



Nichols College Motor Vehicle Policy

Effective Date: July 2, 2018

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I. Preamble

All vehicles MUST be registered with Public Safety and have a valid Nichols College parking decal permanently affixed to the vehicle following specific location instructions. Any vehicles not displaying a valid Nichols College parking decal or valid temporary parking pass are not authorized to park on the Nichols College Campus. Individuals are responsible for following the guidelines outlined within this Motor Vehicle Policy. Public Safety is charged with enforcing all rules and regulations pertaining to parking on College Properties.

II. Automobile Registration

A. Decal Registration

Registration for a parking decal must be completed with the Department of Public Safety prior to parking on campus. Nichols College Public Safety issues parking decals on a first come first serve basis. Parking on Nichols College is limited to the amount of parking spaces available. If no Parking spaces are available and a parking decal cannot be issued, the student's application will be placed on a waiting list until a parking decal becomes available. Vehicles must be removed from Nichols College parking lots until issuance of a parking decal.

Nichols College Community Members can access all necessary parking forms from the MyNichols Portal, search for Public Safety or follow the provided link here:

<https://my.nichols.edu/supportservices/Pages/PublicSafety.aspx>

Necessary forms needed for registration are:

- Nichols College Permission of Use Form
- A copy of the vehicles registration
- Massachusetts Non-Resident Driver Statement Form (when applicable)

The Non-Resident Driver Statement Form can be obtained at Nichols College Public Safety and also from the Massachusetts Registry of Motor Vehicles. The Non-resident form can be submitted to Nichols College Public Safety and will be mailed out on the student's behalf to the necessary locations per the Massachusetts Motor Vehicle Law. Any form incorrectly filled out will be denied and the applicant will be notified by Nichols College E-mail to resubmit a completed form.

All parking decals from previous years must be removed. Current Parking decals must be permanently affixed to the vehicles front windshield by rearview mirror. Failure to display a current parking decal while on campus will result in a parking citation.

Vehicles not registered, improperly registered, or without proper license plates, are not allowed on campus and may be towed without warning from campus. Owner of the vehicle will be subject to all fees associated with the towing company (see Towing Policy; Section VIII).

Changes in the license plate number of any registered vehicle must be reported to the Department of Public Safety immediately. Undergraduate students may register and maintain only **ONE** vehicle on campus. Should a permanent change of vehicle be necessary during the academic year, parking forms must be submitted to the Department of Public Safety for the new vehicle as well as return of the initial parking decal for previous vehicle. Once all necessary forms are submitted and previous parking decal returned, a new parking decal will be issued to the new vehicle at no additional charge. If the old parking decal cannot be produced and is found on another vehicle at a later date, students will be referred to the Office of Community Standards.

For any questions concerning the automobile registration process please contact Public Safety Parking Officer at Parking@Nichols.edu contact number 1-508-213-2107

B. Employee Motor Vehicle Registration.

New or current Nichols College Employees should stop into the Department of Public Safety during business hours Monday-Friday 8:00am-4:00pm to receive their employee parking decal. All necessary forms can be obtained at Public Safety and submitted by the Employee. Only one vehicle registered to an employee can be parked on the Nichols College Campus at any given time. If multiple vehicles are found on campus they may be subject to ticketing and towing at the owner's expense (see Towing Policy; Section VIII).

C. Authorized Handicap Parking

The Department of Public Safety does not issue handicap passes/decals/or placards. Only valid handicap placards issued from the state in which the operator is licensed in or the vehicle is registered in can be used to utilize handicap parking spaces.

There are multiple handicap parking spaces available in various parking lots on campus. Any vehicle found parking in a handicap parking space not displaying an authorized handicap placard will be subject to ticketing and towing at the owner's expense (see Towing Policy; Section VIII).

D. Visitor Parking Registration

All vehicles operated by a visitor of the campus, must obtain a temporary parking pass from the Department of Public Safety. Public Safety is located in the Daniels Auditorium lower level, next to Parking Lot G.

- Student host's must accompany their guest into Public Safety to receive their temporary parking pass. If the student's guest is remaining overnight, an Overnight Guest Registration Form must be submitted and shown to Public Safety prior to issuance of temporary parking pass. The following link is provided for the online guest registration form: <http://www.nichols.edu/student-life/housing-and-dining>
- Faculty/staff must notify Public Safety prior to their visitor arriving on campus at PublicSafety@nichols.edu. The visitor's name and vehicle information must be submitted i.e. make, model, license plate number, and which department they are visiting and length of time of visit.

Public Safety will inform the visitor where they are authorized to park on campus and the authorized length of time the vehicle can remain on campus as the temporary parking pass is issued. All visitor's must have their temporary parking pass displayed hanging from the vehicles rear view mirror clearly visible facing forward at all times while parked on Nichols College Campus. Any vehicle found not displaying a temporary parking pass or not issued a Nichols College Parking Decal will be subject to ticketing and towing at owner's expense.

III. Authorized Parking Lot Areas

Parking lots on campus are broken down into 4 categories: Undergraduate Resident parking, Senior Resident parking, Commuter/ Evening/Graduate parking, and Faculty/Staff parking. Parking decals are color coded to correspond with the color coded decals affixed to the entrance sign of each parking lot.

Students on official business or employed in any Nichols College office are expected to park their vehicles in the parking lot their parking decal allows them to park in. Students must then walk to their office. This policy is in effect year-round.

A parking space at Nichols College is defined as an area where two white lines delineate the edges of a space for a vehicle to park in with no other lines or markings between the white lines other than spaces listed for specific parking i.e. Handicap, loading/unloading, reserved, or fire lane.

A. Undergraduate Residential Students

Undergraduate Resident parking decals are only authorized to park in the following parking lots:

Lot E: Located adjacent to South Hall and Kuppenheimer Hall.

Lot F: Located adjacent to Remillard Hall continuing down roadway to Athletics Center on left.

Lot G: Located behind Budleigh hall and next to Center and North Hall.

Lot M: Located behind Remillard Hall and Lot F, overlooking the softball field.

Lot N: Located behind Kuppenheimer Hall next to Rugby field.

Lot P: Located directly behind Winston hall on North end of campus.

B. Senior Residential Students

Any student living on the Nichols College Campus who has accumulated enough credits to be considered a senior by record with the Registrar's office, may apply to receive a Senior Residential parking decal. **Any vehicle not displaying the correct Senior Parking Decal will receive a parking violation for parking in the wrong lot (see Parking Violations; Section V).** Senior Resident parking decals are only authorized to park in the following parking lots:

Lot A: located directly behind Copper Beach II next to Shamie Hall

Lot E: Located adjacent to South Hall and Kuppenheimer Hall.

Lot F: Located adjacent to Remillard Hall continuing down roadway to Athletics Center on left.

Lot G: Located behind Budleigh hall and next to Center and North Hall.

Lot M: Located behind Remillard Hall and Lot F, overlooking the softball field.

Lot N: Located behind Kuppenheimer Hall next to Rugby field.

Lot P: Located directly behind Winston hall on North end of campus.

C. Commuter/ Evening/Graduate Students

Commuter/Evening Graduate parking decals are only authorized to park in the following parking lots:

Lot B: Lower lot located off of Healy road behind Conrad Hall.

Lot lower C: Located directly behind Conrad Hall off of Healy road continuing behind the Library.

Lot J: Located adjacent to the Athletic Center.

D. Faculty & Staff

Faculty & Staff members of Nichols College will be issued Employee parking decals to display on their vehicles. Employee parking decals are only authorized to park in the following parking lots:

Lot B: Lower lot located off of Healy road behind Conrad Hall.

Lot Upper & Lower C: Located directly behind Conrad Hall off of Healy

Lot D: Located directly behind Admission building from Center Road.

Lot I: Located directly behind Currier Center and the Town of Dudley Congregational Church.

Lot J: Located adjacent to the Athletic Center.

E. Prohibited Parking Areas

There is no parking allowed in the following areas:

- On any roadways around College buildings. These are considered fire lanes and are for the use of emergency vehicles only.
- On any roadway/access way to campus athletic fields (i.e. Vendetti field North and south access way, Soccer field access way, and Tennis court access way).
- On any service roads or in loading zones.

Parking on Center road is not allowed. Parking enforcement on town roadways is the responsibility of the Dudley Police Department.

IV. Parking Lot Closures

A. Parking Lots Closure for Events.

The Department of Public Safety coordinates all parking accommodations for events being held on the Nichols College Campus. Some events will require certain parking lots to be closed to facilitate the event. Nichols College Public Safety or designee will notify all Nichols College community members of parking lot closures for events via Nichols College E-mail. The listed dates and times of each parking lot closure will be provided as well as alternative parking options. ***All community members of Nichols College are***

responsible for adhering to any parking lot closure sent out by Nichols College Public Safety or designee. Failure to comply with any parking lot closure will subject the vehicle to ticketing and towing at owner's expense (See Towing Policy; Section VIII).

B. Snow Removal Procedures and Emergency Parking Lot Closures

Handling snow and ice emergencies is a major undertaking and requires cooperation from the entire campus community. In order to most effectively clear the parking lots located on the Nichols College Campus of snow; faculty, staff, and students will be notified by e-mail of lot closures and times/dates. It is the responsibility of each member of the Nichols College community to understand which parking lots will be closed during any snow storm or other emergency.

Please take the following general steps when parking your vehicle in the required lot:

1. Park your vehicle only in an area designated for parking during these conditions. Do not park in fire lanes, in short-term parking areas or any unauthorized areas around campus buildings.
2. Please park in an area, close to other cars that may be in the lot. The Facilities Management staff can clear lots more effectively if vehicles are not scattered throughout the lot.
3. We recommend that you keep a snow shovel in your vehicle. Student are responsible for shoveling out their own vehicle. Although snow shovels can be borrowed from the Department of Public Safety in exchange for a Nichols College ID card, there may not be enough shovels for everyone during peak demand times, therefore, we ask that you return the snow shovels promptly.

Vehicles not removed from a parking lot that has been closed for snow removal are subject to ticketing and towing at the owner's expense.

V. Parking Violations

The following is a list of parking violations and penalties. Multiple violations may result in several fines.

Failure to Display Valid Parking Pass/ Temp Pass	\$50.00
Parked in Wrong Lot	\$15.00
Failure to Park in Single Parking Space	\$15.00

Parked in No Parking Zone	\$15.00
Parked on Sidewalk or Grass	\$15.00
Parked in Reserved area/Space	\$15.00
Exceeding Time Limit of Loading/Unloading Zone	\$25.00
Blocking Parked Cars or Dumpster	\$15.00
Parked in Fire Lane	\$20.00
Blocking Emergency Entrance/Exit	\$20.00
Parked in Handicapped Space	\$100.00
Other (specify)	\$15.00
Banned from Campus Parking	\$50.00

VI. Student Code of Conduct Process for Motor Vehicle Policy

All student vehicles MUST be registered with Public Safety and have a valid Nichols College parking decal permanently affixed following the specific location instructions that accompany the decal. Public Safety is charged with enforcing all rules and regulations pertaining to parking on College properties. Student's in violation of the Motor Vehicle Policy are subject to referral to the Office of Community Standards and could face the following charges from the Student Code of Conduct:

- a. **Operating under the influence**
- b. **Driving recklessly and endangering others**
- c. **Continued parking violations**

Parking on the campus is limited and a privilege. Students who obtain 5 parking violations in one academic year (August 1 to July 31 of the following year) will be referred to the Office of Community Standards and could lose parking privileges. Note: Guest Vehicles will be ticketed and become the responsibility of the student host.

Five Violations

- Written Warning*

Ten Violations

- Student Status Probation (8 academic weeks)
- Loss of Parking Privileges Held in Abeyance (remainder of academic year)
- Parent/Guardian Notification

Fifteen Violations

- Student Status Probation (16 academic weeks)
- Parent/Guardian Notification
- Loss of Parking Privileges (16 academic weeks)

*Once 5 parking tickets have been received by Student Financial Services, a Parent/Guardian notice is sent to the address on file by Student Financial Services. This is separate from the Student Conduct Process.

After a student has been found responsible for fifteen continued parking violations, the privilege to maintain and park a motor vehicle on the Nichols College Campus will be revoked. Individuals will surrender the issued parking decal to Public Safety and must remove the vehicle from campus. The cost of the decal will not be refunded. **The vehicle is subject to be towed if found parked on the Nichols College Campus at the owner's expense.** Upon the completion of the Loss of Parking Privileges sanction, a student will need to reapply for a new parking decal and would be responsible for purchasing the new decal regardless of prior decal purchases. **Issuance of a new decal is based on availability and a student may be placed on a wait list.**

Upon the issuance of the sixteenth (16th) parking violation on the Nichols College Campus to a vehicle in an academic year, the vehicle will be towed immediately at the owner's expense regardless of the Student Conduct Process, status, or Parking Appeal Board Process. (See Towing Policy; Section VIII)

d. Violation of motor vehicle policies

Students who violate any items outlined in this Motor Vehicle Policy are subject to referral to the Office of Community Standards and Student Code of Conduct charges may be assessed.

e. Failure to move a parked motor vehicle

Students who do not follow regulations for adhering to any parking lot closure in addition to ticketing and/or towing may be referred to the Office of Community Standards.

VII. Enforcement of Employee Violations of the Motor Vehicle Policy

All Faculty and Staff are responsible for payment of all fines that are not granted an appeal. Payment of fines should be paid upon receipt or within thirty (30) days of issuance. If an appeal is made and rejected, payment is due thirty (30) days after notice of the rejection. In an effort to enforce Nichols College policy as it pertains to Parking Violations, department managers are notified and made aware that if employees do not pay their outstanding parking violations the money owed will come directly out of the employee's department budget and a notice will be copied to the President's office and added to the employee's personnel file.

VIII. Towing Policy

Any Motor Vehicle parked in violation of Nichols College parking regulations is subject to towing if deemed necessary by the Department of Public Safety. All charges for towing and storage are the responsibility of the owner of the registered vehicle towed. Nichols College assumes no responsibility for damages to the vehicle whether during towing or storage. It is the responsibility of the owner/operator to contact the towing company and make proper payment to recover their vehicle.

Vehicles will be subject to towing for the following:

- Any vehicle that receives more than fifteen (15) parking violations in an academic year will be immediately towed.
- Vehicles not displaying a valid license plate.
- Failure to remove a disabled/inoperable vehicle that is parked on Nichols College Campus after a primary request is issued.
- Vehicles obstructing fire lanes or other emergency access ways.
- Vehicles found parked on any sidewalk, walkway, crosswalk, or grass area.
- Vehicles parked within 10ft of a fire hydrant.
- Vehicles blocking entry and exit points of parking lots.
- Vehicles parked in handicap spaces not displaying a valid handicap placard
- Vehicles parked along any College roadways.
- Motor vehicles determined to be abandoned on Nichols College Property.
- Vehicles required to be moved for construction, maintenance, or snow removal procedure (24-hour advanced notice will be provided except for emergency situations).
- Vehicles impeding pedestrian or vehicular traffic or creating safety hazards.
- Any vehicle found not parked in a designated valid parking space.
- Any vehicle parked over 20 minutes in designated loading/unloading spaces.
- Failure to comply with removing vehicle from a closed parking lot on Nichols College. *Notification made via Nichols College E-mail of lot closure prior to date closed.*
- Vehicles parked in front of/or the moving of, a barricade temporarily or permanently erected.
- Vehicles parked in front of a gateway, entrance, or other open area impeding Nichols College functions.
- Vehicles parked in reserved spaces- *signage identifies these spaces on campus.*
- Vehicles parked in no parking zones- *solid white lines with cross striping designate no parking zones on Nichols College.*
- Any vehicle parked displaying an expired Nichols College issued parking decal.
- Any vehicle parked that does not have displayed a valid Nichols College issued parking decal or parking pass.
- Any vehicle found in violation of the Nichols College Motor Vehicle policy.
- Any vehicle parked in a parking lot not designated for their displayed Nichols College parking decal. - *signage entering parking lots identify Resident, Commuter, and Faculty/Staff parking allowed.*

All fees for towing and storage of towed vehicle will be at the vehicle owner's expense. Nichols College does not assume any responsibility for charges set by the towing contractor. All payments must be arranged directly with the towing contractor and not Nichols College.

Nichols College Public Safety will notify listed owner/operator of towed vehicle by Nichols College E-mail notification system when a vehicle has been towed off campus. Information on the towing contractor will be included.

Information of all vehicles towed from Nichols College will be forwarded to the Dudley Police Department.

Nichols College Public Safety cannot provide transportation to the towing company; it is the responsibility of the owner or operator of the vehicle to find adequate transportation to the towing company.

IX. Parking/Traffic Appeals Procedure

A. Appeals

Any parking violation ticket issued may have an appeal submitted to the Department of Public Safety within fifteen (15) days of the date the initial parking violation ticket was issued. All appeals must be submitted to Public Safety using the correct Parking Appeal Form which can be obtained in the lobby of Public Safety. The original or copy of the original ticket must be attached to the Parking Appeal Form for the violation in which you are appealing.

B. Appeal Board Process

The Parking Appeal Board consists of three representatives from the following: Public Safety, Student Government Association, and a Nichols College Employee.

The board is read each appeal form statement and the information given on the parking violation ticket. The Parking Appeal Board will then discuss the facts disclosed by the appeal form and attached ticket(s) and arrive at a verdict on the outcome of the appeal.

Once the Appeal Board decide the outcome of the appeal, it is final. The Public Safety Parking Supervisor will notify each person who filed an appeal of the outcome of their appeal via Nichols College E-mail system. The Parking Supervisor cannot change the decision of the appeal once the Parking Appeal Board has concluded.

The decision of the Parking Appeal Board is final.

X. Billing for Violations

Parking violations are billed through the Department of Student Financial Services. No appeals for violations may be taken by Student Financial Services. All appeals must be submitted to the Department of Public Safety according to the procedure outlined in this hand-book as well as on each parking violation ticket.

XI. Additional Parking Guidelines

A. Damage or Theft to Vehicle

Nichols College shall not be responsible for any loss or damage to a vehicle, its accessories, or its contents by reason of theft, accident, fire, or otherwise while on the Nichols College Campus. The responsibility for a vehicle, its accessories, and contents while on campus, shall at all times reside with the owner and/or operator of the vehicle. Owners should take precautions such as always locking valuables and vehicles and activating anti-theft devices. Owners also should ensure that they have appropriate insurance coverage for this purpose.

B. Vehicle Maintenance

All forms of vehicle maintenance are prohibited by students or employees on campus (i.e. oil changes). Any vehicle found inoperable or abandoned cannot remain on campus; vehicles will be subject to towing. (see Towing Policy; Section VIII)

C. Abandonment

Nichols College may seek criminal complaints on vehicles left on campus in violation of Massachusetts Motor Vehicle Law, Chapter 90, section 22B.

D. Vacation Periods

The Parking Policy is in effect throughout the entire academic year and citations are consistently issued in accordance with this policy. During semester breaks, students may leave their vehicles on campus. Students will be informed of designated parking areas via the College E-mail system. Vehicles left outside of the designated parking lot may be towed at the owner's expense. Motor vehicles are left at the students' own risk. There will be no storage of vehicles on the Nichols College Campus during the summer months. Violators will be subject to ticketing and towing at their expense and may incur additional storage fees imposed by the tow company.

E. Motorcycles, Scooters, and Mopeds

Motorcycles, scooters and moped operators must abide by all traffic and parking regulations in accordance with Massachusetts state law and Nichols College Motor Vehicle Policy. Operators must use campus roads and must park in appropriate parking lots. These vehicles are not allowed on the grass areas, in buildings, or under building overhangs. A helmet must be worn at all times pursuant to Massachusetts State Law.

XII. Motor Vehicle Assistance

Public Safety does not offer disabled vehicle assistance. Officers do not have access to jumper cables/car jump boxes in order to jumpstart car batteries. The Public Safety vehicles will not be utilized to assist in jumpstarting a disabled motor vehicle.