Section 567.1 "Parking Violations"

(a) The State University of New York at Potsdam campus traffic and parking regulations are promulgated to govern the movement and parking of all vehicles on State University of New York property.

(b) Operation of motor vehicles on campus and other State University of New York property must conform with state, municipal and college regulations. Vehicle and Traffic laws of the State of New York are applicable and enforceable on the campus and other state university property. University Parking Officers are empowered to enforce all of these statutes.

(c) These regulations govern vehicular and pedestrian traffic and parking spaces for streets, roads, parking lots, sidewalks and premises owned, controlled or maintained by The State University of New York.

(d) Parking fees as approved by the chancellor, or designee, shall be charged for motor vehicles parked within designated lots, and premises owned, controlled or maintained by The State University of New York.

(e) Parking fees and/or citation charges as approved by the chancellor or designee. Such guidelines shall provide that the determination of the amount of the fee be substantially consistent with applicable collective bargaining agreements and in accordance with guidelines established by the chancellor or designee. Such guidelines shall provide that the determination of the amount of the fee be substantially based on an analysis of the costs attributable to the operation and maintenance of the parking facilities owned and operated by The State University of New York at Potsdam.

(f) No person shall drive a vehicle on university streets or roads at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing, but in no event shall a person drive a vehicle in excess of the speeds authorized and indicated by The State University of New York. Consult the Campus Parking Fee Guidelines for the current schedule of parking fees.

(g) Applicable on-campus, as defined by the Vehicle and Traffic Law, should be reported to the University Police Department.

(h) The term vehicle as used in these regulations shall be consistent with the Vehicle and Traffic Laws of the State of New York.

(i) All regulations pertaining to the use of vehicles on campus are enforceable 24 hours a day throughout the calendar year except as otherwise prescribed.

(j) The State University of New York at Potsdam assumes no responsibility or risk for any vehicle, its occupants or property contained therein or thereon, while parked or driven on university property.

(k) Visitors. Any veteran, as defined in section 360 of the New York State Education Law, in attendance as a student at the college shall be exempt from registration and parking fees upon submission by the veteran of a written request for exemption together with written certification by the veteran that such veteran was honorably discharged or released under honorable circumstances from such service.

567.2 Registration of Vehicles

(a) Such registration shall be completed within the first week of any given semester for students, or within one (1) week from the date of employment for employees, and is valid for the period indicated on the parking permit.

(b) Only a motor vehicle registered by the individual or an immediate member of his/her family may be registered.

(c) Temporary use of a motor vehicle must be reported to the University Police Department. A temporary parking permit may be issued.

(d) Any change of vehicle, license or registration shall be promptly reported to the University Police Department.

(e) Failure to register a vehicle or filing false registration information constitutes a violation of these regulations.

(f) Vehicle registration renewal may be denied an individual based on an analysis of the costs attributable to the operation of New SUNY Potsdam parking or traffic safety.

(g) If ownership of a registered vehicle is signed over to another person, the registration decal must be removed. A non-refundable violation ticket or fine shall be charged, subject to approval of the chancellor or designee.

567.3 Parking Regulations

(a) No person shall park a vehicle in any area except one specifically designated for the type of parking permit issued and displayed.

(b) Parking or standing in posted, restricted or reserved areas on campus streets or roads and in parking lots is prohibited. Parking or standing on lawns and in driveways is likewise prohibited as is the blocking of walkways or crosswalks.

(c) No person shall park a vehicle on the premises of the college in such a manner as to interfere with the use of a fire hydrant, fire lane or other emergency zone, create any barrier or unnecessarily interfere with the free and proper use of a roadway or parking area.

(d) Motion to park or stand in unauthorized areas to load or unload materials necessary to the college function must be obtained from the University Police Department.

(e) No person shall park a vehicle in such a way that it is not completely in a lot, or to block an entrance or exit, driveway or any other vehicles in a lot so as to prevent access to a parking space.

(f) Overnight parking is restricted to parking lots 1, 7, 18, 19, 22, 23, 24, 25, 26, 27, 31 and 32. Vehicles parked in lots other than the above between 2 a.m. and 6 a.m. are in violation of these regulations.

(g) Storage of motor vehicles which are inoperative or without valid registration in campus lots is prohibited.

(h) Operators of disabled motor vehicles shall notify the University Police Department when it is necessary to leave the vehicle in an unauthorized area.

(i) Special parking designation may be granted for extraordinary circumstances, upon written request from a building administrator after consultation with and the approval of both the Chief of University Police and the parking committee.

(j) Visitors to campus may park in the following lots: 1, 2, 3, 6, 7, 9, 10, 14, 17, 18, 19, 20, 23, 24, 25, 26, 27, 28, 31 and 32. Parking in lots other than the above between 2 a.m. and 6 a.m. are in violation of these regulations.

(k) Visitors who wish to park on campus must obtain temporary parking permits. Permits are available at the University Police Department and selected campus offices designated by the Chief of University Police.

(l) Handicapped parking spaces will be limited to handicapped persons only. An individual with a physical disability may be issued a handicapped decal following his or her written application to the Chief of University Police. The decal must be supported by a physician’s written statement certifying such need. SUNY Potsdam will also honor a handicapped person status officially designated by another appropriate governmental agency and indicated as such by authorized handicapped symbol on the vehicle.

(m) Any motor vehicle which is parked in violation of these regulations may be ticketed and/or towed from campus at the owner’s expense.

(n) Parking regulations may be suspended for special events at the discretion of the chief administrative officer (or designee).

(o) There is a 15-minute parking limit enforced Monday through Friday between 7 a.m. and 6 p.m. in lots 3, 10 and 14.

567.4 Enforcement

(a) A complaint regarding any violation of the campus regulations shall be in writing indicating the time and place of the violation and the title, number or substance of the applicable rule.

(b) The complaint must be signed by the officer witnessing the violation and shall be served upon the violator or attached to the vehicle involved.

(c) The complaint shall indicate the amount of the fine assessable, and advise that if the person charged does not contest the violation, the fine must be paid at the college bursar office within five (5) school/business days of the date the violation is issued.

(d) The complaint shall state that a hearing may be requested within a period of 72 hours after service of the charge. This may be by personal appearance or by written request at the University Police Department.

(e) The complaint shall state that should the alleged violator fail to appear at the hearing or should no hearing be requested within the period of 72 hours, as cited above, the complaint is proved and shall warrant such action as may be appropriate.

(f) The penalty for violation of these regulations is as follows:

(1) A $15 fine for each violation.

(2) A $50 fine for violation of a handicapped designated space.
567.6 Traffic Control

(a) “15 MPH” is established as the maximum speed at which vehicles may proceed on or along all roadways on the grounds of The State University College at Potsdam, Village of Potsdam, St. Lawrence County, except on the following roadways:

(1) Canton Drive between Pierrepont Avenue and Ogdensburg Drive.

(2) Ogdensburg Drive between Canton Drive and Barrington Drive.

(b) “25 MPH” is established as the maximum speed limit at which vehicles may proceed on or along the following roadways of The State University College at Potsdam, Village of Potsdam, St. Lawrence County:

(1) Canton Drive between Pierrepont Avenue and Ogdensburg Drive.

(2) Ogdensburg Drive between Canton Drive and Barrington Drive.

(c) “Standing” is prohibited on or along either side of all highways on the grounds of The State University College at Potsdam, Village of Potsdam, St. Lawrence County.

(d) “Stop” Intersections: The following intersections on the grounds of The State University College at Potsdam, Village of Potsdam, St. Lawrence County, are designed as stop intersections as indicated to the right.

567.7 Statutory Authority

This part is drawn under the authority of section 326 of the Education Law (L. 1972, ch. 148) and The State University Board Of Trustees Resolution 72-186 adopted on August 17, 1972 as last amended by Resolution 90-14 adopted January 23, 1990.