August 22, 2019

Dear Mercy College Community,

Welcome back to the start of the fall 2019 semester. **This email provides important information from the Department of Campus Safety; please take the time to read it in its entirety.** Thank you for making every effort to adhere to the College’s parking policies outlined below.

A. **All vehicles parked on any campus of Mercy College must be registered with the Mercy College Department of Campus Safety and display a vehicle decal.** This requirement applies to the Dobbs Ferry Campus, the New Rochelle Location, and to the shared parking facilities at the Bronx and Yorktown Campuses.

B. If you were issued a faculty, staff, or commuting student decal during the 2018-2019 year, and have displayed that decal on your vehicle, **you do not need to** obtain another decal unless you will be living in College housing this coming academic year. Decals are effective for five years.

C. **Residential Student stickers** must be renewed annually before the fall semester (see the Residential Student Section below for details.)

D. **If you need a new or additional decal, please follow these guidelines:**
   - Complete the College’s online vehicle registration. **Instructions on accessing this form are attached.** One decal will be provided free of charge for each student, faculty or staff member, for one registered vehicle. Drivers will have until **September 13, 2019** to register vehicles and secure decals. The vehicle decal is to be displayed on the outside rear, driver-side window.
     - **Faculty and staff at Dobbs Ferry** can pick up decals from the Department of Campus Safety, Main Hall, Dobbs Ferry.
     - **Commuter students** can pick up decals from the Office of Enrollment Services, Mercy Hall, Dobbs Ferry.
     - **Residential students at Dobbs Ferry** can pick up their decals from Residential Life in Hudson Hall.
     - **For faculty and staff at the Bronx, Manhattan and Yorktown Campuses,** decals are available at the Bursar/Registrar’s Office at each campus.
     - **For faculty, staff and commuter students at the New Rochelle location,** parking decals are available from the New Rochelle Campus Safety Office in Sweeny Student Center, Monday – Friday, 9 a.m. 5 p.m.
• **For residential students at New Rochelle** decals are distributed via the Office of Residential Life.

• **Students, faculty and staff working or studying at the Harlem or Brooklyn Locations** who may need to make regular visits to one of the other Mercy College Campuses may pick up their decals when visiting one of the other campuses.

- **Valid decals will be read by a parking monitoring system** at the gatehouse at the Dobbs Ferry Campus each time the vehicle passes onto and off the Campus, and will be effective for five years from the date of issuance, provided the individual to whom it is registered is affiliated with the College. **Please Note: The barcode MUST be horizontal. Any improperly placed decals are subject to a fine. Instructions on how to apply the decal are attached.**

- **Decals will be assigned to the individual.** Requests to register additional vehicles will be reviewed by the Department of Campus Safety and a second decal may be approved at a fee of $25.00. Requests for replacement decals should be submitted to the Department of Campus Safety and may be subject to a fee. An individual will only be allowed to park one vehicle on the Dobbs Ferry Campus at a time. Requests for exceptions by families with more than one Mercy employee or student can be made to the Department of Campus Safety. Those with a valid, state-issued handicapped sticker should contact the Department of Campus Safety at (914) 674-7225 regarding accommodations.

- In order to ensure that the appropriate cars are parked on the Dobbs Ferry Campus, **drivers who park on campus with an incorrect monthly decal will be given a ticket. Payments are only accepted online.** A driver has the opportunity to appeal the ticket to the Department of Campus Safety in Main Hall.

**E. PLEASE NOTE:** The College will be enforcing the **parking policy** for Mercy faculty, staff, students and vendors who have not obtained a parking permit, do not place it properly on the vehicle, choose to not put it on the vehicle or park on campus at times or in places when they have been restricted from parking there. Vehicles will be turned away and not allowed on campus. Day passes for routine entry to these groups will no longer be issued.

The **parking policy** applies to members of the College Community as follows:

**COMMUTER STUDENTS**

- Commuter students, with a registered vehicle, are permitted to park on the Dobbs Ferry Campus, on a first come, first served basis, at all times.

- The Palisade Lot is available to commuter students in the event the Campus parking lot is full, with the available shuttle. [Click here](#) for the shuttle schedule.

**RESIDENCE HALL STUDENTS**

- Residential **freshmen** students are **not permitted** to register a vehicle or have a vehicle on the Dobbs Ferry Campus at any time.
• The red, green and orange decals from the 2016-2018 school years have been deactivated and are no longer valid. All residential students residing at the Dobbs Ferry Campus, new or returning, must apply to get the new color decal (yellow background with blue stripe). Students will be ticketed if the car is parked on campus without the proper decal.
• Residential students at the New Rochelle location will be required to get a yellow background with white stripe decal.
• Students (sophomores, juniors and seniors), with vehicles, who reside at the residence halls on the Dobbs Ferry Campus are required to register their vehicle and park in the R Lot. There is a limited number of spaces available on a first come, first served basis and submission of an application does not guarantee that you will receive a permit.

FACULTY
• All faculty with a registered vehicle are permitted to park on the Dobbs Ferry Campus, on a first come, first served basis, at all times with a valid vehicle decal.
• The Palisade Lot is available to faculty in the event that the Campus parking lot is full, with the available shuttle. Click here for the shuttle schedule.

STAFF
• All staff will once again be assigned a grouping.
  o **Mercy Non-Union Staff** are assigned to group A, B, C or D. Each group will rotate monthly so that each group will take a turn parking at the Palisade Lot for at least one month during the semester. Staff with decals reflecting the other three groupings may park on the Dobbs Ferry Campus, as space permits. The Department of Campus Safety will notify staff on a regular basis as to the month in which they will be required to park in the Palisade Lot. A shuttle is available to and from the Palisade Lot. Click here for the shuttle schedule.
  o **Mercy Union Staff** are assigned to group E. This group will be permitted to park on campus on a first come, first served basis. The Palisade Lot is available to Mercy Union Staff in the event the on-campus parking is full when they arrive. A shuttle is available to and from the Palisade Lot. Click here for the shuttle schedule.

• **For the month of September, starting on Wednesday, September 4, 2019, staff members with a Staff-A decal will be required to park at the Palisade Lot.**

• All College Staff are allowed to park on the Dobbs Ferry Campus on Fridays, Saturdays and Sundays on a first come, first served basis.

• Staff based at the Tarrytown Offices, and at the Bronx, Yorktown and Manhattan Campuses are assigned an A, B, C, D or E decal, and will follow the same requirements outlined above when visiting the Dobbs Ferry Campus.

VENDOR STAFF (Facilities, IT, Food Service, Retail Service and Security)
• Vendors (Facilities, IT, Food Service, Retail Service and Security) are required to register their vehicle. Vendors who were issued a decal last year do not need to obtain a new decal. Those not assigned to the Tarrytown Offices are required to park at the Palisade Street Lot, at all times, Monday through Thursday. If a vendor’s work location is
Tarrytown and needs to drive their personal registered vehicle to the Dobbs Ferry Campus, he/she must park at the Palisade Lot.

- A shuttle is available to and from the Palisade Lot. [Click here](#) for the shuttle schedule.
- Vendor Staff are permitted to park on campus on Fridays, Saturdays and Sundays on a first come, first served basis.

**VISITORS**

Visitors to the Dobbs Ferry Campus will be issued a one-day pass at the gatehouse at the entrance to campus and will be expected to provide the name of the person or department they are visiting and the reason for the visit. If you know in advance that a visitor is expected, please notify the Department of Campus Safety at (914) 674-7225.

**REWARD PROGRAMS**

**The last day to sign-up for the rewards program for the fall semester is September 13, 2019.**

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

1. **Voluntarily Parking at the Palisade Lot**
   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 Department of Campus Safety 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 Department of Campus Safety in Main Hall. Everyone must bring a copy of his or her vehicle registration.

   Additional commuting rewards are being discussed; we welcome your ideas at [safety@mercy.edu](mailto:safety@mercy.edu).
ADDITIONAL PARKING
To address the need for additional parking at the Dobbs Ferry Campus, the College provides additional parking approximately a mile and a half from the Campus at a lot located at 145 Palisade Street, Dobbs Ferry (referred to as the Palisade Lot). The attached map shows the location of Dobbs Ferry Campus in relation to the Palisade Lot.

SHUTTLES
Please note, a new shuttle app, called Passio Go!, is replacing the SmartTraxx App. We encourage you to download Passio Go, which tracks, in real time, Mercy’s shuttle locations and routes. It is accessible via smartphones, tablets and desktop computers and can be downloaded from the App Store or Google Play. Once you have downloaded the app, scroll through the list of schools and choose Mercy College. You will then be able to view the routes on a single page.

All shuttle schedules can be found here.

Shuttle between the Palisade Lot and the Dobbs Ferry Campus: It picks up and drops off passengers on the side of Main Hall (near the bus stop). The Palisade Lot is also accessible from campus via a short walk.

Shuttle between the Bronx and Dobbs Ferry Campuses, called the Mav Express: It picks up at the Dobbs Ferry, Main Hall bus stop and drops off at the entrance to the Bronx Campus building. Riders will be required to present their Mercy ID.

Shuttle to and from the Ardsley Metro-North Train Station: This shuttle runs between the Dobbs Ferry Campus and the Ardsley Metro-North Train Station. It now runs on a timed schedule.

Shuttle to and from the Bronx Campus and Westchester Square Train Station: This shuttle will run on a continuous loop. Riders will be required to present their Mercy ID.

Shuttle to and from the Dobbs Ferry Campus and the Tarrytown Offices: Please refer to the shuttle schedule at the link above.

Shuttle to and from the Bronx Campus and New Rochelle Location: This shuttle picks up and drops off by the gatehouse entrance in New Rochelle and the main entrance of the Bronx Campus.

Shuttle to and from the New Rochelle Location and New Rochelle Metro-North Station: Please refer to shuttle schedule at the link above.

If you need to travel between the New Rochelle Location and the Dobbs Ferry Campus, the Westchester County Bee-Line #66 bus is available. This public bus travels from the Dobbs Ferry Campus bus stop on the side of the Main Hall to the New Rochelle Transit Center near the New Rochelle Metro-North Station. You can then take the Mercy College shuttle from the Metro-North Station to the New Rochelle Location. For Bee-Line bus schedules, click here.
STUDENTS, FACULTY AND STAFF BASED AT BRONX, MANHATTAN, YORKTOWN AND NEW ROCHELLE
Please adhere to the following parking policies. All members of the Mercy Community are expected to register vehicles that they expect to bring to the Dobbs Ferry Campus.

Bronx Campus
To meet its obligations to all the organizations and businesses in Hutch Metro Center, the Center’s management has allocated the following spots to Mercy between 8 a.m. and 6 p.m., Monday through Friday. (Bronx Parking Map attached)

- 350+ spots on the upper floors of Parking Garage B (on the right where you pass the guard booth).
- 20 spaces in the Parking Garage A directly in front of our building.
- 54 spaces in the North Open Parking Lot to the north side of our building.
- Those arriving after 9 a.m. should plan to park in the new Parking Garage B.
- After 6 p.m. and on the weekends, Mercy cars will be allowed to park in any available spot.
- In addition to the required Mercy College 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.

Manhattan Campus
As the number of parking garages decline in Manhattan, Mercy College has limited options available in our choice of parking garages and garages that are available. We are fortunate to have one discounted option currently in place this fall. This option provides for Mercy College faculty, students and staff to 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.

Yorktown Campus
Mercy parking decals will be required for all vehicles driven by Mercy students, faculty and staff at the Yorktown Campus and drivers will be expected to follow the policies outlined above when visiting other campuses.

New Rochelle Location
Mercy parking decals will be required for all vehicles driven by Mercy students, faculty and staff at the New Rochelle location and drivers will be expected to follow the policies outlined above when visiting other campuses. Faculty and staff with an authorized sticker may park along Castle Place and in the Ursula and Wellness Center parking lots. New Rochelle Commuter Students may park in the Ursula and Wellness Center parking lots. The Angela parking lot is reserved for residential students only.

Lastly, campus safety is everyone’s responsibility. It is important for all drivers to follow campus parking regulations. Security will be present at the gatehouse to ensure each entering
vehicle has a valid decal displayed on the vehicle. A parking patrol will ensure the enforcement of parking rules on campus. If a vehicle is in violation, it is subject to ticketing, monetary fines, vehicle booting and towing.

- Vehicles parked in handicapped spaces without a clearly displayed state permit will be subject to immediate removal.

- Parking is not permitted on side streets around campus in accordance with an agreement between the College and the surrounding communities.

- No overnight parking is allowed at the Palisade Lot. Residence Hall students who have registered their vehicle can park overnight in the R Lot.

- It is expected that those who were granted the privilege of parking on campus are expected to drive responsibly and adhere to the campus speed limits at all times.

We thank you for your support and cooperation to make Mercy College enjoyable and safe for all. We welcome your feedback at safety@mercy.edu. Have a great year!

Sincerely,
Konrad Motyka
Executive Director of Campus Safety and Emergency Management
Online Parking Permit Registration Instructions

MERCY COLLEGE PARKING PERMIT REGISTRATION INSTRUCTIONS: All Mercy College students, faculty, vendors and employees will need to receive a vehicle decal to park on all college campuses and offsite lots. Please read the directions below for completing the online form. Online forms must be completed prior to picking up a decal. You will need to bring your driver’s license and vehicle registration to complete the registration process. Residential Students should not utilize this form and must instead contact Residential Life for decal instructions.

1. https://www.mercy.edu/
2. Navigate to Mercy Connect log-in screen

3. Under the "Administrative Services" tab, click on the Parking Registration link (Mercy College Vehicle Registration ** NEW*).

4. Select or click on the “Add a new Vehicle” link (Note you are only able to have 2 vehicles registered with the on-line form, you will need to register in person for the 3rd vehicle)
5. **VEHICLE INFORMATION** – Complete all information on this page. If you have an additional vehicle, you may select the “ADD VEHICLE” button and enter your second vehicle.

![Mercy College Vehicle Registration Form]

6. **REVIEW** – Review all information you have entered to make sure it is correct. If all information is correct click on “Save” Your information is now saved in the system.

7. Please remember to bring your Driver’s License, Mercy College ID, and Vehicle Registration with you to receive your parking permit in the Safety Office located in Main Hall 234 between the hours 8:30 AM and 10PM.

**PLEASE NOTE:**

- You will not be able to register a vehicle if there are two (2) or more unpaid tickets. Payments must be received prior to registering your vehicle.
- If you have received three (3) or more parking decals, you will not be able to use this system. Please go to the Safety Office for further instruction.
Applying Decals to Vehicles Quick Guide

- Place decals on the same side of the vehicle that the reader is on.
- Apply to the outside of the window glass. **Decals will not read reliably through the glass.**
- Orient decal with the stripes running horizontal. (as shown).
- The bottom of the decal should be at least 36 inches above the ground.
- The top of the decal should be no more than 65 inches above the ground.
- Place decal in an unobtrusive spot on the rear side window. Windows that do not open are preferred.
- The numbers printed on the decal should be on either the left or right side, never the top or bottom. The decal should be applied vertically, aligned as straight as possible.
- If placed on the vehicle anywhere other than glass, it can be difficult to remove the decal without damaging the surface.

Ensure that window surface is at least 59°F. If window is too cool, the decal adhesive will not bond.

Clean the window glass using SoftScrub® or other non-scratching mild abrasive cleaner. **Do not use glass cleaner containing silicone.** Mild abrasive cleaners will not scratch the window, but are very effective at removing silicone, wax or other chemical coatings that interfere with the decal bonding to the glass.
1. Peel top of decal back about 1" 

2. Bend backing paper flat against back of decal 

3. Line up decal in desired location on window, then press firmly on top where the backing was peeled back 

4. Place squeegee at top of decal. Press firmly against window and run it smoothly down the decal 

5. Hold backing with other hand 

6. As you move the squeegee down, backing will come loose 

7. Decal is now in place
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
Mercy College Parking - Bronx Campus
358 spaces in Garage B
20 spaces in Garage A
54 spaces in North Open Lot

Bronx Hanging Tag required in addition to Mercy permit