

SUNY POTSDAM

Section 567.1 Introduction

- (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 all 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 Police officers are empowered to enforce all of these statutes.
- (c) These regulations shall govern vehicular and pedestrian traffic and parking upon the 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, 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 SUNY Potsdam.
- (e) 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.
- (f) All reportable accidents on campus, as defined by the Vehicle and Traffic Law, should be reported to the University Police Department.
- (g) The term vehicle as used in these regulations shall be consistent with the Vehicle and Traffic Laws of the State of New York.
- (h) All regulations pertaining to the use of vehicles on campus are enforceable 24 hours a day throughout the calendar year except as otherwise prescribed.

- (i) SUNY Potsdam assumes no responsibility or risk for any vehicle, its occupants or property contained therein or thereon, while parked or driven on college property.
- (j) Veterans. 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) All members of the College community who operate a motor vehicle on campus shall register the vehicle with the University Police Department. Upon registration, and payment of applicable fees, an appropriate parking permit will be issued which must be affixed to the vehicle in accordance with the instructions provided. All individuals exercising this privilege are responsible at all times for the vehicle while the vehicle is on campus.
- (b) 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.
- (c) Only a motor vehicle owned by the individual or an immediate member of his/her family may be registered.
- (d) Temporary use of a motor vehicle must be reported to the University Police Department. A temporary parking permit may be issued.
- (e) Any change of vehicle, license or registration shall be promptly reported to the University Police Department.
- (f) Failure to register a vehicle or filing false registration information constitutes a violation of these regulations.
- (g) Vehicle registration renewal may be denied an individual responsible for outstanding SUNY Potsdam parking or traffic tickets.
- (h) If ownership of a registered vehicle is signed over to another person, the registration decal must be removed.
- (i) A nonrefundable vehicle registration fee 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 hazard or unreasonably interfere with the free and proper use of a roadway or pedestrian way.
- (d) Permission 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 or so as to prevent access to a parking space.
- (f) Overnight parking is restricted to parking lots 6, 17, 18, 19, 22, 23, 24, 25, 25a, 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 State 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, 9, 10, 14, 17, 18, 19, 20, 22, 23, 24, 25, 25a, 26, 27, 28, 31 and 32.
- (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 as designated by the Chief of University Police.
- (l) Accessible parking spaces will be used by persons with disabilities only. An individual with a physical disability may be issued a disability decal following his or her written application to the Chief of University Police. The application must be supported by a physician's written statement certifying such need. SUNY Potsdam will also honor disability status designated by another appropriate governmental agency and indicated by an authorized disability 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 and 10.

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.
 - (1) The complaint must be signed by the officer witnessing the violation and shall be served upon the violator or attached to the vehicle involved.
 - (2) 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 Office of Student Accounts within five (5) school/business days of the date the violation is issued.
 - (3) The complaint shall state that a hearing may be requested within a period of 72 hours after service of the charges. This may be by personal appearance or by written request at the University Police Department.
 - (4) The complaint shall state that should the alleged violator fail to appear at the time fixed for 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 then be appropriate.
- (b) The penalty for violation of these regulations will be noted on the violation ticket.
- (c) Unpaid fines shall be deducted from the salary or wages of any employee of the College (Education Law, §362) and grades and transcripts shall be withheld from students until all fines or fees are paid.
- (d) Campus motor vehicular registration and parking privileges for the balance of the registration year may be revoked when five (5) or more campus violations have been incurred during an academic year.
- (e) Violations of the Vehicle and Traffic Law are answerable to the town justice, Town of Potsdam.

567.5 Appeals Board

- (a) The chief administrative officer shall designate a parking violation appeals board, consisting of six (6) persons, to hear appeals (per §567.4(a)(3)).
 - (1) The appeals board will be drawn from a panel of six (6) persons as follows: two (2) students; two (2) faculty; and two (2) classified staff.
 - (2) Any two (2) persons shall constitute an appeals board.
 - (3) Such an appeals board shall not be bound by the rules of evidence, but may hear or receive any testimony or evidence directly relevant and material to the issue presented.
- (b) At the conclusion of the hearing or not later than five (5) days thereafter, such appeals board shall file a report with the University Police Department. A notice of the decision shall be promptly transmitted to the appellant. The report shall include:
 - (1) the name and address of the appellant;
 - (2) the time and place when the complaint was issued;
 - (3) the campus rule violated;
 - (4) a concise statement of the facts established on the hearing based upon the testimony or other evidence offered;
 - (5) the time and place of the hearing;
 - (6) the name(s) of all witnesses;
 - (7) each adjournment stating upon whose application and to what time and place it was made; and
 - (8) the decision (guilty or not guilty) of the appeals board.
- (c) An individual who is granted an appeal and fails to appear without notifying the University Police Department at least two hours in advance of the scheduled hearing will be deemed guilty and assessed the maximum fine.
- (d) The appeals board will be responsible for the administration of §567.5 of these regulations and their decision shall be final.
- (e) Ignorance of these regulations will not constitute an excuse for violation.

potsdam.edu/police

Potsdam

Parking Regulations & Map



UNIVERSITY POLICE

SUNY Potsdam
44 Pierrepont Avenue
Potsdam, New York 13676
(315) 267-2222

