

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.

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Your Car On Campus

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 in box 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. If the Department of Public Safety writes the incident case then we will not release that case to anyone other than the reported insurance carriers for the vehicles involved. 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. As a student unless you sign a Public Safety FERPA release for the incident case we can not release the report to your parents even if they own the vehicle in question. 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 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

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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.
12. Driver education training, private or commercial, is not permitted on University property.
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.

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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 portal, 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. 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.

Commuter (nonresident) students and employees of the University have a grace period at the beginning of the fall and spring semesters to register vehicles and obtain permits. Typically it is two weeks but the dates are posted on our website and are in U-Notes. Resident student vehicles must be registered by Thursday of the first week of 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.

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 creditcard, 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.

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Enforcement of these Rules & Regulations

Any party whose vehicle is issued three 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. Permits may not be taped onto the mirror nor placed on removable pieces of plastic, cardboard, or any other nonpermanent fixture. Motorcycle permits are displayed on the back of the left mirror or front fork.

Faculty and staff permits are 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. The permit may not be placed on the dashboard or displayed by any other means in or on the vehicle. The Fac/Staff permit is transferable and may be placed in any vehicle operated by the person to whom it has been issued.

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.

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 860.768.7985. In the fall of 2009 these postings will be available on line through the University of Hartford Self Service Center portal.

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

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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.

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, 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 before 4:30 p.m - 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

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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 areas of lots C and D restricted to use by faculty and staff and lot D designated commuter spaces.

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 at **any time** of day or night. 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 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 in the winter of 2009 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 or commuters 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 Regents Park at any time
- in lot F 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 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 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:

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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.

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. 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 (commuter and faculty/staff), H, or Gengras staff lot, on a space-available basis. K visitor lot and J lot may not be used at any time.

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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. Sometime In the fall of 2009 we expect to begin selling posting permits online through Self Service. Until then 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.

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 Parking – Posting a vehicle

It may be necessary for a student or employee who doesn't normally use a vehicle to park on campus for a limited period of time. Persons with permits may find it necessary to use an alternate vehicle that has no permit, and resident students may have occasional overnight guests. Temporary parking (posting) arrangements for these situations may be made on line at publicsafety.hartford.edu. Vehicles without permits must be registered upon their arrival at the University. Commuter students and employees of the University who are using an alternate vehicle for one day or more may register the vehicle on line at publicsafety.hartford.edu. Posting is for short-term parking purposes only and is not intended to serve as a long-term substitute for a parking permit.

Resident students who are using a vehicle for a short period of time as a substitute for a vehicle that has a resident permit must register the replacement vehicle on line at publicsafety.hartford.edu. . The replacement vehicle will be given the same parking assignment as the vehicle that has a permit. Failure to register a replacement vehicle will result in ticketing and/or towing without prior notice.

In all posting cases Resident & Commuter students will have 14 postings for free each semester, after which each posting will cost \$5.00. A posting is defined as one 24 hours period, so three

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nights is three postings.

Miscellaneous Parking Situations

Resident students who don't have a vehicle registered on campus and wish to park on campus temporarily may do so by posting that vehicle. Remember that each resident or commuter student has a pool of 14 free postings each semester to use for various posting situations including these and guest visitor postings. Each 24 hour period posted counts as one posting. So a weekend guest for two nights counts as two postings from the pool. Once the 14 postings are used a fee of \$5.00 per post will be charged. This posting fee is payable at the time of the posting registration. It is expected that in the winter of 2009 these functions will be available online through the University of Hartford's Self Service Center. If a resident is hosting a guest and a fee is involved, the resident can select to have the charge places on their student bursar account or pay on line at the time of purchase through cashnet. Please note that currently the University of Hartford does not accept Visa based credit or debit cards.

Commuters requiring parking after 11 pm must post their vehicles prior to 11 pm with public safety.

Commuters staying overnight with a resident student must have their vehicle posted as a guest by the resident as indicated above. This will count against the residents 14 postings per semester pool.

All guest parking is in the C lot. This includes Commuter students registered as guests of resident students. Failure to park the vehicle in the assigned area and/or to register a vehicle for overnight parking will result in ticketing and/or towing without prior notice.

Note: Any parking fines incurred by your guest will be automatically assigned to your student account.

Commuter students and students residing at the Asylum Avenue campus who spend the night on campus as guests of residents on the main campus must register the vehicle on line at publicsafety.hartford.edu. Commuter guests of resident students may park overnight at no charge for an accumulated total of 14 nights per semester. Thereafter, the fee for posting a vehicle is \$5 per night, payable by cash, check, electronic check, or credit card via the University of Hartford payment gateway and subject to all current policy and processing fees, when the vehicle is posted. All vehicles are assigned to park in the C lot only overnight. Failure to park the vehicle in the assigned area and/or to register the vehicle for overnight parking will result in ticketing and/or towing without prior notice. Any parking fines incurred by your guest will be automatically assigned to your student account.

Recreational vehicles (RV'S) are not permitted to park overnight unless they receive express written permission to do so from the Director of Public Safety.

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Violations and Fines

Violations of the regulations as listed will be noted on a citation when it is issued. The following list of violations and fines supersedes any previous information and is not all inclusive:

- Not displaying a University of Hartford parking permit..... \$25.00
- Parking in a loading or restricted zone..... \$50.00
- Overnight parking..... \$10.00
- Possession of a lost, stolen, or counterfeit permit.....\$250.00
- Parking in front of the residence halls, Regents Park (12 a.m–7 a.m.).....\$25.00
- Parking in the rear of any residence at any time.....\$25.00
- Not In a space.....\$25.00
- Parking in spaces reserved for visitors.....\$100.00
- Parking in a reserved space or area.....\$25.00
- Blocking a dumpster.....\$25.00
- Obstructing snow removal.....\$25.00
- Impeding traffic.....\$25.00
- Parking in a fire lane-Tow Zone.....\$25.00
- Operating/parking on a sidewalk.....\$50.00
- Improper display of permit.....\$10.00
- Parking on the grass.....\$25.00
- Exceeding posted time limit.....\$50.00
- Parking in other than assigned lot.....\$50.00
- Other (depending on the seriousness of the infraction).....\$10.00 up to \$100.00
- Failure to grant pedestrians the right of way..... \$100.00
- use of cell phone while vehicle is moving without hands free device.....\$25.00
- Parking in other than assigned lot.....\$50.00

The Following Moving Violations can NOT be appealed by Faculty & Staff or Students on line or through the Traffic Appeals Boards:

- Crossing a solid yellow line (moving violation).....\$25.00
- Disregarding a stop sign (moving violation).....\$25.00
- Driving on the wrong side of a two-way road (moving violation).....\$25.00
- Driving the wrong way on a one-way road (moving violation)\$25.00
- Racing (moving violation).....\$50.00
- Reckless driving (moving violation).....\$50.00
- Speeding (moving violation).....\$25.00
- Speeding clocked by Radar, Laser or other speed clocking devices (moving violation):
 - 20–30 mph.....\$30.00
 - 31–40 mph.....\$50.00
 - 41+ mph (automatic revocation of ALL parking & driving privileges for one academic year - no appeal)\$75.00

The Following Parking Violations can NOT be appealed by Faculty & Staff or Students on line or through the Traffic Appeals Boards:

- Parking in a handicapped space - No state issued permit displayed, or second vehicle in a single handicap space (first offense).....\$150.00
- Parking in a handicapped space - No state issued permit displayed, or second vehicle in a single handicap space (second offense).....\$250.00

Your Car On Campus 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 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.

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.

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

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- 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

Excessive Accumulation of Fines and Banned Vehicles

When an owner/operator accumulates five or more tickets (paid or unpaid) In any given academic year, his or her parking privileges will automatically be revoked for the remainder of the academic year. During this 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 director of public safety or designee, and may include a \$250.00 reinstatement fee. Please contact the Director of Public Safety for an appointment if you wish to make an appeal of a ban at 860.768.7985

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.

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.

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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.

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](#) 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.