



Mercy College Vehicle and Parking Regulations

Office of Campus Safety
(914) 674-7225



Contents

Introduction	3
Registration	3
Permits	3
Fees	3
Motorcycles / Scooters	3
Handicap parking	4
Temporary permits/visitors	4
Faculty/Staff	4
Bicycles	4
Conditions	4
Traffic Regulations	5
Parking Regulations	5
Overnight parking	5 (#10)
Fines	6
Parking lot safety	7
Towing/booting	7
Appeals	8
Dobbs Ferry Campus map	10

Introduction

The following vehicle and parking regulations will help provide a safer environment for all drivers and pedestrians at Mercy College. **A Mercy College parking permit is required to park a vehicle at the Dobbs Ferry and Bronx Campuses, as well as our I Park location.** When a person accepts a permit he or she does so with the following understanding:

- Mercy College agrees to permit a person to park their vehicle on campus in an authorized parking space, if available.
- Parking is provided on a first come first serve basis.
- All vehicles not bearing a proper permit or illegally parked can be ticketed, immobilized or towed away at the owner's expense.
- Parking privileges may be refused or revoked at the discretion of the College.
- Under no circumstances shall Mercy College be responsible for loss or damage to any vehicle, its contents or equipment while parked on College grounds.
- Vehicle operators will comply with the regulations in this document.

Permits

All students, faculty and staff are required to have a valid Mercy College parking permit to park their car on campus. A permit consists of a parking decal applied to the driver's side rear window. License plate frames are not required.

Registration and Fees

- **When a student** is admitted to the college it is their responsibility to obtain a parking permit if they intend to bring a car on campus.
- Students can obtain permits at Student Financial Services at the Dobbs Ferry or Bronx campus. The parking fee is included in the College registration fees.
- Staff and faculty may obtain their permits at the Dobbs Ferry Campus - Safety Department, rm.234 in Main Hall.

What is required when obtaining a permit?

1. Applicants must apply in person.
2. Mercy College ID is required.
3. State vehicle registration certificate is required.
4. One permit will be issued per vehicle.

Motorcycles

Motorcycles and motor scooters require a permit.

Bicycles

Anyone using a bicycle on campus should lock their bike at all times with a high quality bicycle lock. Call Campus Safety for assistance if necessary.

Temporary Permits

Temporary permits are available at the Dobbs Ferry Safety Office, Main Hall, rm. 234. Visitors must obtain a temporary permit when parking on campus. "Visitor" applies to any individual other than a student, faculty, staff member, or employee of Mercy College. Temporary permits must be displayed on the dashboard of the vehicle and are issued at the discretion of the Safety Department.

Handicapped / Special permits

There are spaces available for handicapped students, staff, and faculty at Dobbs Ferry, the Bronx and I Park. These spaces are marked with blue pavement markings and/or signage. The college will honor all official handicapped permits issued by the New York State Department of Motor Vehicles, County, Town or Village governments. Handicap drivers are still required to acquire a Mercy College Permit. Vehicles parked in a designated handicap space without a proper permit will be issued a summons.

Faculty / Staff Permits

- Members of the faculty and non-academic personnel may obtain their permits from the Office of Campus Safety after proper verification of their status with the College.
- **Mercy College Identification cards will be required when applying for a permit.**
- All faculty members and non-academic personnel are responsible for their observance of the parking regulations on campus.
- Staff permits will be granted to full time employees of the college.

Conditions in the use of a parking permit

1. The registered owner is responsible for the use of his vehicle on campus.
2. The privilege represented by the permit does not apply to any vehicle other than the one described at the time of issuance of said permit. In the event the vehicle is sold or disposed of, another permit will be issued upon satisfactory proof of sale / disposal of the vehicle.
3. Parking permits may not be transferred.
4. If your permit is lost or stolen contact Campus Safety at 914-674-7225.
5. A permit may be revoked without refund for failure to observe any conditions listed in these regulations.
6. A stolen vehicle or damage to a vehicle should be reported to the Safety Office.

Traffic Regulations

1. Driving vehicles on or across any of the lawns on campus is prohibited.
2. Drivers are not to drive on Hudson Road West or the Aqueduct.
3. All vehicles are to be operated with extreme caution at no more than 15 miles per hour.
4. **Pedestrians have the right of way at all times.**
5. Drivers must comply with “one way” signs and directional flow arrows in parking areas.
6. Snow Storm: Drivers are responsible for removing their vehicles from parking lots on campus in order to permit plowing. Vehicles that impede this process will be towed at the owners’ expense. The presence of snow shall not be used as an excuse for violating campus-parking rules.
7. All vehicles are prohibited from driving and/or parking on the athletic fields, running track and basketball courts.
8. All vehicles must enter and exit the campus via the main roadway. Use of the private roadway by Mercy Hall is prohibited.

Parking Regulations

1. Parking is not permitted in the circle in front of Main Hall (Blue Curb) except for vehicles with VALID handicapped permits.
2. No parking on the lawns at any time.
3. No parking is permitted at Verrazano Hall, Maher Hall, Mahoney Hall or the Vet Tech Cottage. No vehicles are to use Hudson Road West as an entrance or exit or for parking, nor shall vehicles be parked on Clifton place in Irvington.
4. No parking is permitted on the Aqueduct.
5. Parking regulations are in effect at all times.
6. In the event any person wishes to park a car on campus which is not officially registered with Mercy College, they are obligated to appear at the Campus Safety Office and obtain a *Temporary Parking Permit*.
7. Only official Mercy College vehicles may park in areas designated as Mercy College Vehicles Only. Violators may be towed and/or fined.
8. No parking in loading zone areas, FIRE ZONES, by YELLOW curb areas or as otherwise prohibited by signage.
9. Vehicles are not to be parked in such a manner that they obstruct roadways or prevent other vehicles from exiting a legal parking space.
10. Vehicles are not to be parked on campus overnight, with the exception of campus residents. In an emergency, special arrangements may be made with Campus Safety.
11. Vehicles may only take up one parking space. Oversized vehicles (RVs, trucks) must park in areas designated by the Safety Department.

Enforcement

Parking regulations are enforced by Mercy College Safety Officers at the Dobbs Ferry Campus; at I Park and the Bronx Campus this function is performed by the landlord or building managers.

Fines

-No permit \$15

No Parking

-in a reserved area \$15
-in handicapped area \$25
-in fire zone \$25
-on lawn \$20
-over lines \$5
-overnight \$10
-in crosswalk \$15
-in front of Irvington \$10
-off pavement \$20
-fire hydrant \$35
-yellow curb \$20
-disobey sign/
pavement mrkg \$20
-blocking roadway \$20
-unsafe operation \$25

- 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 \$55 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 grades, transcripts and diplomas.
- Students who repeatedly violate college parking regulations will forfeit their parking privileges.
- Faculty and staff members are responsible for complying with Mercy College parking regulations. Failure to answer summonses will be referred accordingly to the Office of the Provost and the Director of Human Resources.

Parking at Campuses

Yorktown: Free parking is available on campus. Mercy College students use the south parking area with exception of handicapped students.

Bronx: Students should park their vehicle in the lot provided by the campus, availability permitting. Mercy College parking permits are required. No parking is permitted in front of the building.

Dobbs Ferry: Mercy College parking permits are required.

I Park: Parking is provided in the Mercy College parking lot. Mercy parking permits are required.

Cancellation Policy

The College reserves the right to change subject matter without notice.

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 immediately.
- Always remain alert when in parking areas.
- Report any incidents to Campus Safety.

Vehicle Tow Policy

Campus parking regulations are in effect 24 hours a day, seven days a week, and are enforced by the Mercy College Department of Safety. 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:

1. The vehicle is on record for 2 or more unpaid violations.
2. The vehicle is parked on campus in such a manner that the safety of persons and/or property is a concern (parked in a fire lane, blocking disabled access, blocking in another motorist, etc.)
3. Vehicle is illegally parked in a loading zone area and immediate towing/removal of the offending vehicle is warranted or required.
4. 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.
5. If a vehicle is immobilized or “booted” a notice will be affixed to the vehicle advising the owner to report to the Department of Safety. All unpaid violations in addition to a removal fee must be addressed prior to the vehicle being released.
6. 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 Safety Department, Main Hall, rm. 234 within 10 school days from the date of issuance. Appeals not filed within the prescribed time will not be accepted. Notify the Safety Department of any change in vehicle registration (license plate number).

**For campus closing information call-
(914) 674-7777
HAVE A GOOD SEMESTER!**

Peter DeCaro
Director of Campus Safety
SAFETY DEPARTMENT
(914) 674-7225

07/24/06