

## Purpose

Welcome to Utica College. The purpose of this brochure is to set forth rules and regulations for the use of motor vehicles on the Utica College campus. These rules and regulations have been designed for the safety and welfare of students, faculty, staff, and visitors, plus the protection and maintenance of College property, and to govern traffic on the campus.

Utica College is a pedestrian campus. ***Pedestrians have right of way at all times.*** It is the responsibility of all faculty, staff, and students to read and abide by the regulations. Cooperation and compliance with these rules and regulations by all members of the Utica College community is expected. Failure to comply may result in a parking citation being issued, the vehicle being wheel-locked or towed at the owner's expense, suspension and/or revocation of driving privileges on campus, and/or judicial action.

## Registration

Registration of vehicles is free of charge and required annually of all students using a vehicle on campus. Faculty and staff decals are renewable every two years. All motor vehicles parked on campus must be registered with the Office of Campus Safety and a parking permit must be properly displayed at all times in the lower back corner of the rear driver's side window. Decals are issued by the Office of Campus Safety (x3046), located in the Strebel Student Center, Monday through Friday 8 a.m. to 4 p.m. If you drive a vehicle which is not registered on campus, please notify the Office of Campus Safety (x3046) anytime, 24 hours a day, 7 days a week.

All guests with vehicles must obtain a visitor parking pass from the Office of Campus Safety (315) 792-3046 24 hours a day, 7 days a week.

Overnight parking is generally prohibited in all areas except the residential lots (Lot D, E, F, G, H, I).

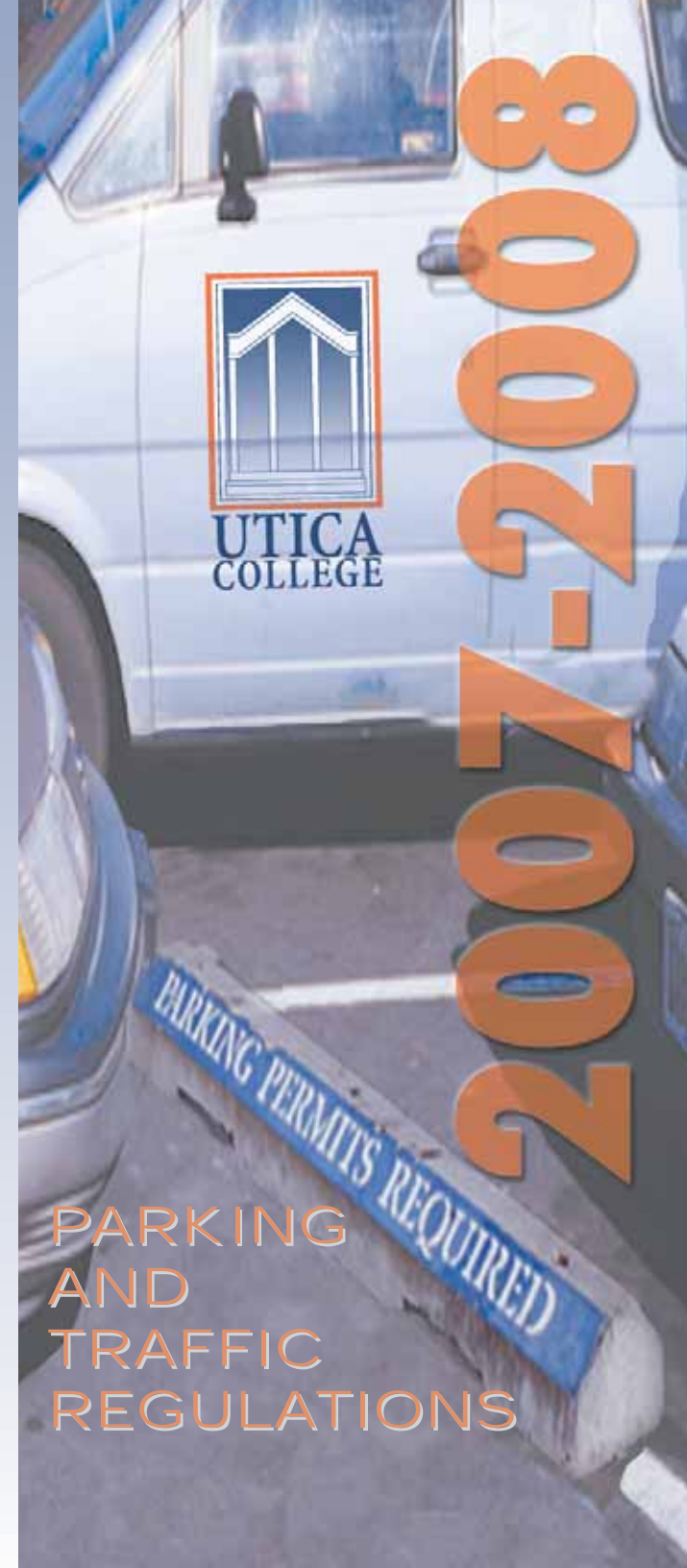
## Safety and Security Tips

- Always keep your vehicle locked.
- Keep a spare set of keys in a secure place.
- If you witness an accident, report it to Campus Safety (x3046).
- If you observe a dangerous problem, (i.e. ice, falling tree limbs, etc.) notify Campus Safety.
- If you observe a suspicious person or persons in a parking area or College building, notify Campus Safety.
- Never leave a running automobile unattended.
- Maintain the campus speed limit (maximum 15 mph).



**UTICA  
COLLEGE**

**Campus Safety  
1600 Burrstone Road  
Utica, New York 13502-4892  
(315) 792-3046**



## Traffic Policies

Vehicles must be parked in the assigned lot as designated on the parking permit within the white painted lines.

### RESIDENT PERMITS

authorized to park in designated color coded lot ONLY (Lots D, E, F, G, H, I)

### BURRSTONE RESIDENT PERMITS

authorized to park in Hubbard, Gordon, Strel, Clark and Burrstone House lots ONLY (Lots A, B, C, J, Burrstone House)

### COMMUTER PERMITS

authorized to park in Hubbard, Gordon, Strel and Clark lots ONLY (Lots A, B, C, J)

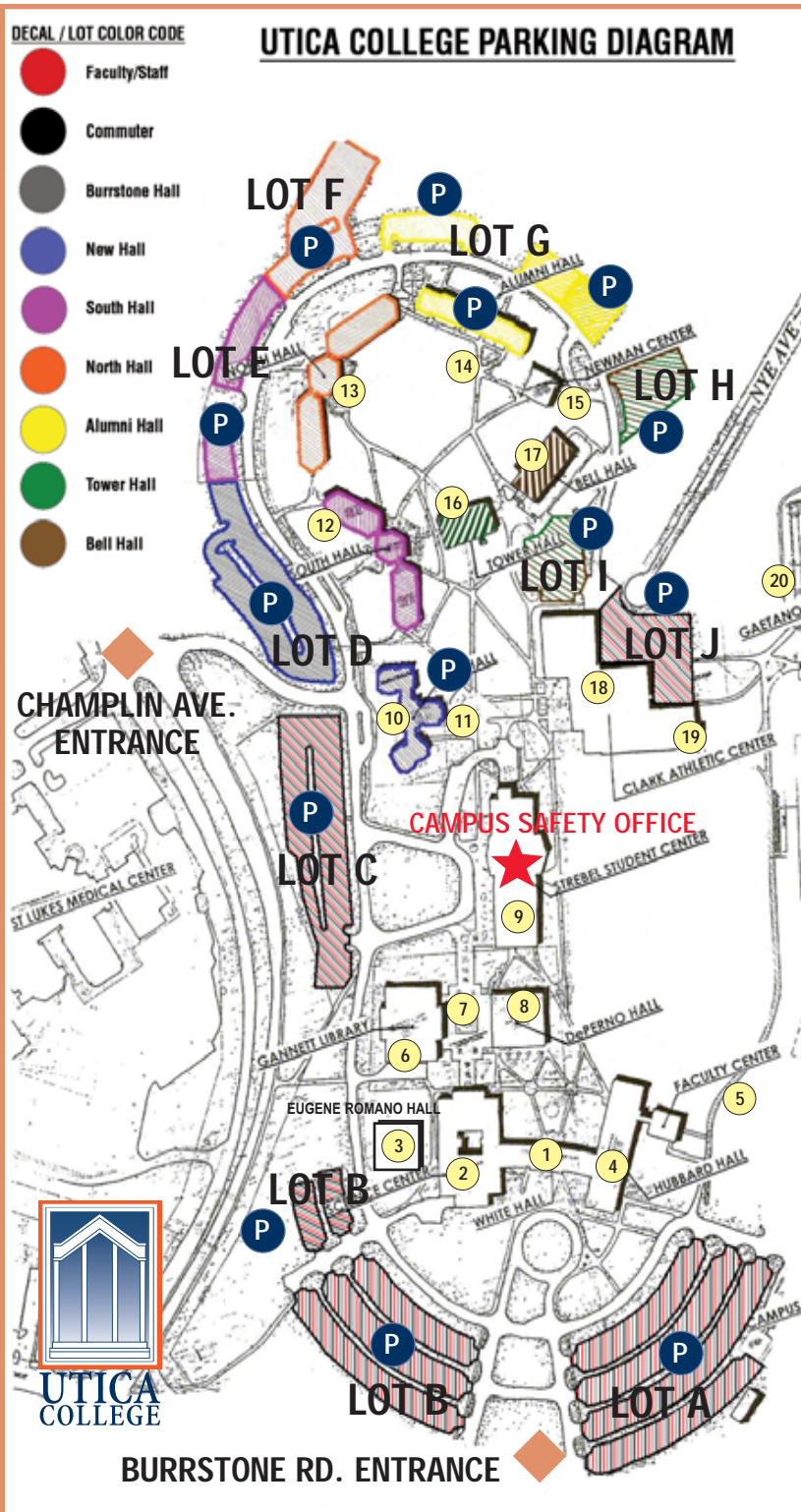
### FACULTY/STAFF PERMITS

authorized to park in Hubbard, Gordon, Strel and Clark lots ONLY (Lots A, B, C, J)

- The maximum speed limit is 15 mph. Speeding is considered a serious moving violation, as is driving on lawns and sidewalks without permission. Multiple moving violations may result in the loss of privileges to drive and park on campus.
- The person to whom the vehicle is registered (College registration) is responsible for fines incurred as a result of a parking violation.
- Abandoned and/or disabled vehicles are subject to towing at the owner's expense unless special arrangements have been made with Office of Campus Safety.
- Vehicles parked in restricted areas will be ticketed and/or towed at the owner's expense. Towing charges are incurred at the time the tow service is called.
- After repeated violations, vehicles may be wheel-locked and/or towed away at the owner's expense.
- If there is an automobile accident on campus, it should be reported to Campus Safety immediately.

### Disabled Vehicle

Any disabled vehicle on Utica College property must be reported to Campus Safety immediately at 315-792-3046. Failure to do so could result in a parking violation or removal of vehicle at owners' expense.



## Restricted Areas

Parking In The Following Areas Is Prohibited:

- Fire Lanes
- Grass and Lawns
- Walkways and Sidewalks
- Handicapped Areas
- Areas Assigned to Specific Individuals
- Traffic Circles

## Appeals

Parking and traffic tickets may be appealed within seven days of the violation. Appeal applications are available in the Office of Campus Safety. Appeals will not be considered if the vehicle is not properly registered.

The appeals committee, comprised of students, faculty, and staff, will review all appeals and send written notification of the committee's decision. The decision of the committee is final.

Payment should be made in person or mailed to the Business Office located in the Addison-Miller-White Hall. Fines for violations range from \$10 to \$50; a schedule of fines is available in the Office of Campus Safety.

- ☆ - CAMPUS SAFETY OFFICE
- ◆ - College Entrances P - Parking

- 1 - Addison Miller White Hall
- 2 - Gordon Science Center
- 3 - Eugene Romano Hall
- 4 - Hubbard Hall
- 5 - Faculty Center
- 6 - Frank E. Gannett Memorial Library
- 7 - Romano Plaza (Upper Level)  
Library Concourse (Lower Level)
- 8 - Rocco F. DePerno Hall
- 9 - Ralph F. Strel Student Center
- 10 - New Hall/Conference Center
- 11 - Duffy Plaza
- 12 - South Hall
- 13 - North Hall
- 14 - Alumni Hall
- 15 - Newman Center
- 16 - Tower Hall
- 17 - Bell Hall
- 18 - Harold Thomas Clark, Jr. Athletic Center
- 19 - Harold Thomas Clark, Sr. Team Facility
- 20 - Charles A. Gaetano Athletic Stadium