

Regis College Parking and Traffic Guidelines

By applying for a campus parking decal you agree to the following Regis College Parking and Traffic Guidelines.

General Statement

It is the responsibility of all members of the Regis community to help maintain a safe environment by abiding by the college's parking and traffic guidelines. Compliance with these guidelines help to maximize pedestrian safety, parking efficiency, and to ensure that emergency vehicles can safely access the entire campus.

Parking Decal

- . A current Regis parking decal is required for any vehicle parked on campus (exceptions include visitors and overnight guests-*see definitions below*). Student decals expire annually, Faculty/Staff decals expire biennially.
- . Parking decals must be obtained from the Regis College Police Department within the first 2 weeks of the academic year:
 - o Residential students with a vehicle on campus will be charged a fee of \$75 per semester (not pro-rated). The \$75 charge is billed to the student's account and is non-refundable.

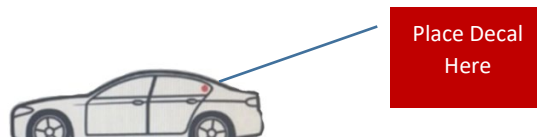
Please note: First year residential students are generally prohibited from having vehicles on campus and must receive prior written authorization from the Director of Student Housing.

Application for Parking Decal

- . Applications for parking decals are found online at SHARP/SPIKE ➡ Regis Hub ➡ User Options.



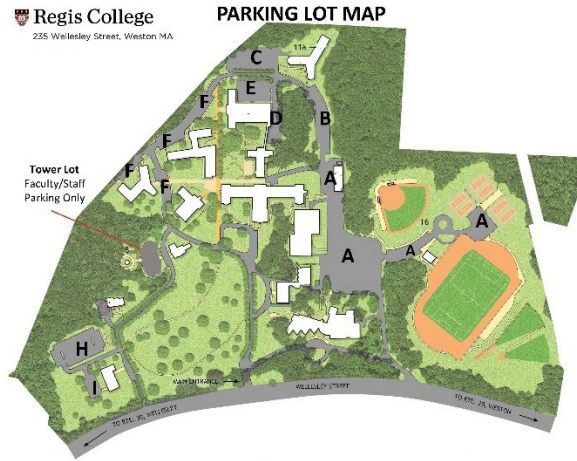
- . After completing the online application, the decal can be picked up at the Regis Police Department located in College Hall, Room 102 (please bring your Regis ID).
- . Decals are placed on the interior of the driver's side, rear window (see image below)



Parking Locations

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- . Vehicles displaying a current parking decal may park in any properly marked* parking space in lots A,B,C,D,E,F and H (see parking lot map). Vehicles parked in the Tower Lot (day use only) must display a current Faculty/Staff decal. Parking privileges do not extend to any space designated as Visitor Parking, Reserved Parking, or for a specific person/affiliation (i.e. Admissions Parking).



* Properly marked parking spaces exclude areas that are diagonally striped, marked as fire lanes, within 10 feet of a fire hydrant, on any campus roadway unless marked as a parking space, on any grass area, field, pathway, walkway, intersection, blocking a dumpster or door to a building, or as otherwise restricted.

Visitor

- . A “Visitor” is anyone who is not a student, faculty, or staff member and is temporarily on campus for official college business or specified event.
- . Visitors do not require a parking pass,
- . Visitors may park in any space to include those designated as “Visitor Parking”
- . Vehicles belonging to Regis students, faculty, staff, or overnight guests may not park in “Visitor Parking” or in spaces designated for “Admissions”.

Overnight Guests

- . An “Overnight “Guest” is anyone who is visiting a student (host) and who requires overnight parking (between 10PM-5AM). Overnight guests must be registered by their host with campus police.
- . Overnight guests shall park in either Lots A or H (NOT in Visitor parking spaces)
- . Hosts must notify campus police with the following information:
 - o Host’s Regis ID number
 - o Guest’s name, and their vehicle’s make, color, and plate number
- . Failure to register an overnight guest’s vehicle with campus police may result in a ticket and tow.

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- . NOTE: Unpaid fines for parking violations by a guest will be the responsibility of their host.

Violations

- . Violation of these parking guidelines or operating a vehicle unsafely on campus may lead to the following fines and/or tow at the owner's expense. The parking committee may also suspend a person's on-campus parking privileges.
- . On-campus parking and traffic safety violations consist of the following:

\$25 Fine

- a. Parked on Roadway
- b. Permit not Displayed/No valid decal
- c. Visitor Parking
- d. Reserved Parking
- e. Parking on Grass/Sidewalk
- f. Obstructing Traffic
- g. Not in a designated parking space (i.e diagonally striped area, etc.)

\$50 Fine

- a. Stop Sign violation
- b. Speeding/Reckless Driving (the speed limit on campus is no greater than 15 miles per hour)
- c. Wrong Way/One Way
- d. Snow Removal Interference
- e. Blocking Dumpster

\$100 Fine

- a. Handicap Parking (must display valid permit)
- b. Parking in Fire Lane
- c. Within 10 feet of a Fire Hydrant

Paying a Ticket

- . Payment for fines must be paid within 10 business days from date of issuance. Students have the option to have their accounts automatically billed (after 10 days) or to pay by check as described below.
- . Payment by students and non-students may be paid by check (no cash), payable to Regis College and submitted by mail using the pre-addressed return envelope (included with the ticket), or dropped off at the Regis College Police Department within ten (10) business days of issuance.
- . **Note:** Parking tickets are the only notice of charges due. No further notice or invoice will be issued.

Fail to Pay a Ticket

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- . Outstanding balances (over 10 business days) are automatically billed to the student's account.
- . Any vehicle that has accumulated 4 or more parking tickets within an academic year (September 1 through August 31) is subject to immediate tow.
- . The Parking Committee may also suspend a person's on-campus parking privileges due to unpaid fines.

Appealing a Ticket

- . To appeal a ticket, the individual must complete the Parking Violation Appeal Form (found on SPIKE/SHARP under Parking) and send to Regis College Police at:
 - a. Email- campus.police@regiscollege.edu or
 - b. Mail/drop off- Regis College Police Department, College Hall, Room 102
- . Appeals must be received within ten business days of when the ticket was issued.
- . A Parking Committee will meet to review violation appeals (generally within 7 business days after receiving the appeal).
- . After an appeal is submitted, an email notice will be sent indicating the date, time, and location to appear before the Parking Committee. If the appellant cannot attend, the committee will review the written statement.
- . The committee will decide whether to uphold, modify, or waive the fine.
- . A written notice will be sent to the appellant with the parking committee's decision. Tickets that are ruled valid must be paid within 10 business days of notification of the ruling. Payments can be made using the options as described above in "*Paying a Ticket*".

Towing

- . All on-campus roadways and parking lots are the private property of Regis College. Regis may therefore tow vehicles that create a hazard, and/or in violation of the college's parking guidelines.
- . Additionally, vehicles that have accumulated 4 or more parking tickets within an academic year are subject to tow. Regis uses the following 24- hour private towing contractor:

Protech Towing
205 Willow St
Waltham, MA
781 894-5058

- . The vehicle owner is responsible for all towing and storage fees: NOTE- the listed fees are subject to change by the independent contractor.
 - Towing Fee- \$90.00 minimum
 - Storage Fee- There is no charge for the first day. Every additional day is \$35 each.
- . Owners of vehicles who believe that their vehicle has been towed should contact the Regis College Police Department to confirm that their vehicle has in fact been towed.

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Parking Committee

- . An internal committee consisting of representatives from various college departments who will meet to review appeals. The committee may also suspend a persons on-campus parking privileges for habitual violations (four or more in an academic year), for egregious violations, and/or for unpaid fines.

Weather Emergencies

- . During snow emergencies all vehicles must be moved upon notice from the College or be subject to tow at the owner's expense.
- . Announcements regarding snow removal with instructions for relocation will be made via several platforms to include: Regis' emergency notification system, email to Regis addresses, posted to the web, on the college's social media accounts, and on the MyRegis app.
- . If the owner of a vehicle is off campus for an extended period (i.e during breaks, vacations, etc.), the vehicle must be moved to **Lot H** and arrangements for moving the vehicle (if it becomes necessary during owner's absence) must be made beforehand.
- . Any vehicle interfering with snow removal may be towed at the owner's expense.

Temporary Handicap Parking Permits (THPP)

- . Temporary Handicap Parking Permits (THPP) are issued to members of the Regis community with short term mobility limitations (e.g. recovery from surgical procedures, orthopedic injuries, etc.) The passes are generally issued for two week intervals unless a longer duration (up to 8 weeks) is medically advised. The intent of the THPP is to provide the applicant with a short term accommodation while on campus or while their application for a state issued Disability Parking Placard/Plate is being reviewed (approx. 2 weeks) by the MA-Registry of Motor Vehicles (see below).

Applying for a THPP

- . All request for a THPP must be submitted in writing along with a note from a medical provider, justifying the need for the parking accommodation (not the medical condition). THPP's may be renewed up to two (2) times upon written request. The applicant may be required to provide additional documentation from a medical provider to justify extending the permit.
 - Students must apply to the Director of Accessibility Services
 - Employees must apply to the Human Resource Department-Benefits Manager

Approved THPP

- . Approved applications will be communicated to Campus Police who will issue the THPP and maintain a copy on file.

Parking on Campus

- . The THPP allows the vehicle to be parked in spaces designated as handicapped parking. Vehicles

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parked in a campus handicap parking space must display either their Regis THPP or a state placard.

- . Regis THPPs are valid only on the Regis College campus.

State issued Disability Parking Placard/Plate

- . For disabilities lasting 2 months or longer the applicant is strongly encouraged to apply for a temporary or permanent Disabled Parking Placard/Plate through the MA Registry of Motor Vehicles at the following link: <https://www.mass.gov/doc/application-for-disabled-parking/download>.

Regis Police

- . For questions or concerns, Regis Campus Police can be reached 7 days a week, 24 hours a day at:

College Hall Room 102
(781) 768-7111
campus.police@regiscollege.edu