

Motor Vehicle Rules and Regulations

I. PURPOSE AND SCOPE OF REGULATIONS

College rules and regulations concerning the operation and parking of motor vehicles on campus are intended to effectively control vehicular access to and use of the campus facilities for the safety and convenience of students, employees, visitors and others having authorized business to conduct on campus. As used in these regulations, “motor vehicle” shall be defined in Title 39 of the New Jersey Motor Vehicle statutes. These campus regulations apply to all persons operating or parking motor vehicles on campus. During emergencies motor vehicle and parking regulations may be temporarily changed by the Department of Public Safety.

II. PERMISSION TO OPERATE A MOTOR VEHICLE AND PARK ON CAMPUS.

- A. **Vehicle Registration:** Motor vehicles owned by the College, construction equipment (not including motor vehicles) engaged in work on campus, vehicles operated by law enforcement officials, emergency vehicles, contracted sanitation vehicles and U.S. Mail vehicles are exempt from campus registration. All other vehicles must be registered with the Department of Public Safety located at Building 675. Registration of the vehicle and the granting of permission to operate and park a motor vehicle on campus is conditioned upon compliance with the rules and regulations of the College as set forth in this manual and upon compliance with the motor vehicle laws of the State of New Jersey as set forth in Title 39 of the Statutes of New Jersey.
- B. **Enforcement Authority:** Individuals driving or parking on campus are required to obey all traffic signs, regulations and Public Safety Officer's directions. College motor vehicle rules and regulations are enforced by the Department of Public Safety, and the State of New Jersey motor vehicle statutes are enforced by the Randolph Township Police and by county and state enforcement agencies. Violators will be subject to fines, towing of the vehicle, and/or the revocation of permission to operate and park a motor vehicle on campus.
- C. **Parking Permit (Decals):** Upon registration of a vehicle with the Department of Public Safety, a parking permit in the form of a decal sticker will be issued. The decal sticker must be displayed no later than the tenth day following commencement of employment or classes. The decal sticker must be visibly affixed on the lower left hand corner of the rear window or on the corresponding rear bumper. Mopeds, motorcycles and motor scooters must have the decal mounted on the left front fork. When vehicles are sold, traded or otherwise disposed of, the decal holder must remove the decal sticker.
- D. **Temporary Parking Permits:** The Department of Public Safety will issue temporary parking permits via electronic mailing or in Public Safety, for a

specified period of time, to campus visitors operating vehicles without decals. Temporary parking permits must be visibly displayed on the left side of the dashboard. Employees of the College must obtain from the Department of Public Safety special guest parking permits for individuals invited to on-campus College functions. It is the responsibility of the inviting party or activity sponsor to notify guests of special parking permit arrangements. All permit holders will be assigned to specific parking locations.

- E. Medical Parking Permits: Individuals with the authorized New Jersey State Handicapped Placard must obtain a College permit or decal. Individuals who are physically challenged, for a temporary period of time, may obtain a Medical Reserved parking permit from Health Services, after registering the vehicle with the Department of Public Safety and obtaining a College decal or permit.

III. SPECIAL AUTHORIZATION TO DRIVE ON WALKWAYS

- A. Authorization: Only exempt College vehicles as defined in subsection III-B, emergency vehicles, and contracted vehicles performing work on campus may drive on campus walkways. Any operator of a privately owned or contracted motor vehicle requiring authorization to drive on a campus walkway must be escorted by the Department of Public Safety. The applicant must provide the following: 1-Reason for using the walkway, 2-The specific area, building and room to which access is sought, 3-Type of vehicle and license plate number, and 4-Duration for which a walkway permit is required. The Department of Public Safety may deny or revoke authorization to drive on a campus walkway if a safety risk will arise, if the reason for seeking walkway access is not compelling, or if there is failure to obey the special rules and regulations governing vehicular use of the walkways. Special walkway permits shall be displayed on the vehicle dashboard.
- B. Exempt College Vehicles: The following are authorized in the performance of duty to operate on campus walkways without a walkway permit, but shall at all times obey the regulations set forth in subsection III-C.
 - 1. Public Safety vehicles.
 - 2. Vehicles assigned to the Plant and Maintenance Department.
 - 3. Vehicles assigned to the Warehouse staff.
 - 4. The Director of Public Safety
 - 5. The Director of Plant and Maintenance
- C. Regulations Applicable to Vehicle Use of Walkways: Vehicles authorized to operate on campus walkways must obey the following regulations in order to assure a reasonable degree of safety on campus walkways.
 - 1. Vehicles, whether under emergency or other conditions, must yield the right of way to pedestrians.

2. Vehicles shall not be operated at a speed greater than five miles per hour (5MPH) and use a four-way flasher signal.
 3. Vehicles must come to a full stop within 25 feet of a person recognized as having a physical disability, and shall allow that person to pass safely before proceeding.
 4. Unless under emergency conditions, vehicles must not be parked within 25 feet of any building entrance, exit or fire zone.
- D. Recreational Equipment: Bicycles may only be operated on College roadways and operated in accordance with the State of New Jersey motor vehicle laws. The use of bicycles is not permitted on campus walkways, parking lots, or in College buildings. All bicycles used as transportation to the campus will be placed in a bike rack when not in use. Bikes may be secured in bike racks provided next to parking lots 5 and 8. The use or possession of rollerblades, skateboards, hover boards, unauthorized personal unmanned aerial devices (UAD -drones) or other recreational riding /aerial apparatus is not permitted on Campus.

IV. CAMPUS DRIVING AND PARKING REGULATIONS:

The person or company to whom the parking decal or temporary permit is issued, or to whom the vehicle is registered, will be held responsible for violations of these regulations regardless of who operated or parked the vehicle. All vehicles operated on the campus, including College owned vehicles and others exempt from registration, shall obey the following rules and regulations which are effective 24 hours a day, 52 weeks a year:

- A. Operators of motor vehicles on campus shall yield the right of way to all pedestrians.
- B. Those vehicles requiring parking decals or permits must display the decal or permit as required under these regulations. Any employee or student who fails to obtain a decal within ten (10) days of the first day of employment or commencement of classes is subject to fines and having his/her vehicle towed from the campus at his/her own risk and expense.
- C. Vehicular traffic signs, directives of police officers and directives of campus Public Safety personnel are to be obeyed at all times.
- D. Posted reserved, disabled, medical and no parking areas must be obeyed.
- E. The maximum vehicle speed limits on campus are 25 miles per hour on College Avenue and Campus Drive, 15 miles per hour on Titan Drive and Academic Drive, and 5 miles per hour in parking areas and on walkways. As a service to the College community, speeds are electronically monitored by roving patrols and from stationary positions. The Department of Public Safety has the right to issue citations based upon read-outs from these devices.

- F. Except for vehicles specifically authorized to drive on walkways pursuant to
 - a. Subsection III, vehicles must be driven on roadways only.
 - G. Operators of motor vehicles on campus are required to have in their possession a valid driver's license, vehicle registration and insurance identification. The information will be presented to a Public Safety Officer upon request.
 - H. On-campus parking is prohibited between the hours of 11:00 p.m. and 6 a.m., and when the campus is closed i.e.: holidays, weather related closings, campus emergencies. Exceptions to this rule are made for essential employee vehicles, College owned vehicles, construction equipment, special events, or vehicles authorized by the Department of Public Safety.
 - I. Vehicles may only be parked in authorized locations. Students and employees may park only in areas designated for student and employee parking respectively. Visitor parking spaces are reserved for visitors only.
 - J. Only those with special parking permits may park in spaces reserved for the disabled or in medical reserved spaces. These spaces are clearly identified in lots on campus.
 - K. Lack of an available parking space in a designated area is not a valid excuse for parking in driveways, turnarounds, or any other unmarked or unauthorized location. Vehicles must be parked within a delineated and authorized parking space.
 - L. The Department of Public Safety must be notified immediately if an emergency makes it necessary to leave a vehicle parked in any manner not permitted by these regulations. A Public Safety Officer will investigate the request to determine if the vehicle is safe to leave on campus or must be immediately removed at the owner's / operator's expense. Vehicles that are granted authorization to be parked on campus for a temporary emergency condition must be removed within the time frame established by the Department of Public Safety or the vehicle will be towed.
- V. ENFORCEMENT MEASURES AND CAMPUS SUMMONSES
- A. Campus Summonses: A campus summons will be issued to the decal/permit holder (or to the vehicle owner if no permit has been obtained) for violation of these campus motor vehicle rules and regulations.
 - B. Violators Subject to Vehicle Towing: The Director of Public Safety or his/her designee is authorized to arrange for towing of a vehicle at the risk and expense of the decal/permit holder or vehicle owner under any of the following circumstances:

1. Where a decal/permit holder has accumulated one or more warnings or violations.
2. Where a vehicle is parked in an unauthorized location, in a No Parking Zone, or in a manner that interferes with the even flow of traffic.
3. Where a vehicle poses a hazard or danger as the result of being left unattended with the motor running or for unsafe conditions.
4. Where a vehicle is parked in a location temporarily reserved by the Department of Public Safety for a special event.
5. Where a vehicle is parked continuously in a location for a period in excess of 24 hours without prior clearance from the Department of Public Safety
6. Where a vehicle is parked on a walkway in violation of Subsection III of these rules and regulations.
7. Where the violator disregards an officers directions.

The towing service operator will assess fees once a chain/hook or any associated towing equipment is attached to a vehicle. The vehicle owner must pay all towing fees directly to the towing service before the vehicle will be released.

VI. FINES

See current fines in the Board of Trustees Policy.

NOTE:

Fines must be paid within 10 days of the issuance of a campus summons. If an appeal is filed and upheld, the fine will be refunded.

VII. RIGHT TO APPEAL CAMPUS SUMMONSES

- A. Time for Appeal: Any person claiming to have been unjustly cited for a violation of these regulations may file a written appeal of the campus summons within ten (10) calendar days from the date of the summons. Failure to file a written appeal in the manner outlined below within the ten-day period shall constitute a waiver of the right of appeal. Appeals will not be accepted after the ten (10) day period. Placement of campus summons on the vehicle windshield or by mailing or handing the same to the vehicle operator shall be deemed proper notification to the decal/permit holder or vehicle owner of the issuance of the campus summons.
- B. Filing of Appeal: All appeals must be submitted on Appeal Forms which are available at the Department of Public Safety, Building 675.
 1. Students: The Department of Public Safety shall forward student appeals to the Dean of Student Development whose office is in the Student Community Center. When filing an appeal, students are advised to obtain a copy of the Judicial Board procedural rules from the Dean of Student Development. The Dean shall transmit the appeal to the Student Judicial Board for its

recommendation. After receipt and consideration of the recommendation of the Student Judicial Board, the Dean shall forward a written decision to the appellant. If a student is not satisfied with a decision of the Judicial Board, they may follow appeal procedures as defined in the Student Code of Conduct and Disciplinary Appeal Procedure.

2. Employees, Visitors, and Other Persons: Appeals by employees, operating or parking vehicles on the campus shall be filed with the Vice President for Business and Finance whose office is in Henderson Hall, room 201. Appeals by visitors or other persons operating or parking vehicles on campus shall be filed with the Director of Public Safety. The written decision of the Vice President for Business and Finance shall be forwarded to the appellant and the decision shall be final and not subject to further appeal.
- C. Payment of Fines: When an appeal of a violation is upheld the appellant will be reimbursed by the College provided he/she paid the fine as initially required.

VIII. SANCTIONS FOR UNPAID FINES

- A. Students: All outstanding campus motor vehicle fines must be paid before final grades and transcripts of grades will be issued. A student shall not be eligible to receive a new parking decal or parking permit until all outstanding campus motor vehicle fines have been paid.
- B. Employees, Visitors, and Other Persons: Employees, visitors, guests and other persons operating or parking a vehicle on campus shall not be eligible to receive a new parking decal or parking permit until all outstanding campus motor vehicle fines have been paid.
- C. Failure to pay motor vehicle fines owed to the College will result in forfeiture of parking privileges on campus.
- D. Statute of Limitations: The statute of limitations for College motor vehicle violations is three (3) years or in accordance with current state statute of limitations for motor vehicle violations, whichever is less.

IX. PARKING LOT ASSIGNMENTS

- A. Lot Designations: Campus parking lots are numbered and designated for the following assigned parking.
 - Lot 1: Students
 - Lot 2: Students
 - Lot 3: Students
 - Lot 4: Students

- Lot 5: Employees; disabled and medical permits; employee carpool parking; visitor and salesperson parking; student and student aide parking only after 5 p.m.
 - Lot 6: Students; disabled and medical permits.
 - Lot 7: Students
 - Lot 8: Employees; portions of front row are reserved for disabled and medical permits, and employee carpool parking.
 - Lot 9: Students; tennis courts; and ball field.
 - Lot 10: Employees; temporary parking for individuals obtaining decals/permits and visitors to Building 675.
- B. Reserved Parking Spaces: Portions of some general parking lots have been reserved and posted for special parking. The Department of Public Safety is authorized to create additional reserved parking spaces and to issue special reserved parking permits to individuals as needed.
- C. No Parking Zones: To ensure the safety of the campus community and access for fire equipment, first aid vehicles and other emergency equipment, “No Parking Zones” have been created and appropriately marked. No vehicle except for emergency and Public Safety vehicles may be parked in No Parking Zones. Vehicles parking in No Parking Zones will be towed at the risk and expense of the owner or decal/permit holder, as per Article V-B of this manual.

X. REPORTING ACCIDENTS AND UNLAWFUL ACTS

- A. Accidents: All motor vehicle accidents or dangerous conditions on campus should be reported immediately to the Department of Public Safety at (973) 328-5550. Vehicles involved in accidents should be left in place unless a hazardous situation is created, in which case an operable vehicle should be moved to a safe position. Accident reports must be completed by the Randolph Police Department. The Department of Public Safety will notify the Randolph Police Department when appropriate.
- B. Unlawful Acts: All theft, vandalism, or other suspicious activity, involving motor vehicles must be reported immediately to the Department of Public Safety. The Department of Public Safety will notify the Randolph Police Department when appropriate.

XI. LOCATIONS OF EMERGENCY PARKING LOT CALL BOXES (blue light locators).

- A. Emergency Parking Lot call boxes are in parking lots described below. To contact the Department of Public Safety depress either the "assistance needed" or emergency" call button. After activating the call box; to speak with the Public Safety Dispatcher you need to push and hold the "button" to speak.

Parking Lot Locations: (blue light locators)

Lot #1: Upper Lot
Lot #1: Lower Lot
Lot #1: Landscape Horticulture Technology Bldg.
Lot #2: Middle Lot
Lot #3: Stairway
Lot #4: Henderson Hall Walkway
Lot #5: Handicap Parking
Lot #6: Middle Lot
Lot #7: North-end
Lot #7: South-end
Lot #8: North-end
Lot #8: South-end
Lot #9: Middle Lot