



## POLICE DEPARTMENT

December 4, 2012

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### General Order 760

#### Traffic and Parking Policy and Regulations

##### INTRODUCTION:

The following are the traffic and parking regulations for the campus and facilities of Manchester Community College. These regulations have been developed by the Manchester Community College Traffic & Parking Regulations Panel and are authorized by the College President.

Authority for the enforcement of these regulations rests with the Police Commanding Officer.

##### TRAFFIC AND PARKING REGULATIONS PANEL:

**Role:** The Board of Regents Policy Manual specifies that a panel shall be appointed to “establish regulations which (a) prohibit, limit, or restrict the parking of passenger vehicles; (b) determine speed limits; (c) restrict roads or portions thereof to one-way traffic and designate the location of crosswalks on any portion of any road or highway subject to the care, custody, and control of the college; (d) order erected and maintained signs designating such prohibitions or restrictions; and (e) impose a fine of not more than twenty-five dollars upon any person who fails to comply with any such prohibition or restriction.

**Effective Period:** The regulations contained herein are in effect twenty-four hours a day and 365 days a year.

**Authority:** The Police Commanding Officer has the authority to suspend all, or part of these regulations, when to do so is in the best interest of public safety. Any significant suspension of regulations, either in terms of scope or duration, will immediately be reported to the Dean of Administrative Affairs.

**Applicability:** These regulations are applicable to all who operate, park, and/or own motor vehicles on the campus of Manchester Community College.

**Campus Roads:** All roadways within the confines or perimeter of the College are deemed to be highways under Connecticut General Statute § 14-1 (34) and all Connecticut Motor Vehicle laws are applicable upon these roadways.

##### DEFINITIONS:

**Campus:** All property owned by or under the control of Manchester Community College.

**Motor Vehicle:** Any vehicle so defined by Section 14.1 of the Connecticut General Statutes.

**Owner:** The owner of the vehicle as defined by Section 14.1 of the Connecticut General Statutes.

**Operator:** The operator or driver of the vehicle as defined by Section 14.1 of the Connecticut General Statutes

**Registrant:** The student, faculty member, or staff member to whom a parking permit has been issued.

## TRAFFIC AND PARKING

**Responsibility:** It is the responsibility of each vehicle registrant and vehicle operator to know these regulations and comply with them.

**State Laws:** All provisions of the “Connecticut Motor Vehicle Laws” are applicable on all campus roadways, driveways, and parking lots. All vehicles parked on the campus must bear valid and lawful state vehicle registration plates. Vehicles parked in violation of this regulation may be towed at the owner’s expense and subjected to additional enforcement action as well.

**Campus Speed Limit:** Vehicle operators on any campus roadway, driveway, or parking lot shall obey all posted speed limits.

**Insurance:** All vehicles operated on the campus, whether registered with the State of Connecticut or not, must meet or exceed the minimum state requirements for insurance coverage.

**Liability:** Manchester Community College is not responsible for any vehicle or its contents while being operated or parked on College property.

**Towing Expenses:** Unless specifically stated otherwise in the applicable section, all expenses related to the towing of vehicles, and any storage charges, are the responsibility of the owner of the vehicle. Illegally parked vehicles may be towed without notice to the operator or owner.

### PARKING:

**Parking Spaces:** The responsibility to find a valid and lawful parking space is incumbent upon the vehicle operator.

**Proper Parking:** All vehicles will be parked in a lawful manner in accordance with C.G.S. 14-251. Improperly parked vehicles are subject to ticketing and towing at the owner’s expense.

**Hazardous Parking:** Vehicles may not be parked in such a manner as to constitute a hazard or impede the smooth flow of traffic. Hazardous vehicles are subject to towing at the owner’s expense.

### TYPES OF PARKING PERMITS:

**Faculty/Staff Parking Permits:** Vehicles may not be parked in Faculty/Staff Parking Lots unless authorized to do so by appropriate parking permits.

- Full-time faculty and staff may obtain a parking permit decal from the MCC/PD. The decal must be displayed in the lower corner of the passenger side windshield.
- Part-time faculty and staff may obtain a parking permit hangtag for each semester.
  - Fall semester hangtag is good from August 15<sup>th</sup> to December 31<sup>st</sup>.
  - Spring semester hangtag is good from January 1<sup>st</sup> to June 30<sup>th</sup>.
  - Summer Session hangtag is good from June 15<sup>th</sup> to August 31<sup>st</sup>.
- Faculty/Staff parking permits from all other Connecticut Community College System institutions shall be honored on this campus.
- No faculty/staff parking privileges are extended to student workers.

**Handicapped Permits:** Issued by the Connecticut Department of Motor Vehicles (DMV)

- Section 14-253 (d) of the Connecticut General Statutes prohibits the use of designated handicapped parking spaces, unless a vehicle displays a valid State handicapped permit.
- Section 14-253 (c) stipulates that the permit may only be used for special parking privileges when the vehicle is being operated by, or carrying as a passenger, the handicapped person to whom such permit has been issued.
- Violation of section 14-253 is a State infraction, and will result in a fine.
- Either of the below listed Handicapped Parking Permits issued by the Department of Motor Vehicles entitles the bearer to park (1) in all spaces reserved for handicapped parking and (2) in any legal

parking space (except for Reserved spaces) in all parking lots as long as the person is physically able to exit the vehicle within the confines of the designated space.

**Temporary:** Any person whose ability to walk is seriously but temporarily impaired may obtain a Connecticut Temporary Handicapped Parking Permit from the State Department of Motor Vehicles (DMV) for a fee. The form must be submitted to DMV with the signatures of the applicant and a licensed physician and are issued at the time of submission. *The required DMV blank form (B-225) is available at the MCC Police Department (Room L-174).*

**Permanent:** Permanently disabled students, faculty, or staff members with severe mobility problems may obtain State Handicapped Parking Permits from the Connecticut Department of Motor Vehicles. (DMV)

**Reserved Parking:** Permits for reserved parking are issued by the Director of Human Resources.

- A Reserved Parking Permit may be issued by the Director of Human Resources to an employee who is disabled or has a medical condition which requires special parking privileges.
- An employee applying for a Reserved Parking Permit must submit a written request to the Director of Human Resources. The request must include a State of Connecticut medical certificate completed by a physician stating the need for a Reserved Parking Permit and the anticipated beginning and end dates for the permit.

#### **PENALTIES:**

**MCC Campus Parking Violation Notices:** All parking violations are subject to fines in accordance with the following schedule:

Not displaying permit	\$ 10.00
Improper parking	\$ 10.00
Parking on campus roads/sidewalks	\$ 10.00
Overnight parking	\$ 10.00
Parking in fire lane	\$ 25.00
Parking in restricted area	\$ 25.00
Other	\$ 25.00
Tow zone	\$ 25.00

The responsibility to find a valid and lawful parking space rests with the vehicle operator. A lack of adequate parking space shall not constitute an excuse for violation of these regulations.

- Not displaying permit: A valid permit decal or hangtag must be displayed on the vehicles at all times. All decals should be affixed on the passenger's side of the front window of the vehicle and must be clearly visible from the outside. Hangtags are to be hung from the rear view mirror.
- Improper parking: All parked motor vehicles must be in such a position as to be within the marked boundaries of the parking spaces. Vehicles may not occupy more than one parking space.
- Hazardous parking: Vehicles may not be parked in such a manner as to constitute a serious hazard or interfere with or otherwise impede the flow of vehicles, pedestrian traffic, or block or interfere with access to any facility. Vehicles parked in violation of this regulation may be TOWED at the owner's expense.
- Parking in restricted area: Vehicles may not park in a parking space marked "RESTRICTED", including handicapped, reserved, or assigned parking spaces, unless authorized to do so by appropriate parking permit. This violation may result in a vehicle being TOWED at the owner's expense. Note: At the discretion of the police, those parked in violation may be issued a state infraction (in place of a campus parking ticket), may be towed, or both.
- Vehicles may not be parked on the grass, sidewalks, walkways, or unpaved areas.
- Unauthorized vehicles may not be parked in lots reserved for faculty and staff.

- Vehicles may not be parked in violation of any posted regulations of the MCC Police Department.
- Loading Zone: Vehicles may not be parked in any area marked “LOADING ZONE” except for the purpose of loading and unloading. No vehicle shall be parked in a loading zone for a period longer than is necessary to accomplish the loading and unloading and shall display the vehicle’s emergency flashers. Vehicles in violation of this regulation may be TOWED at the owner’s expense.
- Fire Lanes: Vehicles may not be parked in any area marked “FIRE LANE” or identified by yellow curbing. Vehicles parked in violation of this regulation will be TOWED at the owner’s expense.

**Penalties for Connecticut State parking and moving violations** are determined according to state ordinances. Depending upon the severity of the violation, the owner/operator of the vehicle may be issued an Infraction Notice instead of an MCC parking ticket. The fines on an infraction are pre-determined by state law and are not discretionary.

**PAYMENT OF FINES:**

All fines levied in connection with violations of these regulations must be paid within six (6) days of receipt of a violation notification or the amount due will double automatically.

The Registrar may refuse to allow class registration or graduation until all fines have been paid in full.

MCC reserves the right to refuse, reject, alter, or revoke campus parking privileges in instances of repeated abuse of these regulations or a refusal to pay fines. This authority is specifically designated to the Commanding Officer. All such decisions may be appealed to the parking Violations Appeals Committee.

All campus parking violation notices must be paid in person or by mail to the Cashier’s Office, Monday through Friday between the hours of 9:30 am and 4:30 pm or by mail: MCC, P.O. Box 1046, Great Path, Manchester, CT. 06045-1046, Attn: Cashier’s Office, Traffic Fine. **DO NOT MAIL CASH.** Make checks payable to MCC Scholarship Fund.

**TOWING:**

The College reserves the right to remove or impound any or all vehicles parked in violation of those regulations that contain a “TOWING” clause.

Vehicles parked on College property in violation of Connecticut State Traffic Regulations that authorize towing may be TOWED.

Authority to tow a vehicle rests with the Police Commanding Officer and his/her designated agent.

The College assumes no responsibility for any damage, actual or alleged, resulting from towing. Any such damage is the responsibility of the towing contractor.

The College reserves the right to tow any vehicle that interferes with or obstructs emergency operations. These vehicles may be towed at the expense of the College unless the registrant has been contacted, is available to remove the vehicle, and refuses to do so. If circumstances permit, a reasonable effort will be made to locate the operator of the vehicle in advance of towing.

**APPEALS**

**Appeals Process:** Any person receiving a Campus Parking Violation Notice (MCC ticket and not a State Infraction ticket) has the right to appeal the ticket. A Parking Ticket Complaint/Appeals Form is available at the MCC Police Department Office (L 174).

- The Parking Ticket Complaint/Appeals Form must be completed and returned to the MCC Police Department within seventy-two hours of the issuance of the ticket.
- The Commanding Officer will review the appeals form and decide whether to affirm or revoke the ticket.
- If the parking ticket has been affirmed, the complaint/appeal and the Commanding Officer’s decision will be forwarded to the Traffic/Parking Appeals Committee.
- The Traffic/Parking Appeals Committee will review the ticket and complaint/appeal form and will decide whether to affirm or reject the Commanding Officer’s findings.

Note: All fines must be paid in full before the Committee will consider an appeal.

- The decision of the Traffic/Parking Appeals Committee shall be conveyed in writing to the appellant and to the MCC Police Department.
- The Traffic/Parking Appeals Committee decision is final.

## **APPEALS COMMITTEE**

**Appeal Committee** consists of the Director of Environmental Health and Safety, and one MCC Student who will serve for a term of good behavior. The student will be a member of the Student Government, in good standing.

Towing fees are not subject to the appeals process. The Commanding Officer will process a refund only when a vehicle has been unlawfully towed.

## **BICYCLES**

Bicycle operators are to keep to the right side of the roadway and that they are subject to the same traffic regulations governing the operation of vehicles (e.g. stop signs, traffic lights, and one-way street designations).

No person shall ride or operate bicycles upon properties owned, leased, or occupied by Manchester Community College except in a prudent and careful manner with reasonable regard for the safety of the operator and other persons.

## **PEDESTRIANS**

Pedestrians have the right-of-way on sidewalks, parking lots, and all other areas of the campus. However, pedestrians shall grant the right of way to emergency vehicles.

Pedestrians shall be responsible to use sidewalks and marked crosswalks wherever possible and shall abide by the Connecticut General Statutes regarding use of the sidewalks and roadways.

## **LITTERING**

No person shall throw, scatter, spill, place or cause to be blown, scattered, spilled, thrown or placed or otherwise dispose of any litter upon public or private property in this state.

**Operator Responsibility:** When any such material or substances are thrown, blown, scattered or spilled from a vehicle, the operator thereof shall be deemed prima facie to have committed such offense.

**Fines:** Any person who violates any provisions of this section shall be fined in accordance with the applicable Connecticut state statute.