



<b>Policy Name:</b>	Parking Policy		
<b>Associated Form(s):</b>	Vehicle Registration Form	<b>Policy Number:</b>	2017-2
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<b>Approval Authority:</b>	President <i>Timothy L. Hall</i>	<b>Adopted:</b>	March 28, 2017
<b>Responsible Executive(s):</b>	Vice President for Operations and Facilities	<b>Revised:</b>	Parking Policy (2016-2017)
<b>Responsible Office(s):</b>	1. Office of Transportation Management 2. Campus Safety and Security Department	<b>Contact(s):</b>	1. Director of Transportation 2. Director of Security

# Parking Policy

**Office of Transportation Management**

**transportation@mercy.edu**

Non-Emergencies (914) 674-7225

Emergencies (914) 674-9999

Weather Hotline / Campus Closing (914) 674-7777



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## Introduction

Mercy University has created parking regulations to help provide an efficient and safe environment for drivers and pedestrians at all campuses. All students, faculty and staff are required to register each vehicle and display a valid Mercy University parking permit (i.e., decal) in order to drive or park a vehicle on all campuses, except Manhattan. Registering a vehicle implies an understanding of the following:

- Parking is provided on a first come first serve basis.
- Any vehicle not bearing a valid permit or parked illegally is subject to being immediately ticketed, immobilized and/or towed away at the owner's expense.
- Parking privileges may be refused or revoked at the discretion of the University at any time.
- Under no circumstances shall Mercy University be responsible for loss or damage to any vehicle, its contents or equipment while parked on University grounds.

Union employees should also refer to the UAW Local 2110 Collective Bargaining Agreement (CBA) for additional information. If any provisions in this Policy or the CBA conflict, the CBA shall take precedence for union employees.

## Parking Permits

Permits are issued to vehicles that have been properly registered with Security via completion of a [vehicle registration form](#). A permit consists of a decal that must be applied to the driver's side rear window. All Faculty, Students and Staff (with the exception of Residential Freshmen) are required to register any vehicle they intend to bring on campus.

- Residential Freshmen students are not eligible for permits and at no time may park a vehicle on campus.
- Temporary Permits. Visitors with vehicles on the Dobbs Ferry campus must obtain a temporary permit in order to park on campus. "Visitor" applies to any individual other than a student, faculty, staff member, or employee of Mercy University. Temporary Visitor permits will be issued at the Gatehouse and must be displayed on the dashboard of the vehicle. (Note: If you are expecting a visitor, it is advisable to request a visitor pass in advance by sending a temporary permit request to [Transportation@mercy.edu](mailto:Transportation@mercy.edu). Visitor passes are not required at Mercy's other campuses.
- Handicapped / Special permits. There are spaces available for handicapped students, staff, and faculty at Dobbs Ferry, Bronx and Yorktown Heights campuses. These spaces are marked with blue pavement markings and/or signage. The University will honor all official handicapped permits issued by the State.

Handicap drivers are still required to acquire a Mercy University Permit. Vehicles parked in a designated handicap space without a proper permit are subject to immediate removal from campus.

## What is Required to Obtain a Permit?

- Students (both non-Freshmen residential students and commuters), faculty, staff, and long-term contractors must apply in person or online by completing a Vehicle Registration form. The permit shall be provided by the Safety & Security Department, Room 234, Main Hall at the Dobbs Ferry campus. Students can also obtain permits from Enrollment Services at the Dobbs Ferry, Bronx or Yorktown Heights campuses.
- Mercy University Identification (ID) Card is required.
- State vehicle registration is required.
- One free permit will be issued per vehicle. Additional permits requested will require approval and if approved will incur a fee set by the Director of Transportation except in special circumstances set forth below.
- Only one registered vehicle per employee is allowed on campus at once.
- When a student (other than a residential freshmen) is admitted to the University it is the student's responsibility to obtain a parking permit for any vehicle they intend to bring on campus.

## Vehicles to Be Registered

- All automobiles and trucks, including pick-up trucks and vans, must be registered and display a permit.
- Motorcycles and motor scooters must be registered and require a permit.
- Bicycles do not require a permit. It is highly recommended that anyone with a bicycle on campus lock the bike at all times with a high-quality bicycle lock. Call Campus Safety & Security for assistance if necessary. (Note: There are shower and changing facilities in Hudson Hall to support the bicycle program.)

## Conditions of Parking Permit

- The registered owner will be held responsible for the use of their vehicle on campus, regardless of who is driving the vehicle.
- The privilege represented by the permit applies only to the vehicle for which the permit was issued. In certain circumstances, there may be charge to replace a permit if one has already been issued to the vehicle.
- In the event the vehicle is sold or disposed of, another permit must be issued upon satisfactory proof of sale / disposal of the prior vehicle. There will be no charges for the issuance of a new permit in this case.
- Parking permits may not be transferred.

- If your permit is lost or stolen contact Campus Safety & Security at 914-674- 7225.
- A permit may be revoked without refund for failure to observe any conditions listed in these regulations.
- A stolen vehicle or damage to a vehicle should be reported to the Campus Safety & Security Office as soon as possible.

## Traffic Regulations

- Speed limit on any University Campus is **15 miles per hour**. All vehicles are to be operated with extreme caution at no more than 15 miles per hour.
- **Pedestrians have the right of way at all times.**
- Driving vehicles on or across any of the lawns on campus is prohibited.
- Driving is not permitted the Aqueduct Trail.
- Drivers must comply with “one way” signs and directional flow arrows in parking areas.
- All vehicles must enter and exit the campus via the main roadway. Use of Landing Drive by Mercy Hall is prohibited, other than accessing Victory lot.
- There is no other access to the Dobbs Ferry Campus via Landing Drive.

## Parking Regulations

- Parking is not permitted on campus lawns at any time.
- Parking is not permitted at Verrazzano Hall, Maher Hall or Mahoney Hall except for specially authorized vehicles.
- Drivers may not use Hudson Road West as an entrance or exit or for parking.
- **Per Mercy University regulations, drivers are not permitted to park automobiles, motorcycles, or bicycles on residential streets in Dobbs Ferry and/or Irvington for University activities, including but not limited to: Hudson Road West, Clifton Place, the Hudson Road parking area on the north side of Hudson Road West adjacent to the Ardsley Country Club tennis courts or The Landing complex.**
- Vehicles are prohibited from parking on campus overnight. Exceptions must be registered with the Security Office.
- Parking is not permitted on the Aqueduct Trail.
- Only official Mercy University Service Vehicles may park in areas designated as Mercy University Service Vehicles Only. Violators are subject to penalties.
- Parking is not permitted in loading zone areas, FIRE ZONES, by YELLOW curb areas or as otherwise prohibited by signage.

- Vehicles are not to be parked in such a manner that they obstruct roadways or prevent other vehicles from exiting a legal parking space.
- Vehicles may only take up one parking space. Oversized vehicles (RVs, trucks) must park in areas designated by the Safety & Security Department.
- All vehicles are prohibited from driving and/or parking on the athletic fields, running track and/or basketball courts.
- Vehicles must park within the lines.
- Freshman Residential Life Students are never authorized to park their vehicle on Dobbs Ferry Campus.
- Snow Storm: Drivers are responsible for removing their vehicles from parking lots at any campus in order to allow snow plowing. Vehicles that impede this process will be towed at the owners' expense.

## Parking Lot Safety

- Lock your vehicle at all times and keep all windows closed.
- Keep valuables and packages out of sight in your vehicle.
- If you notice suspicious activities in the parking lot notify Campus Safety & Security immediately.
- Always remain alert when in parking areas.
- Report any incidents to Campus Safety & Security.

**Note: The University is not responsible for any theft or damage to vehicles or property while parked at one of the on or off-campus parking lots.**

## Policy Enforcement

Parking regulations are enforced by Mercy University Safety & Security Officers at the Dobbs Ferry Campus; at the Bronx Campus this function is performed by the landlord/building managers. Monetary fines (attached as Appendix D) will be assessed for violations that include, but are not limited to:

- Failure to properly display vehicle decal.
- Vehicle blocking or parked in roadway, crosswalk, or fire zone.
- Failure to obey signage.
- Failure to follow pavement markings.
- Parking in a handicapped space without a valid state permit displayed.
- Parking in reserved areas without authorization.
- Parking off pavement on lawn, field or sidewalks.
- Parking over the lines.

- Parking overnight without authorization.
- Driving in any matter judged to be an unsafe operation of the vehicle, including excessive speed.

*All summonses not paid within the ten-day limit will be subject to a penalty in addition to the fine.*

- Violators who have their vehicle immobilized will be charged a service fee for removal of the “parking boot” in addition to the summons penalty.
- Violators who have their vehicle towed will be charged a towing and storage fee in addition to summons penalty.
- Students who fail to answer parking summonses on or before their due date will incur additional charges and the possible withholding of registration, grades, transcripts and diplomas.
- Students who repeatedly violate University parking regulations will forfeit their parking privileges.
- Faculty and staff members are responsible for complying with Mercy University parking regulations. Failure to answer summonses will be referred accordingly to the Office of the Provost and/or the Office of Human Resources.

## Vehicle Tow Policy

Campus parking regulations are in effect 24 hours a day, seven days a week, and are enforced by the Mercy University Campus Safety & Security office. When vehicles are found to be violating or to have repeatedly violated the parking regulations herein, or where warranted by immediate circumstances, vehicles may be booted (immobilized) or towed and impounded, and thus subject the owner to towing and storage fees in addition to penalties.

A vehicle may be towed or immobilized (booted) under the following circumstances:

- The vehicle is on record for two (2) or more unpaid violations.
- The vehicle is parked on campus in such a manner that the safety of persons and/or property is a concern (e.g., parked in a fire lane, blocking disabled access, blocking in another motorist, etc.)
- Vehicle is illegally parked in a loading zone area and immediate towing/removal of the offending vehicle is warranted or required.
- Vehicle is apparently abandoned (with or without license plates), left on campus overnight without authorization or the owner/operator fail to contact the Director of Safety as required.
- If a vehicle is immobilized or “booted” a notice will be affixed to the vehicle advising the owner to report to the Campus Safety & Security office. All unpaid violations in addition to a removal fee must be addressed prior to the vehicle being released.

- If a vehicle is towed off campus the owner will be provided with the name and phone number of the tow company so the vehicle may be released. The owner/operator will be responsible for towing and storage fees as well as any summonses issued to the vehicle.

## Appeals

Appeals may be made at the Campus Safety & Security Department, Main Hall, room 234 within **10 school days** from the date of issuance. Appeals not filed within the prescribed time will not be accepted. Notify the Campus Safety & Security Department of any change in vehicle registration (license plate number).

### **CAMPUS SAFETY & SECURITY**

**Non-Emergencies (914) 674-7225**

**Emergencies (914) 674-9999**

## Parking at Mercy University Campuses

The following guidelines address parking arrangements at each campus.

### Dobbs Ferry Campus

#### **On-Site Parking**

- Security is stationed at the Gatehouse, the entrance to the campus, to ensure each entering vehicle has a valid decal displayed on the vehicle. Those vehicles without a valid decal displayed will be directed to park at the Palisade lot.
- Visitors to campus will be issued a temporary pass in line with the purpose of the visit. Visitor will be expected to provide the name of the person or department they are visiting and the reason for the visit. If it is known in advance that a visitor is expected, please send an email to [transportation@mercy.edu](mailto:transportation@mercy.edu) and register the visitor in the Visitors' Log.
- Parking on the Dobbs Ferry campus is available at most times to Mercy faculty, union employees, residential students and commuting students with valid vehicle decals, as space permits. Special events may affect availability on the main campus. Non-union staff follow a rotational schedule that includes a period of off-site parking as outlined below.
- Residential students, with the exception of Residential Freshmen, who have valid vehicle permits are required to park in the "R" lot unless otherwise directed by Security personnel.
- There are a limited number of residential student permits that can be issued each semester on a first come first serve basis by Student Affairs.

- A parking patrol will ensure the enforcement of parking rules on and off campus. Penalties for violations include, but are not limited to, ticketing, monetary fines, vehicle booting and towing of vehicles-all of which are dependent on the severity of the offense.

### **Off-site parking**

To address the need for additional parking at the Dobbs Ferry campus, the University has leased off-site parking approximately a mile and a half from the campus at a lot located at **145 Palisade Street, Dobbs Ferry, NY** (“Palisade lot”). Shuttle services are available to and from the lot. For directions to the Palisade parking lot see Appendix A.

- Non-union staff decals are issued in four groupings: Staff A through D. Each month, a different grouping will be required to park at the Palisade lot. Staff with decals reflecting the other three groupings may park on campus, as space permits. Union Staff are issued a Staff E decal and are not required to participate in this rotation.
- Staff groupings A through D are rotated monthly, so that each grouping will take a turn at parking at the Palisade lot for at least one month during the semester.
- Groupings will be notified by Campus Safety & Security as to the months/dates when they are required to park in the off-campus lot.
- Those with valid, state issued handicapped stickers should contact the Security Office regarding accommodations.
- Contract service employees, Vendors and construction workers are required to park at Palisade lot throughout the semester as outlined in this policy.

***NOTE: It is expected that parking will be readily available on the campus on weekends and accessible to all groups.***

### **Shuttle Services in Dobbs Ferry**

To accommodate individuals parking off-site, shuttle services are provided on a frequent [schedule](#).

Additionally, there is an on-campus shuttle service that runs throughout the Dobbs Ferry campus, to and from the hotel(s), and to and from the Ardsley-on-Hudson train station. Download the [SmartTraxx Parking App](#) on your mobile device for up-the-minute information on shuttle services. Instructions on how to download the application can be found [here](#).

## Palisade Choice & Carpooling Incentive Programs

To encourage drivers to help reduce driving to and parking on the Dobbs Ferry Campus, the following new reward programs have been developed and are open to all staff, full-time faculty and commuter students.

### 1. Voluntarily Parking at the Palisade Lot (Palisade Choice)

Any staff member, full-time faculty member or commuter student who chooses to park at the Palisade Lot for one full semester, Monday through Thursday, will be eligible to receive \$200.00.

Payment will be deposited into your payroll or student account before the end of the semester. The gatehouse monitoring system will recognize this parking assignment for the semester, Monday through Thursday. You can sign up for this program at the Security Office in Main Hall.

### 2. Carpool

Any staff member, full-time faculty member or commuter student who chooses to participate in the carpool program for one full semester, Monday through Thursday, will be given a financial award before the end of the semester. Payment will be deposited into your payroll or student account.

There will be designated carpool parking spots on the Dobbs Ferry Campus. The carpool program will be based on the following tiers and each person in the carpool will be given the incentive, regardless of whose vehicle is used.

**Tier 1:** 2 or 3 people per car – each person receives \$100.00 per semester

**Tier 2:** 4 or more people per car – each person receives \$200.00 per semester

**All individuals who are part of the carpool will need to sign up together at the Security Office in Main Hall.**

Additional commuting rewards are being discussed; we welcome your ideas at [transportation@mercy.edu](mailto:transportation@mercy.edu).

## Bronx Campus Parking

Mercy's Bronx Campus has designated parking spaces for Mercy University students and employees that are accessible between 8:00 a.m. and 6:00 p.m., Monday through Friday.

- 350+ spots are assigned on the upper floors of Parking Garage B which is located to the right of the Guard Booth as you enter the complex.
- 20 spaces are assigned in Parking Garage A directly in front of our building.
- 54 spaces are assigned in the North Open Parking Lot to the north side of our building.
- Those arriving after 9:00 AM should plan to park in the new Parking Garage B.
- After 6:00 PM and on the weekends, Mercy cars will be allowed to park in any available spot.
- In addition to the required Mercy University decal, Mercy faculty, students and staff located in the Bronx, will also be issued a hanging tag to attach to the rearview mirror for ease of access to this site. Hangtags can be pick-up in Enrollment Services.

## Manhattan Campus Parking

Mercy University students and employees receive discounted parking of \$15 for 6 hours at the Quik Park garage parking facility, located on 312 West 34th Street. The entrance is on 33rd Street between 8th and 9th Avenues. Only Credit Cards, no cash, are accepted for payment and parking is provided as available.

## FAQs Parking Policy

Here are answers to some frequently asked questions about the new parking policy:

1. ***What is the cost of a decal?*** A: The first decal is free of charge. Additional decals are \$25, as approved.
2. ***If I can't get to the Security Office or Enrollment Services at the Dobbs Ferry campus, how may I obtain a decal?*** Staff and faculty at the Bronx, Manhattan and Yorktown Campuses should stop by the security desk at each location to obtain a decal. Student decals can be picked up in Enrollment Services at each campus.
3. ***How will I know during which month I am required to park in the Palisade Street lot?*** A: Campus Safety & Security will notify each staff grouping on a regular basis as to the month in which they will be required to park in the Palisade Street lot.
4. ***Where on campus will the shuttles pick-up and drop-off passengers?*** All shuttles will pick-up and drop-off passengers on the side of Main Hall (near the bus stop). The on-campus/train station shuttle will also pick-up and drop-off passengers at the Ardsley Train Station and the Main Hall bus stop.
5. ***What time will the Palisade Street lot shuttle operate?*** Two shuttles will operate regularly between the Palisade Street lot and the campus from 6:30 a.m. until 11 p.m. — Monday through Friday. See Smarttraxx app.
6. ***How long will it take for the Palisade Street lot shuttle to get to campus?*** The Palisade Street lot is approximately a mile and a half from the campus and the ride is expected to take under 15 minutes.

### **Weather Hotline / Campus Closing Information**

**(914) 674-7777**

**[transportation@mercy.edu](mailto:transportation@mercy.edu)**

# Appendix A: Map of Dobbs Ferry Campus Parking

## Directions to 145 Palisade St.

### Walking via Croton Aqueduct Trail

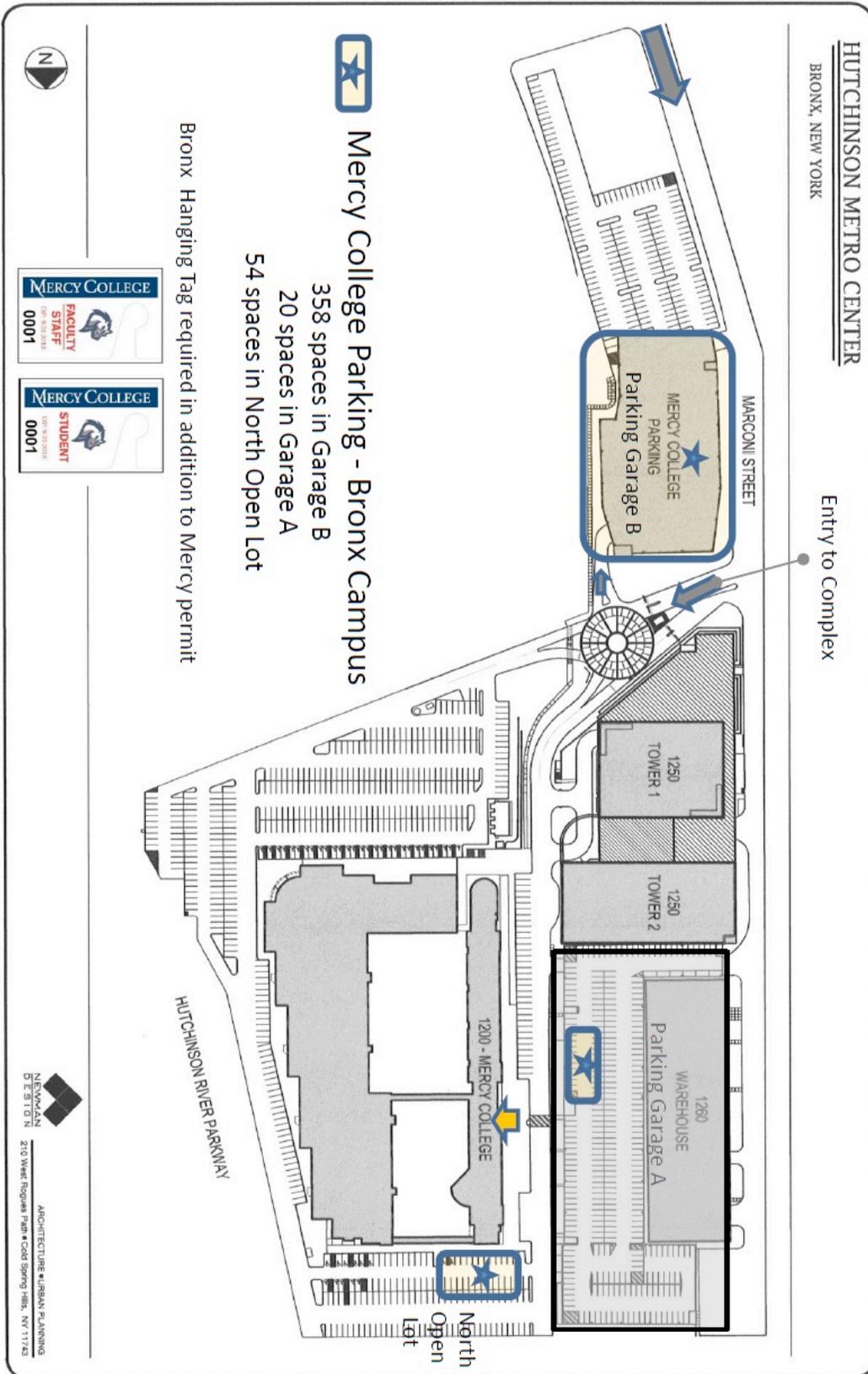
- Turn right onto the trail at The Landing
- Continue on trail to Cedar Street
- Cross Cedar Street to Palisade Street
- Lot is on the right

### Driving (1.3 miles)

- Turn right onto Broadway as you exit the campus
- Continue on Broadway turning right toward town
- Turn right onto Cedar St
- Continue down Cedar St to Palisade St on left.
- Lot is on your right



# Appendix B: Map of Bronx Campus Parking



Bronx  
Campus



NEWMAN  
D.E. STON  
ARCHITECTURE • URBAN PLANNING  
210 West Rodgers Park • Cold Spring Hill, NY 11724

## Appendix C: Fines for Violations Under this Policy

Parking regulations are enforced by Mercy University Safety & Security Officers at the Dobbs Ferry Campus; at the Bronx Campus this function is performed by the landlord or building managers.

**No permit**     \$35

### **Parking**

<b>o Blocking roadway</b>	<b>\$35</b>
<b>o Removal of parking boot</b>	<b>\$75</b>
<b>o Disobey signage</b>	<b>\$20</b>
<b>o Disobey pavement marking</b>	<b>\$20</b>
<b>o Fire hydrant</b>	<b>\$250</b>
<b>o In crosswalk</b>	<b>\$20</b>
<b>o In fire zone</b>	<b>\$50</b>
<b>o In handicapped area</b>	<b>\$50</b>
<b>o In reserved area</b>	<b>\$50 (e.g., marked off by orange safety)</b>
<b>o On lawn</b>	<b>\$20</b>
<b>o Over lines</b>	<b>\$ 5</b>
<b>o Overnight</b>	<b>\$50</b>
<b>o Unsafe operation</b>	<b>\$25</b>

**All summonses not paid within the ten-day limit will be subject to a \$10 penalty in addition to the fine.**

Violators who have their vehicle immobilized will be charged a \$75 service fee for removal of the “parking boot” in addition to the summons penalty.

Violators who have their vehicle towed will be charged a towing and storage fee in addition to summons penalty.

Students that fail to answer parking summonses on or before their due date will incur additional charges and the possible withholding of registration, grades, transcripts and diplomas.

Students who repeatedly violate University parking regulations will forfeit their parking privileges.

Faculty and staff members are responsible for complying with Mercy University parking regulations. Failure to answer summonses will be referred accordingly to the Office of the Provost and the Director of Human Resources.