

Western New England University



Parking & Traffic Regulations

2023-2024

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<https://wne.edu/public-safety/Parking%20and%20Traffic%20Information.cfm>

Section 1.0	Introduction	Page 3
Section 2.0	Authority	Page 3
Section 3.0	Limitation of Liability	Page 3
Section 4.0	Fines and Penalties	Page 3
Section 5.0	Vehicle Registration/Permits	Page 4
Section 6.0	Traffic Regulations	Page 7
Section 7.0	Parking Regulations	Page 7
Section 8.0	Vehicle Immobilization	Page 9
Section 9.0	Vehicle Towing	Page 10
Section 10.0	Appeals/ General	Page 10
Section 11.0	Appeals/ Law School	Page 11
Section 12.0	Voided Citations	Page 11
Section 13.0	Warnings	Page 12
Section 14.0	Refunds	Page 12
Section 15.0	Alumni	Page 12
Section 16.0	Modification of Regulations	Page 12
Appendix A	Parking Map	Page 13
Appendix B	Decal Placement	Page 14

Western New England University – Parking and Regulations 2023-2024

1.0 Introduction

A goal of the University Police is to provide safe and orderly parking for employees, students, and visitors to our campus. We strive to make parking on campus as convenient as possible, while promoting the safe movement of vehicles, providing for pedestrian safety, and assuring access to buildings and walkways for both pedestrians and emergency vehicles. The University Police expects cooperation from faculty, staff, students, and visitors when it comes to the safe and orderly operation of their motor vehicles

2.0 Authority

The authority of the University Police to regulate vehicle parking and traffic is derived through the Director of Public Safety by the Western New England University Board of Trustees. It is the sole responsibility of the student, faculty or staff member, or guest, to operate his or her vehicle in accordance with these parking and traffic regulations and in accordance with Massachusetts General Laws.

3.0 Limitation of Liability

Any motor vehicle parked, operated, or driven on campus shall be done so solely at the risk of the owner and the operator. Western New England University shall not be liable for any loss and/or damage occasioned to any such motor vehicle, the operator, other occupant thereof, or any person unless such damage has resulted from the gross negligence of an employee or agent of the University acting in the course and within the scope of his/her employment.

4.0 Fines and Penalties

The intended uses of fines, citations, immobilization devices, and the towing of vehicles, are to seek compliance with parking and traffic regulations. Criminal and/or civil violations are subject to both University disciplinary action as well as the penalties associated with violation of Massachusetts General Laws. Citations and warnings are issued at the sole discretion of the individual Police Officer.

4.01 Monetary Fines – Parking and traffic violations are assessed in \$25.00, \$35.00, or \$50.00 increments, per infraction. Multiple violations compound fines accordingly. Parking Violations are \$25.00/infraction; moving violations are \$35.00 fines/infraction; handicapped violations are \$50/instance. Fines are payable in person at the Student Administrative Services office. Otherwise, fines are billed to the permit-holder's account on file with the University.

4.02 Student Billing – All billing of fines/fees will be logged and itemized with the Billing Office at Student Administrative Services on the permit-holder's billing statement. The

Western New England University – Parking and Regulations 2023-2024

date shown on the statement is the date the transaction was entered, not the date of the infraction. Unpaid parking fines may result in penalty charges, revocation of on-campus privileges, and/or delays in processing transcripts, grades, diplomas, or class registration. Billing inquiries should be directed to Student Administrative Services.

5.0 Vehicle Registration and Permits

- 5.01 Registration - All vehicles on campus must have a proper and valid vehicle registration (license plate) from the state or province in which the vehicle owner resides. Unless otherwise noted, parking permits must be obtained, and affixed to the proper location of the vehicle within 14 calendar days of the first day of class in the Fall Semester. This is the only “grace period” allowed for not having a permit affixed to vehicles. At all other times, after this 14-day grace period, permits are immediately required upon bringing a new vehicle to campus. The application process is online and the University Police station is open 24-hours a day / 7-days a week to distribute permits.
- 5.02 Parking Permits - All students, faculty, and staff must obtain a Western New England University parking permit from the University Police. The physical parking permit itself is property of the University and may be removed by the issuing authority for violations of the regulations in this document.
- 5.02.1 *Applications* – Parking applications are available online only at <http://www1.wne.edu/connect2u/index.cfm> By completing the parking registration, you acknowledge that a current issue of the University Parking and Traffic Regulations, and current copy of the color coded parking map are available at the University Police website: <https://www1.wne.edu/public-safety/Parking%20and%20Traffic%20Information.cfm> You also agree that the vehicle will be operated in accordance with all University parking and traffic regulations as well as the General Laws of the Commonwealth of Massachusetts. You understand that the University will not assume any responsibility or liability for the vehicle that you have registered and/or its contents.
- 5.02.2 *Filing* - Filing for a parking permit is entering into a contract to abide by the parking and traffic regulations set forth in this document. The person filing for a parking permit assumes full financial responsibility for any parking and or traffic infractions. The cost of a parking permit determined by the University and is directly billed by Student Administrative Services, not by the University Police.
- 5.02.3 *Out of State Residents* – Students with vehicles that bear out of state license plates and either reside in the Commonwealth of Massachusetts while attending school, or commute to Massachusetts from another state, are required under Massachusetts General Law Ch. 90 § 3 to obtain a “Non-

Western New England University – Parking and Regulations 2023-2024

Resident Student” parking decal in conjunction with the University’s parking decal.

- 5.03 Issuance – Parking permits are issued based on the student’s registered status with the Student Administrative Services office. To obtain a parking permit, you must present a current University ID and a valid driver’s license before the permit will be issued.
- 5.03.1 Students may only have one vehicle on campus at a time. The exception to this is for students who own motorcycles.
- 5.03.2 At no time is any person allowed to acquire a permit for a person or vehicle that they do not own, operate, lease, etc., or are using under permission of a parent/guardian/relative. In short, no student, faculty, or staff member is permitted to receive a traditional parking permit decal for a relative, boyfriend, girlfriend, significant other, etc. Guest permits are available for these individuals.
- 5.03.3 Faculty and Staff who have student(s) enrolled in classes are prohibited from affixing a Faculty Staff permit to the student’s vehicle. ALL vehicles operated or parked on campus must have the correct student parking decal. Failure for Faculty and Staff to follow this regulation will result in the immediate removal of the decal (Section 5.02) and the possible issuance of a fine.
- 5.03.4 Only one valid, current school year permit is authorized, per vehicle. Parking permits/decals are non-transferrable. If a new vehicle is brought on campus, a new parking permit application must be filed and a new permit must be affixed to the vehicle. You may apply for a refund or partial refund if switching vehicles during the school year.
- 5.04 Display of Permits – (See Appendix B / Page 8.) All permits are to be properly affixed to windows as instructed:
- 5.04.1 Color coded parking decals are to be installed on the inside of the rearmost driver’s side window of the vehicle, (left side as if you are in the driver’s seat.) The entire permit must be completely visible, and not obscured. Soft-top Utility Vehicles and Convertibles may have the permit posted on the front windshield, driver’s side in the lower corner. Failure to display any permit properly will result in a fine. See section 6.0 that follows.
- 5.04.2 Non-Resident Student decals must be affixed to the upper, center-most portion of the front windshield, near the rear-view mirror.
- 5.04.3 It is the responsibility of the permit registrant to ensure that the permit is properly affixed. Improper display or failure to display a permit will result in a fine.

Western New England University – Parking and Regulations 2023-2024

- 5.05 Expiration – Student parking contracts expire June 30 of every year. Students are required to obtain new parking permits within two weeks after the beginning of the fall semester. The previous year’s Non-Resident Student decals must be renewed by the same time. Faculty/Staff contracts remain valid for the length of employment and do not require renewal. (Upon termination of faculty or staff’s employment, the permit must be removed from the vehicle and surrendered to the University Police.)
- 5.06 Guest Permits – All, guests of students who park vehicles on campus must register their vehicle with the University Police and obtain a guest parking permit for appropriate display on their vehicle. The WNE University Resident Student Housing Agreement, limits guests to two consecutive nights. Therefore, University Police will only issue a Guest Permit for up to three consecutive days (72 hours) per week. Guest vehicles are restricted to parking in designated areas assigned by the issuing officer or dispatcher. Any parking violation is the financial responsibility of the guest’s student host. Those not affiliated with the University, who receive five citations within a 12-month period are subject to immobilization, towing, and impoundment until all fines are paid to the University.
- 5.07 Temporary Permits – Temporary permits are available for students, faculty, and staff members who will be having a vehicle on campus for up to 5 cumulative days per school year. Temporary permits will be denied when the requestor has accumulated a total of 5 days with a single or multiple temporary permits, and must therefore purchase a traditional parking permit for their vehicle. Issuance of Temporary Permits is based on the following criteria:
- 5.07.1 Need of a vehicle only while moving into/out of a residence, or for returning to / departing from the University for a holiday or semester break
 - 5.07.2 Use of a temporary vehicle (e.g. rental car, parent or relative’s vehicle), while vehicle that has a current permit is being repaired.
 - 5.07.3 Medical, educational, or professional reasons that require the student to have a vehicle on campus for up to 5 cumulative days.
 - 5.07.4 Or any other reason as permitted by the Chief of University Police or his designee.
- Temporary Permits are available 24-hours a day, 7-days a week at the University Police station. Expired, misused, or altered Temporary Permits are subject to a monetary fine of \$25.00.
- 5.08 Permit/Registration Violations – Violations of any Permit/Registration regulation in this section is subject to a monetary fine of \$25.00 per infraction. Multiple infractions are compounded accordingly. See section 6.0 below.

Western New England University – Parking and Regulations 2023-2024

- 5.09 Revocation – Parking at Western New England University is a privilege. Excessive parking or traffic violations, or other misuse of a motor vehicle may result in the revocation of student, faculty or staff parking permits at the discretion

6.0 Traffic Regulations

A moving motor vehicle violation is classified as a non-criminal infraction, based upon probable cause, and derived from the Massachusetts General Laws governing motor vehicles. Massachusetts General Laws are enforced on campus for the safety of motorists and pedestrians. The University Police are authorized to conduct stops of motor vehicles to enforce these regulations as outlined in section 2.0. Members of the University Police enforce traffic regulations uniformly and without bias or prejudice.

- 6.01 Infractions Defined – Any motor vehicle infraction, by a current Western New England University student, faculty, or staff member, will be treated as a contract violation. Any vehicle infraction committed by any person not affiliated with the University, will be assessed as a trespass violation.

6.02 Enforcement & Citations

6.02.1 *Western New England University Citation* – These citations may be written by a Western New England University Police Officer for any witnessed infraction of the Massachusetts General Laws pertaining to the operation or registration of motor vehicles. Each violation of a motor vehicle law may be assessed a \$35.00 fine.

6.02.2 *Massachusetts Uniform Citation* – University Police Officers are authorized by the Commonwealth of Massachusetts to issue a Massachusetts Uniform Citations for criminal vehicle infractions that occur on the public ways of Western New England University. These citations are processed by the Commonwealth of Massachusetts and may require the appearance of the violator in Hampden County District Court.

7.0 Parking Regulations

It is an objective of the Western New England University Police to maintain safe and adequate parking for all members of the University community. While not always convenient, cooperation from the faculty, staff, and students is needed. All parking spaces are marked. Designated lots for parking are posted. Spaces reserved for Faculty / Staff / Visitors, are marked and/or posted as such.

- 7.01 Permit Violation - \$25.00 Fine – Any student, faculty/staff, or guest, committing a registration/permit violation as defined in section 4.0 above, may receive a \$25.00 fine per offense.

Western New England University – Parking and Regulations 2023-2024

- 7.02 Designated Lots - \$25.00 Fine – All students with vehicles on campus are restricted to parking in a designated lot. These are primarily residence areas. A student’s designated lot can be referenced with the current year Parking Map associated with these rules and regulations (A color map is available for download from the parking section of the department website: <https://www1.wne.edu/public-safety/need-to-know.cfm>). The absence of signage denoting lot designation is not a valid excuse for illegal parking. Please refer to signs posted at parking lot entrances.
- 7.02.1 Commuter Lots (West Lot, Campus Center Lot, Rivers Lot, Sleith Lots) are restricted to Commuter students (and Law School Lots for Law Students) from 7:00 AM to 5:00 PM, Monday through Friday. After 5:00 PM and on weekends, these lots become open to any student, faculty, or staff with a valid parking decal.
- 7.02.2 Resident Lots (Gateway, Quad, Evergreen, and Southwood) are reserved 24 hours a day, 7 days a week specifically for those residents.
- 7.02.3 Exceptions – Law School Students residing in Gateway Village require only their Law School Decal and the Non-Resident Student state decal, if applicable, to park in Gateway Village.
- 7.02.4 Staff Lots (East Lot, Campus Utilities Building Lots, Law Staff Lot, Evergreen Road by Plymouth Hall, the east portion of the West Lot, CAHLC side lot, and the designated area of the Quad Lot) are restricted from 7:00 am to 5:00 pm to vehicles bearing Faculty/Staff decals only. After 5:00 PM and on weekends, these lots, except where excluded below or by posted signage, become open to any student, faculty, or staff with a valid parking decal.
- 7.02.4.1 The East Lot (staff lot behind D’Amour Library), is reserved for Faculty/Staff working in Emerson Hall, D’Amour Library, or the CSP whose vehicles bear a special blue hang tag specifically for that lot. Students and regular Faculty/Staff may park in these lots or areas after 5:00 pm and on weekends only.
- 7.02.4.2 The Faculty/Staff spaces in the Quad parking lot may be utilized after 5:00 PM and on weekends by Commonwealth, LaRiviere, and Plymouth residents only. Commuter students, and residents of other areas on campus are prohibited from parking in these spaces at all times.
- 7.02.5 Unrestricted Parking – Members of the University community may park their vehicle at any time in any of the three unrestricted lots so long as that vehicle bears any current and valid parking permit from Western New England University. These lots are marked as General Parking: The line of parking directly adjacent to the tennis courts, which runs from Evergreen Village to the Alumni Healthful Living Center, the line of parking that runs along Evergreen Road from Plymouth Hall to Public Safety, and the parking lot directly behind the AHLCL.

Western New England University – Parking and Regulations 2023-2024

Note that some spaces in these lots are marked and posted for Handicap and Faculty/Staff.

- 7.02.6 Freshman Parking – Residents of Windham, Franklin, Hampden, and Berkshire Halls are restricted to parking in the General Parking Lot, located to the east of the AHLC.
- 7.03 Handicapped Parking - \$50.00 Fine – Parking in handicapped spaces is restricted to those with proper vehicle ID, (either placard or license plate.) Vehicle handicap ID's must be in accordance with CMR 540.17 of the Code of Massachusetts Regulation or Ch. 90 § 2 of the General Laws of Massachusetts. Violations are subject to fines or towing at the owner's expense. Students, faculty, and staff with valid handicap identification must also have current school year parking permits on the vehicle.
- 7.04 Staff Parking - \$25.00 Fine – Faculty/Staff with the proper permit, may park their vehicles in areas posted and/or marked as "STAFF." Students, student workers, and guests are prohibited from these spaces between 7:00 AM and 5:00 PM, Monday through Friday unless otherwise posted. Staff parking at the Alumni Healthful Living Center is reserved during the hours the building is open. The East Lot is restricted between 7:00 AM and 5:00 PM, Monday through Friday, to Faculty/Staff working in Emerson Hall, D'Amour Library, or the CSP whose vehicles bear a special blue hang tag specifically for that lot.
- 7.05 Reserved Parking - \$25.00 Fine – Any space, marked or posted with a person's name, title, department, or marked "RESERVED", is reserved 24-hours a day, 7- days a week. Any vehicle not authorized to park in these spaces may be towed at the request of the person for whom the space is reserved and at the vehicle owner's expense.
- 7.06 Visitor Parking - \$25.00 Fine – Any student, faculty or staff member who parks their vehicle in a marked or posted space designated for Visitors, may be subject to a fine. These spaces are reserved for guests of the University on official business. A student visiting a building on campus does not qualify as a "Visitor."
- 7.07 Non-Valid Parking Space - \$25.00 Fine – Any vehicle not parked appropriately between marked lines denoting a valid parking space, may be subject to fine or towing at the owner's expense. Violations may consist of but are not limited to parking in: any roadway, any fire lane, upon any unpaved or unmarked surface.

8.0 Vehicle Immobilization and Habitual Offender Fines

- 8.01 Eligibility – Any vehicle which has received at least 5 parking citations, whether paid or not, within a 12-month period beginning July 1st and ending June 30th, will be considered a "Scofflaw." The permit holder's name and vehicle information will be recorded on a frequent offender or "scoff" list.
- 8.02 Application – Upon receipt of a 6th and every subsequent citation in a 12-month period beginning July 1st and ending June 30th, if the offending vehicle's owner is not know to Public Safety, the offending vehicle may be immobilized with the application of an

Western New England University – Parking and Regulations 2023-2024

Alpha-Lock device to one of the vehicle's wheels. A notice will be adhered to the driver's front window. If the vehicle's owner is known to Public Safety, a habitual offender fee will be added to the citation.

- 8.03 Removal – The immobilization device may be removed when the registrant contacts the University Police for the request. In addition to any parking fine, a fee of \$25.00 will be assessed at the time of the violation for the installation and removal of the immobilization device. The fee will be assessed to the vehicle registrant's account.
- 8.04 Subsequent Violations – Upon receipt of the 7th and every subsequent violation in a 12-month period beginning July 1st and ending June 30th, the offending vehicle may be, at the officer's discretion: a) have a habitual offender fee added to the citation with a compounding \$50.00 fee, b) immobilized again with an additional, and compounding \$50.00 removal fee, or c) towed and impounded at the expense of the vehicle owner.
- 8.05 Option to Tow - In applications where the vehicle has been immobilized for at least 24-hours, the vehicle may be subject to towing at the owner's expense.
- 8.06 Tampering with an Immobilization Device or Notice – The tampering, destruction, unauthorized removal of an immobilization device or warning notice will result in criminal prosecution and/or revocation of parking privileges.

9.0 Vehicle Towing

- 9.01 When a vehicle is towed from campus, the registrant is responsible for all towing and impound fees. The authority for the University Police to remove a vehicle from University property is based on four criteria:
 - 9.01.1 *As a Concern for the Safety of the Public* – In the interest of safety to the public, where the vehicle's presence poses a threat to others.
 - 9.01.2 *Scofflaw Violations* – To enforce University parking regulations where violators have received at least six citations in a 12-month period beginning July 1st and ending June 30th.
 - 9.01.3 *Under Massachusetts General Laws* – Vehicles may be towed for traffic offenses, parking offenses, and any abandoned vehicles, as dictated under Massachusetts General Laws.
 - 9.01.4 *For Criminal Vehicle Offenses* – When the operator of the vehicle is not properly licensed in accordance with Massachusetts General Laws, or has been arrested for an offense associated with the operation of a vehicle.

10.0 Appeals- General

Western New England University – Parking and Regulations 2023-2024

- 10.01 Every parking and traffic citation may be appealed no later than 7 (seven) calendar days from the date the citation was written. Citations submitted for appeal after 7 (seven) calendar days will be rejected.
- 10.02 An appeal for a written or verbal hearing may be filed by using a form at the University Police station or obtained on the department's website. Appeals also require the violator's copy of the citation at the time of submission.
- 10.02.1 Written appeals require the submission of a typed or neatly printed narrative of facts related to the citation by the violator, to be completed at the same time the appeal form is submitted. Failure to file an appeal form, a narrative, or the violator's copy of the citation will result in the appeal being denied.
- 10.02.2 Verbal appeals require appearance of the violator at the hearing to discuss the facts of the violation. Those requesting verbal appeals will be notified of the date, time, and location of the traffic appeals. Failure to appear for a verbal appeal will result in immediate denial of the appeal and the violator will be held responsible for the fine(s). If an appellant cannot attend the verbal hearing, then please contact the University Police prior to the hearing.
- 10.03 The date, time, and location of traffic appeals hearings are set at least once a month during the academic year. Those requesting a verbal hearing will have their facts heard on a first-come, first-serve basis by a Traffic Appeals Board, comprised of several student peers and/or a Police Officer. Written appeals will be decided after verbal appeals are heard.
- 10.04 Upon completion of the hearing, notification will be made to all appellants regarding the outcome of their appeal. Notification will be made via email to the student's wne.edu email address listed on the appeal form. There are three possible outcomes for traffic appeals: 1. Not Responsible - the appellant is not responsible for any fines, 2. Responsible - the appellant is fully responsible for all fines, 3. Partially Responsible - and the appellant is responsible for only a portion of the fines. This outcome is final and there is no further appeal. If there is any question regarding the outcome of an appeal, please contact the parking and traffic officer at your convenience.

11.0 Appeals- Law School

- 11.01 The same stipulations are in effect for Law School Students with the following exceptions; all other regulations under Section 9.0 apply:
- 11.01.1 Requests for appeals may be made at the Law School. Completed hearing forms must be submitted to the Law School Administration. A Police Officer, peer student, and an administrator from the School of Law will consider Law School traffic hearings.

12.0 Voided Citations

Western New England University – Parking and Regulations 2023-2024

- 12.01 Written citations that have been appealed and successfully granted are deemed voided from student responsibility and carry no other repercussion or responsibility. As a matter of record keeping, these citations will be held for a defined period.

13.0 Warnings

- 13.01 Warnings, either written or verbal are issued at the sole discretion of the individual Police Officer and carry no financial obligation.

14.0 Refunds

- 14.01 We realize that under certain circumstances, errors in the billing process can be made. Therefore, refunds may be initiated and granted through the University Police.

15.0 Alumni

- 15.01 The Alumni of Western New England University are invited to return to campus at any time and it is requested that they obtain an Alumni Parking Decal at the University Police station. Alumni whose vehicles display an Alumni Decal are encouraged to park in any commuter lot, or in either of the unrestricted lots near the AHLC. Alumni who are still enrolled for graduate level classes, or Alumni whose student(s) are enrolled in classes, are still required to obtain a traditional parking decal.

16.0 Modification of Regulations

- 16.01 These parking and traffic regulations are subject to modification and amendment at any time for the purpose of clarification of existing regulations or to invoke new regulations pertaining to infrastructure changes on campus.

Parking Map 2023

PLEASE NOTE: Commuter, Faculty, and Staff Lots are open for student use between 5:00 p.m. and 7:00 a.m., Monday-Friday, and all weekend long; unless otherwise posted. All Residential Lots are reserved for that dorms residents only, enforceable 24/7. See current parking rules and regulations for specifics.



