



## POLICY ON CAMPUS PARKING

*Dated:* August 11, 2016

*Supersedes:* SS.206 *Parking* dated December 26, 2006 and SS.209 *Student Housing Parking* dated February 3, 1997

### I. PURPOSE

To establish guidelines for parking vehicles on the New York Medical College ("College") campus.

### II. POLICY

It is the policy of the College to offer vehicle parking to employees, contractors, volunteers and visitors at no cost and to students on a fee basis subject to the requirements of this Policy. The College assumes no liability for loss or damage to any vehicle or its contents nor liability for damage to persons or property for any parked or moving vehicle on campus.

### III. SCOPE

This Policy applies to all faculty, employees, students, contractors, space licensees and visitors who park vehicles on the College's Valhalla campus including at 19 Skyline Drive.

### IV. DEFINITIONS

**Parking Permit:** a numbered color coded sticker that is obtained from security and affixed to inside of the lower passenger side windshield, used to identify the vehicle as authorized to park on campus and to identify the owner as needed. Student parking stickers are issued annually and expire July 31 of each year. Employee stickers do not have an expiration date and are valid during the term of employment.

**Gate Controlled Parking Lot:** Six parking lots numbered (1-6) on campus where access is controlled by an electronic parking gate that is automatically raised when a campus identification badge with the clearance for that parking lot is swiped at the identification badge reader. The gate can be remotely raised by security for 1) authorized persons who have forgotten their identification badge, 2) delivery vehicles or 3) others who are authorized but do not have a college identification tag.

**Westchester County Medical Center Parking Lot:** 250 outdoor surface parking spaces located at 10 Hospital Rd that are leased by the College to supplement student housing parking. A separate medical center ID badge is needed to access this lot.

**Other Parking Areas:** parking spots on public roadways that go through College grounds or un gated parking lots that require a valid College parking permit.

**Sublet Parking Hangtag:** a parking hangtag that authorizes students who are subletting an apartment to park overnight in the Basic Science Lot.

**Visitor Parking Placard:** a placard displayed on the dashboard of a vehicle that authorizes a guest to park in a designated area for a specified amount of time.

**Visitor Parking Space:** parking spaces located in the Medical Education Center roadway for visitors and guests of the college weekdays between 7:00 and 5:00pm or at other times when a parking cone or stanchion has been placed in the space. Visitor spaces can be reserved for guests by contacting the security office. Visitor spaces can be utilized by students and employees after business hours and on weekends unless otherwise coned off.

**Reserved Parking Space:** a parking space on campus identified by a reserved space post that has been designated for the exclusive use of the individual assigned. Reserved parking spaces can be used by students and employees after business hours and on weekends with the exception of the SHSP roadway reserved spaces which cannot be used weekdays until 10:00pm. Reserved parking spaces are assigned at the discretion of the Chancellor and Chief Executive Officer.

**No Parking Zone:** a parking area on campus marked with signage and/or roadway markings identifying the area as one where vehicles are not authorized to park at all times or during a specified time period. Examples include fire lanes.

**Handicapped Parking:** parking spaces on campus identified by signage and/or roadway markings as one designated for vehicles that display a valid handicap permit or license plate.

**Special Use Space:** parking spaces on campus identified by signage that identifies a parking area as reserved for medical school applicants or interview committee members Monday, Tuesday and Thursday from October to May.

**Emergency or Event Parking Area:** parking lots on campus designated as the parking area for guests attending a college event or an area closed for parking due to an emergency situation, construction or scheduled repairs.

**Parking Fee Schedule:** annual fees charged to students for parking on campus

- Students living in Student Housing \$240
- Full-Time commuter \$120
- Part-Time commuter \$60

## V. PROCEDURES

All vehicles parked on campus must display a valid registration and license plates. Parking on College property is at the owner/operators risk. The College is not responsible for theft or damage of vehicle or contents.

A. **Fees.** College employees are provided on campus parking at no cost. Students pay for parking as per the parking fees schedule. Parking fees are non-refundable. Students must present proof of payment before a parking permit will be issued.

B. **Space Assignments.** Parking assignments are made by the Security Department. Incoming housing students are assigned to the Westchester Medical Center Lot. In May of each year, students assigned to this lot are offered an opportunity to move into one of the two on-campus student housing lots in order to make space available for the next incoming class. Reserved parking space assignments for faculty and employees are made in consultation with the Chancellor and Chief Executive Officer.

C. **Student/Employee Vehicle Registration.** All students and employees are required to provide Security with the make, model, color and license plate of their vehicle. Parking permits are interchangeable between different vehicles operated by the student or employee provided the additional vehicles are listed in the student or employees security profile. Only one vehicle is permitted on campus with the exception of married couples with two cars residing in student housing. Students and employees are required to park in assigned areas only and follow all regulatory posted parking signs. Students or employees who park in violation of any rule, regulation, parking sign, or communication from Security will be notified by Security via phone or e-mail and must move their vehicle immediately.

D. **Violations.** All parking violations will be recorded on the student or employees ID badge profiles. Students or employees with three or more recorded violations may have their parking privileges suspended or revoked and may be referred to their supervisor or dean for further action.

E. **Long Term Storage.** Employees and commuter students cannot store their vehicles in campus lots with the exception of 12 commuter students who are selected by a lottery conducted by the medical school student senate. In certain circumstances and with the approval of the Director of Security, a vehicle may be left on campus for a brief extended period of time.

F. **Towing.** Authorization for all towing will be at the discretion of the Director for Security or a duly-authorized representative. An "Incident Report Form" will be filed on vehicles towed from any campus location. Vehicles parked on campus in a hazardous or highly restricted location (fire lane, handicapped space, tow-away zone, yellow marked curbing, obstructing driveway, roadway or parking area), deemed to be abandoned or unregistered, are subject to immediate tow. This also applies to vehicles involved in accidents where the owner and/or operator is not at the scene, is incapable of making a decision, or refuses to have the vehicle removed. Any inquiries by owners and/or operators of towed vehicles should be

directed to the Security Department in BSB 223. The owner and/or operator may claim his or her towed vehicle by paying the established tow and storage charges directly to the towing contractor.

## VI. EFFECTIVE DATE

This Policy shall be effective as of the date signed.

## VII. POLICY RESPONSIBILITIES

A. Employees, Students and Visitors must comply with the parking procedures as outlined in this Policy.

B. Student Housing Staff

1. Contact the Security Department in the event of violations of the parking policy.
2. Provide housing occupants of notice of this Policy and any other parking regulations.

C. Security Department

1. Enforce the stated parking policy.
2. Maintain a report on of all towed vehicles.
3. Provide advice and guidance with respect to the interpretation and administration of this Policy.

## VIII. POLICY MANAGEMENT

Responsible Executive: Chancellor and Chief Executive Officer; Vice President of Operations

Responsible Officer: Director, Campus Security

Responsible Department: Security

APPROVED:

EC Halperin  
Edward C. Halperin, M.D., M.A.  
Chancellor and Chief Executive Officer

8.12.16  
Date