



# PARKING REGULATIONS

# Parking Regulations

The following regulations apply to parking privileges and to everyone who parks on college property.

College members are required to purchase a parking permit in order to park in the college's parking lots. Employees have the option to purchase an Annual Parking Permit at the beginning of the Fall Semester or semi-annually by semesters. Students can only purchase parking permits by semester. College members can also purchase daily permits at \$5 a day in 5-day and 10-day denominations.

- **Employee Parking Permits** must be hung facing out from the rearview mirror. Obscuring the parking permit with tape or any other material is not acceptable and shall be considered a violation of these regulations. *Remove the Hang Tag Permit from your rearview mirror prior to leaving the parking lot because it is a violation to block your view of traffic and you may be issued a ticket by NYPD or NYC DOT personnel.*
- **Student Parking Permits** must be affixed to the lower right side of the vehicle's front windshield.

*(Sticker must be placed on the opposite side of the vehicle inspection and registration stickers)*



- Vehicles are not permitted to remain overnight in any parking lot. In an emergency such as a disabled vehicle, the Director of Public Safety or designee must be notified before approval is granted for such special requests.
- In the event of a **severe snowstorm**, if the streets are impassable and your vehicle must remain in the parking lot, please move your vehicle, if possible, to the perimeter of the lot and away from the rear exit on 165th street, to facilitate snow removal. Drivers should be aware that the parking lots may not be cleared immediately after a severe snowstorm. The Director of Public Safety and the Superintendent of Buildings & Grounds are authorized to restrict parking on campus during a snow emergency.
- Vehicles are required to **park within lined spaces only**.
- *Drivers are required to maintain a safe speed when driving in the parking lots, no more than 5 miles per hour.*
- Drivers are required to stop for pedestrians in the crosswalk when entering and leaving the parking lots. **RIGHT TURN ON RED** is **NOT** permitted when entering the parking lots. Pedestrians always have the right-of-way in all crosswalks.
- All vehicles are required to have a **current registration and inspection sticker** affixed to their windshields. An expired registration or inspection sticker will be subject to ticketing.

- **It is a violation to park in spaces reserved for authorized vehicles only.**
- **Parking is prohibited on campus roadways, in loading zones, and in any area not specifically designated for parking.** These areas must be kept clear for the normal movement of traffic and emergency vehicles such as FDNY trucks, NYPD and EMS vehicles.
- **Parking in Fire Lanes**, obstructing fire hydrants or crosswalks or creating a hazardous condition are subject to ticketing, immobilization or towing at the operator's expense.
- **Parking in the area designated for persons with disabilities is restricted to vehicles with either the appropriate license plates or tags.** The tag must be displayed from the rear view mirror at all times while parked in the designated area. (This is in addition to the York College Parking Permit.)
- **Parking on campus is at the driver's own risk.** The registered driver is responsible for the use of the vehicle on campus. **The college is NOT responsible for loss or damage to any registered or other vehicle, its contents or equipment.** The fee provides only for the privilege of parking on campus on a space-available basis.
- Traffic signs and regulations are in effect at all times throughout the year.

- A driver damaging an unoccupied vehicle is required to report the incident to the parking lot officer despite the extent of the damages, whether minor or not.

## Parking Lots

1. The East Lot is located on Guy R. Brewer Blvd. between Archer Ave. and Liberty Ave.
2. The South Lot is located on Guy R. Brewer Blvd. between Liberty Ave. and South Rd

### Parking Hours

#### Opening & Closing Schedule

#### East Parking Lot (Main Lot)

<u>Gate</u>	<u>Mon-Fri</u>	<u>Saturday</u>	<u>Sunday</u>
Guy R. Brewer	5:30 AM - 11:15 PM	6:00 AM - 10:00 PM	6:00 AM - 8:00 PM
165 STREET	8:30 AM TO 10:30AM 4:00 PM TO 6:00 PM CLOSED ON FRI-	CLOSED	CLOSED

#### South Parking

<u>Gate</u>	<u>Mon-Thurs</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Guy R. Brewer	7:30 AM - 11:15 PM	7:30 AM -5:00 PM	CLOSED	CLOSED

# Purchasing a Parking Permit

Parking permits can be purchased online using the portal <https://parking.york.cuny.edu> or in person at the Public Safety Office (Academic Core Building, Room 1M02).

## **Save Time and Get Out of Line!**

Students, faculty, and staff can now conveniently purchase their parking permit online by visiting **parking.york.cuny.edu**

- Purchasing your permit online is safe, secure, fast, and easy!
- Less time spent waiting on line to fill out an application form at the Public Safety Office and making payment at the Bursar office!
- You can even pay parking violations online without having to visit the Public Safety Office and Bursar Office!

## Online Parking Permit Purchasing Process is Simple!

**Visit the Online Parking Permit Portal and log in using your York Network ID.**

Begin by entering your License Plate and follow the Instructions.

Complete your transaction by paying online and then pick up her permit at the Public Safety Office, Room 1M02

Convenient Process: Purchase online anytime ----> Bring documents (listed below) to the Public Safety Office in Room 1M02. ----> Permit issued.

- York College Identification Card

- Valid Driver's License
- Car registration (must be in your name or family name or must match your address on file indicating that the registrant is a member of your household)

## Paying By Cash, Check, or Money Order?

### **Those wishing to pay by check, cash or money order:**

- You must visit the Public Safety Office and pick up the permit application after presenting the above documents to the Public Safety Officer.
- Bring Application and then pay the applicable parking fees at the Bursar's Office.
- Return to the Public Safety Office with your receipt and pick up permit. (move above pricing)

Motorcycles and Scooters: Motorcycles and scooters require a parking permit which costs the same as a regular parking permit. For practical reasons, however, permits need not be displayed on them. The owner should carry the permit on his/her person whenever their vehicle is parked on campus for verification whenever needed or requested by a Public Safety Officer.

### Visitors

Parking for guests and visitors must be arranged in advance, by at least 48 hours, and approved by the Public Safety Director or designee. A request must be submitted via email calendar at: [parkingrequest@york.cuny.edu](mailto:parkingrequest@york.cuny.edu).

## Parking Fee Schedule

Type of Permit	Employees	Students	Continuing and Professional Education Instructors and Students	Reserved (President Cabinet)
Daily Permit 10-Day	\$57.00	\$57.00	\$57.00	-
Daily Permit 5-Day	\$29.00	\$29.00	\$29.00	-
Annual-Full Time Employees	\$275.00	-	-	\$365.00
Annual-Part Time Employees	\$200.00	-	-	-
Fall Semester Full Time Employees	\$160.00	-	-	-
Fall Semester Part Time Employees	\$125.00	-	\$69.00	-
Student Semester	-	\$103.00	\$58.00	-
Summer Permit	\$55.00	\$35.00	\$35.00	-
Winter Permit (Only Applies to Students Without a Fall Parking Permit)	-	\$35.00	-	-

## Parking Enforcement

Violation of York College's Parking Regulations may result in the imposition of fines, revocation of current and future parking privileges, immobilization of vehicles or towing.

**A Campus Parking Violation Ticket will be issued to a vehicle in violation of York College's Parking Regulations.**

**Appeal Process:** If you wish to contest the parking violations charge, a letter may be sent to the Director of Public Safety at York College stating the reason for disputing the ticket. Include a copy of the



ticket along with your address and telephone number. You will receive a response in 14 days.

### **Parking Enforcement Violations and Fines**

#	<i>Violations Description</i>	<i>Fines</i>
<b><i>Violations For Vehicle Immobilization (Boot Removal Fee \$75 In Addition to the Specified Violation Fee)</i></b>		
<b><i>Boot Removal Fee</i></b>		<b><i>\$75</i></b>
1	Displaying a fake or fraudulent parking permit. <b>(BOOT)</b>	<b><i>\$100</i></b>
2	Parked vehicles that obstruct traffic. <b>(BOOT)</b>	<b><i>\$100</i></b>
3	Vehicles with 3 unpaid parking violations. <b>(BOOT)</b>	<b><i>\$100</i></b>
4	Illegal entry into the parking lot. <b>(BOOT)</b>	<b><i>\$100</i></b>
5	Parking in a reserved parking space. <b>(BOOT)</b>	<b><i>\$100</i></b>
<b><i>\$100 Fine Violations</i></b>		
1	Parked in a Handicapped Zone	<b><i>\$100</i></b>
2	Parked in a fire lane or access road.	<b><i>\$100</i></b>
<b><i>\$50 Fine Violations</i></b>		
1	Failure to Obey Officer's Instructions	<b><i>\$50</i></b>
2	Failure to display York College parking permit.	<b><i>\$50</i></b>
3	Not parked between lines (occupying more than one parking space)	<b><i>\$50</i></b>
4	Parking overnight without authorization.	<b><i>\$50</i></b>
5	Parking permit displayed on unauthorized vehicle.	<b><i>\$50</i></b>
6	Parking on grass/sidewalk	<b><i>\$50</i></b>
7	Parking in active roadway	<b><i>\$50</i></b>

## Disputing a Parking Violation

Faculty, staff, and students who dispute a fine have the right to request a review to the Director of Public Safety

Such appeals must be presented in writing, either by standard mail or by e-mail at : [parkingappeal@york.cuny.edu](mailto:parkingappeal@york.cuny.edu), within (7) calendar days of the date of the offence. Include a copy of the summons (not the original) or summons number, along with your address, e-mail and telephone number. You will receive a response within 14 days.

If dissatisfied with the decision of the Director of Public Safety, an appeal of the decision may be made in writing to the Vice President of Administrative Affairs via standard mail or e-mail at: [parkingadjudication@york.cuny.edu](mailto:parkingadjudication@york.cuny.edu), within (7) calendar days of the date of the Public Safety Director's decision. The decision of the Vice President of Administrative Affairs is final.

If an appeal is not filed within (7) days of the violation, the fine must be paid before an appeal can be filed. Sustained appeals may result in the refunding of all or part of any fines paid. If the appeal is denied, payment must be made within ten days of the date of the notification letter. Failure to pay the fine within ten days after an appeal is denied either in whole or in part may result in the penalties described under Parking Enforcement.

# Parking Safety Tips

The Department of Public Safety relies on the campus community's help in maintaining a safe environment for everyone.

Suspicious persons or activities should be reported immediately by calling (718) 262-2222 or extension 2222 if calling from a College telephone, or by using one of the Emergency Red Phones located throughout the Academic Core building.

- If there is any concern for personal safety, for any reason, notify Public Safety immediately.
- When parking off campus, avoid desolate areas that are lightly traveled and, when possible, walk to your vehicle with others.
- When approaching your vehicle look inside before entering to make sure there are no unwanted occupants. After entering, lock all doors.
- Never offer rides to people you do not know.
- **DO NOT LEAVE ANYTHING OF VALUE IN YOUR VEHICLE.** (Holiday Gifts, Leather Coats, Briefcases, Laptops, Tools, Cell phones, etc.)
- **IF YOU MUST LEAVE SOMETHING IN YOUR VEHICLE, PLACE IT IN THE TRUNK AND LOCK THE TRUNK. DO NOT LEAVE ITEMS IN PLAIN SIGHT.**
- Do not leave your Driver's License, original registration, house keys or other important personal papers in your vehicle.
- If you see someone breaking into your vehicle or another vehicle, alert this department at extension 2222 or NYPD (911) immediately. Do not place yourself in harm's way.

- If there is a concern about an illegally parked car, a car with an alarm sounding or a car requiring attention (i.e., lights on, windows open, etc.) please contact Public Safety immediately.

## Parking FAQs

### Questions

1. I received a ticket on my car. What should I do?
2. I lost the ticket and don't know the ticket number.
3. What happens if I don't pay the ticket within ten (10) days?
4. What if I don't pay my ticket?
5. What do I do if my vehicle is immobilized?
6. I want to appeal a ticket. What should I do?

### Answers

#### **1. I received a ticket on my car. What should I do?**

The ticket must be paid within ten (10) days, at the Bursar's Office or by mail, or appealed in writing within seven (7) days.

#### **2. I lost the ticket and don't know the ticket number.**

Provide the Public Safety Office with the vehicle license plate number and your parking permit, and the ticket number will be located for you.

When remitting payment, always write the ticket number on the face of your check or money order.

**3. What happens if I don't pay the ticket within ten (10) days?**

A \$5.00 late charge will automatically be added to the ticket.

**4. What if I don't pay my ticket?**

Failure to pay the ticket would result in the revocation of future parking privileges until the fine is paid in full .

**5. What do I do if my vehicle is immobilized?**

Repeat violators who have two or more outstanding summonses will have their vehicle booted. A summons is considered outstanding when the fine has not been paid and the adjudication process has taken place pursuant to the College's policies and procedures. The boot is removed when the outstanding indebtedness is satisfied.

Vehicles that enter York College parking lots without proper authorization are also subject to immobilization. The immobilization device is removed upon payment for the violation.

**6. I want to appeal a ticket. What should I do?**

Appeals must be made, in writing, within seven (7) days of receiving a ticket. A letter or email clearly stating the reasons for the dispute should be submitted to the York College Director of Public Safety.

Include a copy of the summons (not the original) along with your address

and telephone number. If done by e-mail, please include the ticket number in your correspondence. A response will be provided within fourteen (14) days of receipt of the appeal.