Policy Statement

Parking regulations apply to all students, faculty, staff, visitors and vendors and their vehicles using campus-parking facilities, including parking field #9 (Garden City Pool).

Reason for Policy

The purpose of this policy is to provide guidelines and regulations to avoid parking and traffic issues.

Who is Governed by This Policy

Students, faculty, staff, visitors, and vendors.

Policy

Parking and Traffic Regulations

Parking regulations apply to all students, faculty, visitors and vendors and their vehicles when using campus-parking facilities.

1. Parking is permitted in designated areas only.
2. Parking is prohibited in fire lanes. The following University roadways are fire lanes:
   - Service road between Levermore and Blodgett Halls
   - Road alongside University Center
   - Service road between Alumnae and Post Halls
   - Roadway between Earle Hall and Science Building
   - Roadway in front of Chapman, Linen, and Eddy Residence Halls
   - Roadway east side of Woodruff Hall.
   - Roadway between Sports Center and Performing Arts Center.
   - Roadway south curbside of PF#1(Nexus)
3. Parking is prohibited within 15 feet of fire hydrants.
4. Double parking is not permitted.
5. **SPEED LIMIT is 10 MPH campus-wide.**
6. Speeding and reckless driving is prohibited.
7. Parking is prohibited on all grass areas.
8. All violations of the NYS Vehicle & Traffic Law will be enforced on campus by Adelphi University Public Safety personnel.
Parking Off Campus

Most local streets surrounding the campus have restricted parking regulations, which are enforced by the Garden City Police Department. Please be considerate of our neighbors and park on campus, not in the village streets.

Parking Permits

1. **PARKING IS BY PERMIT ONLY.** Permits expire on September 30 of each year.
2. Students, faculty, and staff are required to register annually.
3. All motor vehicles utilizing University parking facilities must:
   - Be registered with the University
   - Display a current state registration and inspection certificate.
   - Display a current University parking permit on the rear bumper (driver's side).
4. Commercial vehicles are not permitted to park on campus with the exception of vendors servicing the University, vehicles authorized by Public Safety and vehicles owned by the University.
5. The University assumes no responsibility for loss or damage to vehicles parked on its property.
6. Students, faculty, and staff are permitted to register a maximum of two vehicles.
7. Permits are issued to your vehicle registration and are not transferable to another vehicle.

Tips for parking when space is limited

1. Arrive early for your classes
2. Use the parking areas that tend to be underutilized
   - Parking Field 7 (Behind Chapman, Linen, and Eddy Halls)
   - Parking Field 8 (Across Cambridge Avenue, next to the Hy Weinberg Center)
   - Parking Field #9 (Garden City Pool) and utilize free Panther Express shuttle service to campus.
   - Consider car-pooling with another student or employee. For more information, visit [511NYRideshare.org](http://511NYRideshare.org)
3. Consider taking public transportation (Adelphi offers free shuttle service from local transportation centers). Schedules are available online and through our AU2Go mobile app.
4. The Department of Public Safety and Transportation has also designated 40 parking spots in Parking Field 2 for fuel-efficient vehicles and carpoolers to assist in the effort to cut down on emissions that pollute our environment.
Parking for Residential Students

First Year and sophomore resident students are required to park their University registered vehicles at the Garden City Pool parking lot (Field No. 9) as described below:

Parking Requirements:

- You will be issued a parking decal with a color-coded expiration-year sticker as shown (Note: The *20 Year will change annually)
- You must park at parking Field No. 9 Monday through Thursday from 7:00 a.m. to 7:00 p.m., but may park on campus on Fridays, Saturdays and Sundays.
- Your parking decal must be affixed to the rear bumper (driver’s side).
- Parking decals are issued to your vehicle registration and are not transferable to another vehicle.
- Shuttle service will be provided to and from campus, approximately every 15 minutes, Monday through Friday, 7:00 a.m.–11:00 p.m. Pickup and drop-off location is at Post Hall.
- Campus and Garden City pool (PF #9) escorts from the Department of Public Safety and Transportation will be provided upon request seven days a week, from 11:00 p.m. to 7:00 a.m., by calling the office at 516.877.3511.
- Pool shuttle service resumes Sundays at 5:00 p.m.
- For additional information, visit safety@adelphi.edu

Traffic Summons

Review the fine schedule for various traffic and parking violations.

<table>
<thead>
<tr>
<th>Type</th>
<th>Violation Description</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Falsification of information to obtain a parking decal/permit or use of an unauthorized or stolen decal/permit</td>
<td>$100</td>
</tr>
<tr>
<td>2</td>
<td>Speeding or reckless driving on campus</td>
<td>$100</td>
</tr>
<tr>
<td>3</td>
<td>Disobeying stop sign</td>
<td>$50</td>
</tr>
<tr>
<td>4</td>
<td>Parking in an accessible parking area</td>
<td>$100</td>
</tr>
<tr>
<td>5</td>
<td>Parking in an unauthorized location</td>
<td>$25</td>
</tr>
<tr>
<td>6</td>
<td>Parking in fire lane/near hydrant</td>
<td>$50</td>
</tr>
<tr>
<td>7</td>
<td>Parking on grass or driving on sidewalk</td>
<td>$25</td>
</tr>
<tr>
<td>8</td>
<td>Parking in no parking area</td>
<td>$25</td>
</tr>
<tr>
<td>Type</td>
<td>Violation Description</td>
<td>Fine</td>
</tr>
<tr>
<td>------</td>
<td>----------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>9</td>
<td>No decal/permit</td>
<td>$25</td>
</tr>
<tr>
<td>10</td>
<td>15-minute parking violation</td>
<td>$25</td>
</tr>
<tr>
<td>11</td>
<td>No seat belt</td>
<td>$25</td>
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<tr>
<td>12</td>
<td>Unauthorized storage of vehicles</td>
<td>$10 (per day)</td>
</tr>
<tr>
<td>13</td>
<td>Unauthorized parking field</td>
<td>$25</td>
</tr>
<tr>
<td>14</td>
<td>Non hands-free telephone device</td>
<td>$25</td>
</tr>
<tr>
<td>15</td>
<td>All other violations</td>
<td>$25 – $100</td>
</tr>
</tbody>
</table>

**Traffic Summons Appeals**

All appeals must be made in writing and submitted in person or by mail to:

Department of Public Safety and Transportation: Vehicle Permit Office  
Levermore Hall, Suite 113  
Adelphi University  
1 South Avenue  
Garden City, NY 11530-0701

- Failure to appeal within seven days of the date of the summons will result in an automatic determination of guilt.
- Failure to remit payment of all traffic fines may subject you to disciplinary action (students and employees), and may cause your parking permit decal to be revoked. Additionally, you may be unable to register for classes, have transcripts sent, or receive your diploma.
- Students, faculty, or staff who have more than three unpaid traffic summonses may have their vehicle immobilized (booted) with a $100 fee.

**Definitions**

This policy does not have definitions associated with it at this time. Upon periodic policy review, this area will be evaluated to determine if additional information is needed to supplement the policy.
Procedures

Please review the information below about obtaining and displaying parking decals, temporary permits and accessible parking permits.

1. You must bring the following items/documents to the Department of Public Safety and Transportation to obtain a parking decal or temporary permit:
   - Current University ID
   - Valid vehicle registration showing plate number and description of vehicle
   - Bursar’s receipt or other proof that you are a registered student or employee
2. Parking decals must be affixed to the rear bumper (driver’s side).
3. Temporary permits must be displayed on the dashboard (driver’s side).
4. Special permits and day passes must be displayed on the dashboard (driver’s side).
5. One Day Visitor Permits can be obtained at the Public Safety Command Center, Levermore Hall, Suite 113.

Permits/Decals expire annually on September 30.
Replacement fee for lost parking permits is $15.

Accessible Parking Permits

Students, faculty and staff who have a government issued accessible pass and require campus parking must obtain a university accessible parking decal for parking in designated accessible areas. Accessible decals will be distributed only if the government issued pass is valid for the Adelphi community member.

Visitors who require accessible parking can obtain a one-day visitor pass to park in accessible areas as long as a government issued permit is visible.

Adelphi accessible passes may be obtained by:

Permanent Accessible Parking Permits

All Permanent Accessible parking permits (students, staff, and faculty) must be issued through Adelphi’s Public Safety office. Please come prepared with the following information to receive your Adelphi issued accessible parking decal sticker:

1. Your municipal placard (government issued accessible parking pass)
2. Your driver’s license
3. Your vehicle registration (may register up to 2 vehicles)

Temporary Accessible Parking Permits

Students- Temporary Permit: All students requiring a temporary accessible parking permit must complete an Temporary Accessible Parking Application (PDF) and your doctor must complete and sign the medical verification form to have access to designated parking spaces on campus. Please submit the completed application to the Student Access Office.

Employee- Temporary Permit: Faculty, administrators, and staff requiring a temporary parking permit must complete the Employee Accessible Parking Application (PDF) and your doctor must complete and sign the medical verification section. Please submit the completed application to Health Services.
Vehicles without the proper accessible permits or one-day visitor passes that are parked in accessible areas will be summoned and may be towed at the owner’s expense.

**Note:** All Adelphi accessible parking permits will expire September 30 every year. You will be required to update the Department of Public Safety upon the renewal of your government issued accessible parking permit. Furthermore, if you change vehicles or registration you must come to public safety for a new decal.

**Adelphi accessible parking decal & government issued accessible parking pass must be displayed together when parked in accessible parking spaces.**

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**Forms**

*Adelphi University Vehicle Registration Form* - Completed when coming into public safety to register your vehicle.

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**Related Information**

Parking Regulations: [http://safety.adelphi.edu/parking/](http://safety.adelphi.edu/parking/)

Shuttle Schedule: [http://safety.adelphi.edu/transportation/shuttle/](http://safety.adelphi.edu/transportation/shuttle/)


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**Policy Owner**

Name: Robert F. Hughes  
Title: Executive Director  
Office: Levermore Hall, Ste. 113  
Phone Number: 516-877-3500  
Email: rfhughes@adelphi.edu

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**Secondary Contacts**

*Required - Provide the following information for any individuals, in addition to the policy owner, who can answer questions about this policy.*

<table>
<thead>
<tr>
<th>Contact</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raymond Hughes</td>
<td>516-877-3504</td>
<td><a href="mailto:rfhughes@adelphi.edu">rfhughes@adelphi.edu</a></td>
</tr>
<tr>
<td>Michael McGuinness</td>
<td>516-877-3441</td>
<td><a href="mailto:mmcguinness@adelphi.edu">mmcguinness@adelphi.edu</a></td>
</tr>
<tr>
<td>Joseph Goodrich</td>
<td>516-877-3503</td>
<td><a href="mailto:goodrich@adelphi.edu">goodrich@adelphi.edu</a></td>
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Document History

*Required - This section must contain the following dates or placeholders for future dates.*

- Last Reviewed Date: June 7, 2019
- Last Revised Date: June 7, 2019
- Policy Origination Date: Not Known

Who Approved This Policy

*Gene Palma, Chief Administrative Officer & Associate Vice President*

Tags

*Operations and Safety, Faculty, Staff, Students, Parking, Traffic, Decal, Summons*

Additional Information for Policy Library

*Required - Who Should Have Access to This Policy?*

The entire internal community (anyone with an Adelphi account can view)