

MOTOR VEHICLE RULES AND REGULATIONS

I. PURPOSE AND SCOPE OF REGULATIONS

These rules and regulations govern the operation and parking of motor vehicles on campus and apply to all County College of Morris (CCM or College) property lots, roadways, and parking spaces. They are intended to effectively control vehicular access to and use of the campus parking facilities for the convenience of students, employees, visitors and others who have been authorized to conduct official business on campus.

1. For these regulations:
 - a. “Motor vehicle” follows the definition in Title 39 of the New Jersey Motor Vehicle statutes.
 - b. These campus regulations apply to all persons operating or parking motor vehicles on campus. In emergencies, the Department of Public Safety may temporarily change regulations.
 - c. CCM does not assume responsibility for security of vehicles or contents while parked on CCM property.
 - d. CCM reserves the right to refuse issuance of a parking permit, restrict or change the use of any space or area, anytime without notice.
 - e. Parking permits are the property of the County College of Morris and may be recalled at any time.

II. REGISTRATION AND PARKING PERMITS ON CAMPUS VEHICLE REGISTRATION:

1. All vehicles must be registered with the Department of Public Safety located at Building 675.
 - a. Vehicle registration is an individual responsibility. Non-receipt of registration materials or notification does not excuse failure to register a vehicle with the College.
 - b. A vehicle is to be registered for an individual’s own use. Registering a vehicle for another’s personal use through false information is considered fraud.
 - c. A student may not register another student’s vehicle. Penalty for all parties involved includes a \$_____ fine for each person, cost of boot and/or tow, plus loss of parking privileges for an academic year.
2. Exempt vehicles: College owned vehicles, construction equipment (not including motor vehicles) engaged in work on campus, emergency and law enforcement vehicles, sanitation vehicles and U.S. Mail vehicles do not require campus registration. Exempt vehicles also include, but are not limited to:
 - a. Public Safety vehicles.
 - b. Vehicles assigned to the Plant and Maintenance Department.
 - c. Vehicles assigned to the Warehouse staff.
 - d. The Director of Public Safety
 - e. The Director of Plant and Maintenance
3. Enforcement Authority: Individuals driving or parking on campus are required to obey all traffic signs, regulations and the directions of Public Safety Officers.

- a. Parking on CCM property is permitted only in parking lots and other designated areas. Vehicles must be parked entirely within a marked space. Absence of a marked space indicates NO PARKING.
 - b. The person who has registered the vehicle with the College, regardless of the driver or owner of the vehicle, assumes responsibility for all outstanding CCM parking violations issued to a vehicle.
 - c. Students and employees are responsible for violations incurred by their guests.
4. State registration laws must be followed while parking on CCM property. Permits are issued for registered vehicles only. All non-College-owned vehicles on campus are to be legally registered and insured in accordance with a state, if not the state of New Jersey. Use of a permit on an unregistered vehicle without valid state license plates or inspection sticker will result in the removal of that vehicle at the owner's expense.

III. **PARKING PERMIT (DECALS):**

1. A parking decal is issued upon registration.
2. The decal must be displayed no later than the tenth (10th) day following commencement of employment or classes. The decal sticker must be visibly affixed on one of two locations:
 - a. The lower left corner of the rear window, or
 - b. The left rear bumper.
3. Mopeds, motorcycles, and motor scooters: decal must be displayed on the left front fork.
4. When vehicles are sold, traded or otherwise disposed of, the parking permit holder must remove the decal.
5. Each decal covers only one (1) vehicle on campus at a time.

IV. **TEMPORARY PARKING PERMITS:**

1. Issued by the Department of Public Safety for a specified period of time, to campus visitors. Temporary parking permits must be displayed on the left side of the dashboard or if applicable, hung from the inside rearview mirror, with the information regarding duration of use facing the windshield.
2. Employees can obtain guest parking permits from the Department of Public Safety for individuals invited to the college. The employee is responsible to notify guests of parking permit arrangements. All guest parking permit holders will be assigned to a specific parking location, usually to a parking lot nearest to where they are required to be.

V. **MEDICAL PARKING PERMITS:**

1. Individuals with a valid New Jersey State Handicapped Placard may obtain a college issued medical parking permit.
 - a. The handicapped individual must accompany the vehicle in order to qualify for handicapped parking.
2. Individuals with acute physical impairment, may request a Medical Reserved parking permit: Students request approval from the Assistant Vice President of Student Affairs. Employees request from Human Resources. Notification of approval is sent to the Department of Public Safety.
3. With proper approval Public Safety will issue the permits.

4. Only those with authorized parking permits may park in spaces reserved for the disabled or in medical reserved spaces. These spaces are clearly identified in parking lots on campus.

VI. SPECIAL AUTHORIZATION TO DRIVE ON WALKWAYS:

1. Only College vehicles, as defined in subsection II(2) emergency vehicles, and contracted vehicles performing work on campus may drive on campus walkways.
2. Privately owned or contracted vehicles with authorization are allowed to drive on a campus walkways and must be escorted by the Department of Public Safety.
 - a. The driver must provide the following:
 - Reason for using the walkway;
 - The specific location, room and/or building to which access is required;
 - Make, model, and license plate number of vehicle; and
 - Duration for which special authorization to drive on walkways is needed.
3. The Department of Public Safety may deny or revoke authorization to drive on a campus walkway if a safety risk will arise or for failure to obey the rules and regulations governing vehicular use of the walkways.
4. Special walkway permits must be displayed on the vehicle dashboard.
5. Regulations Applicable to Vehicle Use of Walkways:
 - a. Vehicles, whether under emergency or other conditions, must yield the right of way to pedestrians at all times.
 - b. Vehicles shall not be operated at a speed greater than five miles per hour (5MPH) and they must use hazard lights or emergency flashers.
 - c. Vehicles must come to a full stop within at least 25 feet of a person, and must allow the person to pass safely before proceeding.
 - d. Unless under emergency conditions, vehicles must not be parked within 25 feet of any building entrance, exit or fire zone.

VII. RECREATIONAL EQUIPMENT:

Bicycles may only be operated on College roadways and operated in accordance with the State of New Jersey motor vehicle laws.

1. Bicycles are not permitted on campus walkways, parking lots, or in College buildings.
2. All bicycles used as transportation to the campus must 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.
3. 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.

VIII. CAMPUS DRIVING AND PARKING REGULATIONS:

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:

1. Operators of motor vehicles on campus shall yield the right of way to pedestrians at all times.

2. Display a valid parking permit decal as required under these regulations. Any employee or student who fails to obtain and display 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.
3. Obey traffic signs and directives of Public Safety personnel.
4. Follow posted restrictions for reserved, disabled, medical and no parking areas.
 - a. The inability to find a legal parking spot does not excuse illegal parking.
5. Obey the following speed limits:
 - a. 25 miles per hour on College Avenue and Campus Drive;
 - b. 15 miles per hour on Titan Drive and Academic Drive; and
 - c. 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 stationary positions. The Department of Public Safety has the right to issue citations based upon read-outs from these devices.

6. Operators of motor vehicles are required to have in their possession: a valid driver's license and valid vehicle registration and insurance identification. This information may be presented to a Public Safety Officer upon request.
7. On-campus parking is prohibited:
 - a. Between the hours of 11:00 p.m. and 6 a.m.; and
 - b. When the campus is closed: holidays, weather related closings, campus emergencies.
 - c. 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.
8. If an emergency requires you to leave a vehicle parked in any manner not permitted by these regulations, you must notify the Department of Public Safety. A Public Safety Officer will investigate the situation to decide if the vehicle can remain on campus or must be removed at the owner's expense.

If authorization is granted for temporary emergency parking, the vehicle must be removed within the time limit set by the Department of Public Safety. Vehicles not removed by the deadline will be towed. The towing fees must be paid directly to the towing company before the vehicle is released.

IX. ENFORCEMENT MEASURES AND CAMPUS SUMMONSES:

1. Campus Summonses: A summons will be issued to the decal/permit holder (or to the vehicle owner if no parking permit has been obtained) for violation of these campus the motor vehicle rules and regulations.
 - a. Placement of campus summons on the vehicle windshield, by mail or handing to the vehicle operator is proper notification of the summons.
2. The Director of Public Safety or designee is authorized to arrange for the towing of a vehicle at the expense of the decal/permit holder or vehicle owner under any of the following circumstances:
 - a. Where a decal/permit holder has accumulated one or more unresolved warnings or violations.

- b. Where a vehicle is parked in an unauthorized location or restricted areas during special events.
- c. Where a vehicle poses a traffic hazard, or danger, having been left unattended with the motor running.
- d. Continuously parking for over 24 hours without prior authorization from the Department of Public Safety.
- e. Where a vehicle is parked on a walkway without authorization. Where the violator disregards an officer's instructions.

X. FINES:

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

XI. RIGHT TO APPEAL CAMPUS SUMMONSES:

1. Timely Appeal: Tickets may be appealed within ten (10) business days of the date the campus summons was issued.
2. After ten (10) days the right to appeal is forfeited and the violator is responsible for all fines. Towing costs may not be appealed. The following violations are ineligible for appeal:
 - a. Parking in Fire zones
 - b. Parking in Handicapped spaces, if unauthorized to do so
 - c. Parking in reserved spaces, if unauthorized to do so
 - d. Use of counterfeit, lost, stolen, or altered decals/permits
 - e. Decal/Permit obtained by fraud, including but not limited to community members found to be obtaining guest permits
 - f. Previously appealed summonses
3. 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.
4. Filing of Appeal: All appeals must be submitted on Appeal Forms which are available at the Department of Public Safety, Building 675.
 - a. Students:
 - a. The Department of Public Safety will forward student appeals to the Assistant Vice President of Student Affairs office.
 - b. When filing an appeal, students are advised to obtain a copy of the Judicial Board procedural rules from the Assistant Vice President of Student Affairs.
 - c. The Assistant Vice President of Student Affairs 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 Assistant Vice President of Student Affairs will 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.

- b. Employees, Visitors, and Other Persons:
 - a. Appeals by employees operating or parking vehicles on the campus shall be filed with the Executive Vice President for Business & Finance.
 - b. Appeals by visitors or others operating or parking vehicles on campus shall be filed with the Director of Public Safety.
 - c. The written decision of the Executive Vice President for Business & Finance or Director of Public Safety shall be forwarded to the appellant, and the decision shall be final and not subject to further appeal.
 - d. If an appeal of a violation is upheld the appellant will be reimbursed by the College provided, he/she paid the fine as initially required.

XII. SANCTIONS FOR UNPAID FINES:

1. Students: 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.
2. Employees, Visitors, and Others: Employees, visitors, guests and others 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. Failure to pay motor vehicle fines owed to the College will result in forfeiture of parking privileges on campus.

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.

XIII. PARKING LOT ASSIGNMENTS:

Parking lots are numbered and designated for the following.

- 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: Visitor parking (Admissions, Records and Registration, Veteran's Center, etc.) Special event parking, NJ Transit Bus Stop, school bus discharge and pickup, rideshare stop (Uber, Lyft and similar), State issued Persons with Disability permits and CCM medical permits.
- Lot 7: Students
- Lot 8: Employees; Spaces in the front row are reserved for disabled, medical permits, and employee carpool parking.
- Lot 9: Students; Tennis courts; and ballfield.
- Lot 10: Employees; temporary parking for individuals obtaining decals/parking permits, visitors pass and visitors to Building 675.

1. Reserved Parking: Spaces have been reserved and posted for special parking. The Department of Public Safety is authorized to create additional reserved parking as needed.
2. No Parking Zones: Only emergency and Public Safety vehicles may be parked in No Parking Zones. Any unauthorized vehicle will be towed at the expense of the owner or decal/permit holder.

XIV. REPORTING ACCIDENTS AND UNLAWFUL ACTS

1. Accidents: All motor vehicle accidents or dangerous conditions on campus must be reported immediately to the Department of Public Safety at (973) 328- 5550. Vehicles involved must be left in place unless a hazardous situation is created, in which case an operable vehicle will be moved to a safe position.
2. Accident reports: must be completed by the Randolph Police Department. In an emergency, dial 9-1-1.
3. Unlawful Acts: Theft, vandalism, or other suspicious activity, involving motor vehicles must be reported immediately to the Department of Public Safety.