the assigned lot is filled, persons with permits for lot H may park in lot A, and those with permits for other areas may park in lot C, D, or F. Faculty and staff members may not park in visitor parking areas, resident parking areas, at the rear of the residence halls, in commuter lots before 4:30 p.m., or in spaces reserved for specific individuals at any time.

All faculty staff vehicles must display a valid permit. If you change vehicles you must transfer the permit to the vehicle you are using that day. If you forget to display a permit you must register the replacement vehicle with Public Safety. We expect that sometime in the fall of 2009 you will be able to register a replacement vehicle on-line through the University's Self Service Center. If you fail to display the permit or call, you will receive a ticket and or face towing. Failure to display or call is not a valid reason for an appeal.

Part-time faculty and staff members will be assigned to parking lots A, C, D, F, G, or K (faculty/staff) on a space-available basis.

Persons with permits for lot D may park in unrestricted spaces at the rear of Hartt, Abrahms Hall, and the Gray Center on a space-available basis. Vehicles in these areas must be in a marked space and may not be parked along the roadway or in such a way as to block vehicle or pedestrian traffic through the area.

After 4:30 p.m., faculty and staff members with valid parking permits may park in non-reserved spaces in lots A, A Annex, B, C, D, K, H, or Gengras Staff Lot, on a space-available basis. **K Visitor Lot and J Admissions Visitors Lot may not be used at any time.**

NOTE: Any faculty or staff member unable to find a legal space in his or her assigned lot may overflow to parking lot C.

Faculty and staff vehicles are not permitted on campus overnight and/or may not be stored or otherwise left on campus while the operator is away.

Parking for Visitors of Students

All visitors of Students living on campus must obtain a visitor posting. You as the resident student must bring the guest, along with their vehicle registration paperwork down to Public Safety to acquire a posting for their vehicle. See Posting a vehicle below for details.

Your Car On Campus Parking for Guests of Faculty and Staff

Guest parking passes are intended for use by official guests of Faculty and Staff members. These permits are arranged for in advance by filling out the form on the Public Safety website on the Parking Information Page, and selecting the Faculty & Staff Guest Parking link. You may also call for short notice guests at 860.768.7830.

These guest parking passes are valid only for the vehicle registered for the date(s) specified on the pass and are not applicable for overnight parking on campus. The PDF file generated and emailed to the requester and or guest must be printed off, folded in half and displayed on the drivers side dashboard. Guests who plan to spend the night on campus must register with the Public Safety office, by calling 860.786.7830.

Special event coordinators on campus holding meetings and seminars will also register their events online by filling out the form on the Public Safety website Parking Information page, and clicking on Faculty & Staff Guest Parking link. A generic Special Event parking permit PDF file will be emailed to the coordinator for distribution to attendees. We make every attempt to secure parking nearest to the event location as possible, but late notices of events may result in your event parking being assigned to overfill lots.

Temporary Vehicle & Replacement vehicle Parking – Posting a vehicle

- It may be necessary for a Resident student or University employee who doesn't normally use a vehicle to park on campus for a limited period of time.
- Resident Students, Commuter Students, Fac/Staff and University employees with valid permits may find it necessary to use an alternate vehicle that has no permit.
- Resident students may have occasional overnight guests.
- Commuter students may need late night parking to finish lab work with permission on file in advance with Public Safety from their instructor, after the 2 am deadline for commuters.

A posting is defined as any portion of any given 24 hour period. Each registered student has a bank of 14 free posts that they may use in any given fall or spring semester. Summerterm students get a bank of 5 free posts.

There are six types of postings.

- Replacement vehicle postings are used when another vehicle is temporary using the persons parking rights as assigned to another vehicle via a decal or hangtag. Example given – repair work or maintenance to original permitted vehicle.
- Personal vehicle where you are only using a vehicle for a special purpose and do not intend to park it here on campus long enough to require a permit. – see limits below.
- Guest postings are allowed for residential students when guest overnights are allowed by ORL for a maximum stay of two consecutive posts. **A third night posting requires RD approval in writing to parking services in advance of the visit – NO EXCEPTIONS.** Guest postings are at a cost of \$5.00 per post and can be paid for by the host's bank of 14 free posts if still available. If the host has used all their free posts, then the post can only be paid live with cash at the time of the posting.
- Commuter late night lab postings are for commuter students with current commuter permits and allow the permit holder to be on campus after 2 am. In order to be eligible for a late night post the student must have a code in their parking record that allows overnight posts. The code will be set by Public Safety

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upon written authorization from Fac/Staff overseeing the lab the student is staying in. Commuters can not use these postings to stay overnight in a residence hall, they must be posted by a residential host.

- Faculty & Staff postings.
- Disabled vehicle postings

Posting Limits:

Summerterm:

- Summer residents may post a personal vehicle for five postings before they are required to purchase a summer permit.
- Summer Commuter students may post a personal vehicle for five postings before they are required to purchase a commuter permit.
- Residential students may post Guests within ORL rules and use their bank of five free posts if available, after which each post will cost \$5.00 per post and must be paid for live with cashnet.
- Commuter late night lab postings are allowed and the first five are free using the commuter bank, after which each post is \$5.00 and must be paid for live with cashnet.

Fall & Spring term:

- Residents may post a personal vehicle for a total of 28 posts before they must purchase a parking permit. The first 14 posts may come from the student bank of 14 free posts if still available. If purchased as the 29th post the cost of the parking permit will be reduced by \$70.00 at the time of purchase.
- Commuter students may post a personal vehicle for 14 days before they are required to purchase a permit. These posts will use the commuter's bank of 14 free posts.
- Residential students may post Guests within ORL rules and use their bank of 14 free posts if available, after which each post will cost \$5.00 per post and must be paid for live with cashnet.
- Commuter late night lab postings are allowed if the commuter has a valid parking permit. If the commuter does not have a permit they are not allowed to have a vehicle on campus after 2 am unless they are registered as a guest of a resident host. Only one date can be selected for the post at a time. The first 14 late night lab posts will be free of charge using the commuter's bank of 14 free posts if available, after which each post is \$5.00 and must be paid for live with cash.

In all these cases the process of "Posting" Is used to register that vehicle to prevent it from being issued a parking citation and or being towed at owner's expense off campus.

Until the Posting process moves on-line, all posting must be made in person at Public Safety. The Department of Public Safety is open 24/7.

All vehicles without permits including invited guests must be registered upon their arrival on any University controlled property including the Hartt PAC and the AAC campus except for those attending open to the public workshops, athletic events, lectures, public gallery showings, entertainment events etc. Invited / sponsored guests can be issued a parking permit ahead of time if the sponsor requests one via the Public Safety / Parking Services website <http://publicsafety.hartford.edu/parking.html>

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Miscellaneous Parking Situations - Posting a Vehicle

Special postings:

Faculty and Staff may “post” any vehicle they own to their account on-line either through the register a vehicle menu item, which just adds the vehicle information and assigns the staff member’s current hangtag permit number to the vehicle. There are no posting fees for Faculty & Staff of the University of Hartford.

Disabled postings are allowed for vehicles disabled due to mechanical failures as long as they post no danger for the general public and are parked in a legal space. All other disabled vehicle will be towed at owner’s expense. Only Public Safety or Parking Services staff can enter a disabled vehicle posting.

Recreational vehicles (RV’S)

RV’s are not permitted to park overnight unless they receive express written permission to do so from the Director of Public Safety.

Citation Display and electronic notice

Violations of the parking rules and motor vehicle violations are documented and cited on physical printed violation citations when at all possible. These citations will be displayed on the vehicle windshield. Citations may also be cited to vehicles for speeding or other moving violations based on officers report or other verifiable means. In all cases citations entered into the system generate an email notice that is sent to your default email account. If you have received an electronic notice of a citation posted to your account, unless it is a handicap or moving violation you may select to appeal that citation in your self service account for up to 14 days.

Violations and Fines

Violations of the regulations as listed will be noted on a citation when it is issued. Anyone of these violations maybe issued as a WARNING which carries no monetary fine, but still counts as a citation Issued see below. The following list of violations and fines supersedes any previous information and is not all inclusive:

Violation	Fine	Class of violation	Appeal Method
Abandoned/Unregistered Vehicle	\$50.00		TAB & On-Line
Blocking Dumpster	\$25.00		TAB & On-Line
Crossing Solid Yellow Line	\$25.00	MOVING VIOLATION	Director of Public Safety Only
Displaying Expired Permit	\$25.00		TAB & On-Line
Disregarding Stop Sign	\$25.00	MOVING VIOLATION	Director of Public Safety Only
Driving Wrong Side 2 way Rd	\$25.00	MOVING VIOLATION	Director of Public Safety Only
Driving Wrong Way 1 way Rd	\$25.00	MOVING VIOLATION	Director of Public Safety Only
Violation	Fine	Class of violation	Appeal Method
Exceeding Posted Time Limit	\$50.00		TAB & On-Line
Failure Grant Pedestrian Right Of Way	\$100.00	MOVING VIOLATION	Director of Public Safety Only
Front Of Residential Hall 12 Mid-7 Am	\$25.00		TAB & On-Line
Illegal Use Of Cell Phone	\$25.00	MOVING VIOLATION	Director of Public

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			Safety Only
Impeding Traffic	\$25.00		TAB & On-Line
Improper Display Of Permit	\$10.00		TAB & On-Line
Loading Or Restricted Zone Parking	\$50.00		TAB & On-Line
Using Reported Lost/Stolen or Counterfeit Permit	\$250.00		TAB & On-Line
Misuse Of A Parking Permit	\$100.00		TAB & On-Line
Move-In Tow Violation	\$100.00		TAB & On-Line
Not Displaying A Permit	\$25.00		TAB & On-Line
Not In A Space	\$25.00		TAB & On-Line
Obstructing Snow Removal	\$25.00		TAB & On-Line
Operating/Parking On Sidewalk	\$50.00		TAB & On-Line
Other Than Assigned Lot	\$50.00		TAB & On-Line
Overnight Parking	\$10.00		TAB & On-Line
Overtaking A Moving Vehicle (Passing)	\$25.00	MOVING VIOLATION	Director of Public Safety Only
Parked In Reserved Space/Area	\$25.00		TAB & On-Line
Parking In Fire Lane/Tow Zone	\$25.00		TAB & On-Line
Parking On Grass	\$25.00		TAB & On-Line
Racing	\$50.00	MOVING VIOLATION	Director of Public Safety Only
Reckless Driving	\$50.00	MOVING VIOLATION	Director of Public Safety Only
Speeding Non-Radar	\$25.00		TAB & On-Line
Speeding: 20-30 Mph	\$30.00	MOVING VIOLATION	Director of Public Safety Only
Speeding: 31-40 Mph	\$50.00	MOVING VIOLATION	Director of Public Safety Only
Speeding: 41+ Auto Ban	\$75.00	MOVING VIOLATION	Director of Public Safety Only
Trespassing	\$50.00		No Appeal
Unsafe Movement	\$50.00	MOVING VIOLATION	Director of Public Safety Only
Visitor Parking Only	\$100.00		TAB & On-Line
1st Offense - Parking In A State Handicapped Space without State Issued Permit	\$150.00	ADA Violation	Director of Public Safety Only
2nd Offense - - Parking In A State Handicapped Space without State Issued Permit	\$250.00	ADA Violation	Director of Public Safety Only

Moving Violations as noted above and Handicap parking without state permit / ADA Violations as noted above can NOT be appealed by Faculty & Staff or Students on-line or through the Traffic Appeals Boards. If you wish to appeal those violations you must schedule a hearing with the Director of Public Safety.

The violation of Speeding at a rate of 41 or more miles per hour will automatically suspend your parking AND driving privileges for the rest of that academic year with NO APPEAL.

Citation (Ticket) Appeals

Students, Faculty & Staff may make appeal requests on-line through their University Self-Service account by selecting the Public Safety / Parking link, and the clicking on the Outstanding Citations link or In person to their respective Traffic Appeals Boards. All appeals must be made within 14 days of the date the citation was issued. Failure to do so will result in the loss of the opportunity to

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appeal the citation(s), in which case payment of the parking citation(s) will be mandatory. You may select citations to appeal 24 hours a day on-line.

Visitors to the University who wish to pay a citation may do so in person at Public Safety or by mail. An appeal may be made on-line or by mail. On-line appeals are available from the Public Safety website. <http://publicsafety.hartford.edu/guestappealform.html>

To pay a ticket or appeal a ticket by mail, complete the bottom half of the citation and mail the appeal request or payment to Department of Public Safety, University of Hartford, 200 Bloomfield Ave, West Hartford, CT 06117.

Citations issued for moving violations (i.e. speeding, reckless driving, disregarding a stop sign, etc.) will be appealed directly to the Director of Public Safety, or his designee and not the Traffic Appeals Board, or on-line.

Appeals based on the following will **NOT** be accepted:

- ignorance of the regulation
- stated inability to find a legal parking space
- operation of the vehicle by another person
- stated failure of parking enforcement staff to ticket previously for similar offenses
- inability to pay the fine
- disagreement with traffic and parking regulations

Anyone who fails to pay upheld parking citations will be refused the privilege of parking on University-owned or controlled property until such time as payment is received. Payment by cash or paper check, may be made by going to the Department of Public Safety office 24 hours a day, or by paying on-line through the University of Hartford's self-service portal and selecting either Public Safety / Parking or by selecting Pay Your Bill / CASHNet. All payments made on-line are subject to current University policy and practice and fees.

The receipt for payments must be presented at the Public Safety office for appropriate corrective action. Responsibility for prompt payment and notifying the Public Safety office that payment has been made rests with the owner/operator.

How to enter an appeal request (Students, Faculty and Staff)

For all NON handicap parking, or Moving Violation citations you appeal on-line in the University of Hartford's Self Service Center, by logging on to you're account and then select the Public Safety / Parking menu option at the top. Then select Outstanding Citation(s) and Appeals from the menu.

Methods of appeal: The Traffic Appeals Process Team rapidly conducts appeals based on your written requests for appeal statements on the system and your parking violation history to weigh your request. There are also two Traffic Appeals Boards who hear appeal requests. The Faculty / Staff TAB does NOT hold In person hearings but does review all Faculty / Staff appeal requests put before them and meets every week based on need year round. The student Traffic Appeals Board meets every Thursday In GSU 120 at 12:30pm during the Fall and Spring semesters when in person hearings are scheduled.

If you have any citations valid for appeal they will be displayed with a select bullet in the first column. If 14 days have passed the citation will not have a bullet for selection but will remain In the list as an outstanding citation until such a time as It Is paid.

Click the selection bullet of the citation eligible for appeal you wish to enter into the appeals process.

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FACULTY / STAFF: Enter your appeal request reason in the text box for review by the Faculty / Staff TAB and then click the submit request button.

STUDENTS: If you wish the Appeals Process Team to handle your appeal then enter your reason for appeal request in the text box and then click the submit appeal request button. If you wish to have a formal hearing before the traffic board of appeals which meets every Thursday at noon during fall & spring semesters in GSU 120, click the select bullet next to the citation and then in the appeal request box below enter "I REQUEST AN IN PERSON APPEAL HEARING" in the box and then click the submit appeal request button. Please note that two weeks before the end of the semester the Student TAB stops meeting and at that time the Process Team is the only method of appeal review available to students.

Towing and Immobilization

Motor vehicles in violation of University regulations or state laws may be towed or immobilized ("booted") by University Public Safety staff or its authorized agent. Towing costs, storage fees, and other liens and penalties are the responsibility of the owner/operator of the towed vehicle. A \$25.00 boot-removal fee is required from the operator/owner before the device is removed. This removal fee is in addition to any fines levied against the vehicle which also must be paid.

Circumstances warranting towing/immobilizing of vehicles include, but are not limited to, the following:

- parking in any space reserved for a specific person
- parking in the rear of residence complexes or Regents Park
- parking in front of residence complexes, University Commons, or Regents Park between midnight and 7 a.m.
- parking on campus roads or travel lanes within parking lots
- parking in the Lincoln Theater circle
- parking in Millard Circle no-parking area
- excessive accumulation of fines
- receipt of the third citation for the same offense
- vehicles banned from campus (excessive fines, two upheld moving violations)
- disabled vehicles left on University property
- vehicles parked in such a way as to present a safety hazard
- trespassing (vehicles operated by non-University persons not authorized to park on University-owned or -controlled property, or vehicles banned from campus)
- obstructing snow removal
- blocking a dumpster
- parking in other than assigned lot
- parking in fire lanes, tow zones, and other areas designated by yellow paint on the surface or curb
- parking/operating on the grass
- improper parking (not in a plainly marked space)
- not displaying a current University of Hartford parking permit
- parking in a space or any portion of the space reserved for the handicapped parking and or operating on sidewalks

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When any owner/operator accumulates five citations (paid or unpaid) in any given academic year, his or her parking privileges will automatically be revoked for the remainder of the academic year, August 31.

A citation is any documented offense. A citation can hold up to two violations. Violations can either be active with a monetary fine attached or a warning which has no monetary fee attached.

Scofflaw count warnings are emailed by the system for the following counts:

- **Tow Warning** = You have accumulated 3 citations so far this academic year.
- **Tow Final Warning** = You have accumulated 4 citations this academic year and one more violation will trigger your vehicle ban and automatic loss of driving privileges for the rest of that academic year.
- **BAN** = You are now in a seven day count down to a TOW status where your privileges are suspended and any vehicle driven by you is subject to being towed off campus at your expense. During the seven day count down you must either come into Public Safety and meet with the Parking Services staff to discuss your situation, or surrender your parking permit and remove your vehicle from campus prior to midnight of the seventh day.
- **If you ever park in a state issued handicap space without a state issued handicap hang tag displayed or have state issued handicap plates on your vehicle your scofflaw indicator will include HC noting that you have already been issued the state mandatory fine of \$150.00 for the first offense. A second offense will require the fine of \$250.00**

Make note of the section on communication in the section above Communication & Access considerations as well as the disclaimer section below

During a vehicle ban the offending operator may not operate or park **ANY** vehicle on campus, and no one may operate **ANY** vehicle belonging to or operated by the offending operator.

Such vehicles are considered to be banned from **ALL** University campus parking areas or roads or from any University controlled property and will be immobilized and/or towed at owners expense and responsibility if found operating or parked said property. Failure to adhere to this policy may also result in administrative disciplinary action and or charges through the Office of Student Conduct as allowed in the SOURCE.

Appeals of these bans may be made only in person to the Parking Services Staff or the Director of Public Safety, and may include a \$250.00 reinstatement fee. This reinstatement fee is only available one time during any given academic year and can only remove five violations from your scofflaw count so if you continue to accumulate violations over the 5 limit, a ban reinstatement fee may only bring your scofflaw count down to a status of Tow Warning or Tow Final warning.

Please contact the Parking Services Staff Monday through Friday 8 am to 4 pm at 860.768.7985 or the Director of Public Safety for an appointment if you wish to make an appeal of a ban at 860.768.7985

Moving Violations

Anyone who receives 2 (two) moving violations in any academic year will have all parking privileges revoked for the remainder of that year, as stated above.

Your Car On Campus

Disclaimer

The University of Hartford and or the Department of Public Safety are not responsible for failures of the parking system to deliver any and all email notifications as described above to your inbox.

As a courtesy the University of Hartford's parking software will attempt to notify via your official University of Hartford email account for important events. These events may include:

- Notifications of your vehicle being issued a parking or moving violation citation.
- Notification of past citations being matched to your account by the software in the daily vehicle match program.
- Notifications of change in status to TOW WARNING - issued on the 3rd citation in any given academic year.
- Notifications of change in status to TOW FINAL WARNING - issued on the 4th citation in any given academic year.
- Notifications of change in status to BAN - issued on the 5th citation in any given academic year.
- Notification of change in status to TOW - change happens at 12:01 am on the eighth day following the change in status to BAN indicating that the vehicle(s) owned and or operated by you will now be considered as trespassing and will be towed at your expense and responsibility.
- Appeal decisions

The user agreement you clicked as an electronic signature when requesting your permit states that you agree to follow these rules and regulations as stated here.

The Your Car On Campus document is a living document and the latest version can always be found on-line at <http://publicsafety.hartford.edu/ycoc.pdf>. You will need to have Adobe Reader Installed on your computer prior. Adobe Reader is free and available at Adobe.com.

The University of Hartford Employee Handbook, and the Student Handbook a.k.a. The SOURCE are also living documents and the latest versions reside online. The Employee Handbook is available at the [HRD](http://www.hartford.edu/HRD) website. The source is available at <http://www.hartford.edu/TheSource>

The policies and procedures contained in this document supersede all other information and are subject to change without notice. Visit <http://publicsafety.hartford.edu> for the latest version of these regulations.