

Greenfield Community College
Parking/Traffic Rules & Regulations
(Revised 08/14/03)

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Regulations

The Greenfield Community College Board of Trustees, acting under the powers granted by Section 22 of Chapter 15A of the General Laws hereby adopts, subject to subsequent amendment, the following rules and regulations for the control, movement and parking of vehicles on the campus of Greenfield Community College and other land of the College.

Except as otherwise provided herein, the General Laws of the Commonwealth and the Parking/Traffic Rules and Regulations of the Registrar of Motor Vehicles, relating to the laws of the road and the operation of vehicles, shall apply to all motor vehicles on campus and other land of the College.

These parking/traffic regulations shall apply to all employees including all faculty, staff, students and other persons who operate any motor vehicles on campus or other land of the College.

Article I - Definitions

Section 1: Officer – any officer of the College authorized by the President or her/his designee to enforce the parking/traffic rules and regulations governing the control, movement and parking of vehicles.

Section 2: Street or Highway – the entire width between property lines of every way open for purposes of travel on the campus or other land of the College.

Section 3: Roadway – that portion of a street or way between the regularly established curb line or that part, exclusive of shoulders, improved and intended to be used for vehicular traffic on the campus or other land of the College.

Section 4: Parking – the standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading, or in obedience to an officer or traffic signs or signals, or while making emergency repairs or, if disabled, while arrangements are being made to move such vehicle.

Section 5: Parking lot – an area or areas of the Campus or other land of the College set aside by authority of the President of the College or her/his designee for the purpose of providing space for the parking of vehicles duly registered to park thereon or vehicles of persons visiting or having business at the College.

Section 6: Parking space – an area within a designated Parking Lot which is identified by parallel lines painted on the pavement indicating the area within which each vehicle shall be parked.

Section 7: Safety Zone – the area located at an end to a line of Parking Spaces which is identified by being entirely enclosed by lines painted on the pavement.

Section 8: Motor Vehicle – every vehicle, constructed and designed for propulsion by power other than muscular power, by which a person may be transported upon a street or highway.

Section 9: Employees – the term “employees” when used herein shall mean and include all employees of the College (faculty, staff and administrative personnel and all other persons similarly associated with the College).

Section 10: Student – for the purpose of these parking/traffic rules and regulations, a student is any person enrolled in one or more academic courses and who is other than a full-time employee, or a part-time employee.

Section 11: Visitor – for the purpose of these parking/traffic rules and regulations, a bona fide parking visitor is a person other than an employee or student of the College parking a vehicle on campus that has not been and is not required to be registered with the College’s Dean of Administrative Services. Regular users of College facilities who are neither students, faculty nor staff are not considered visitors and will park in the Student Parking Lots, not in the Visitor’s Parking Lot.

Article II – Authority and duties of police

Section 1: General – It shall be the duty of the Security Police, acting through the authority of the President and the Dean of Administrative Services, to enforce the provisions of these parking/traffic rules and regulations; provided, however, that to expedite the control, movement or parking of all motor vehicles or to safeguard pedestrians in the event of fire, emergency or for purposes of enforcement of these parking/traffic rules and regulations, officers of the various municipal police or fire departments may, upon the request of the President or his/her designee, direct and control traffic as conditions may require, notwithstanding the provisions of these parking/traffic rules and regulations.

Section 2: Assistance – In addition to the foregoing, the President of the College or his/her designee may request the assistance of the Police of the municipality where College property is situated and/or the State Police whenever in his/her judgment assistance is necessary.

Section 3: Temporary Parking – The President of the College or his/her designee is authorized to permit or prohibit temporary parking or vehicular movement on any parking lot, lands, street or highway or part thereof in an impending or existing emergency or for lawful assemblage, demonstration or procession.

Section 4: Closing of Streets or Highways – The President of the College or his/her designee is authorized to close temporarily any street or way or parking lot or part thereof in an impending or existing emergency or for lawful assemblage, demonstration or procession.

Article III – Traffic signs

Section 1: General – The President of the College or his/her designee is authorized to place and maintain all official traffic signs, signals, marking and safety zones required on the campus and other land of the College. Operators of vehicles used in and about the campus and other land of the College shall conform to such signs, signals, markings and safety zones.

Section 2: Interference with Signs – any person who willfully, intentionally and without right defaces or otherwise injures, removes, interferes with or destroys any traffic regulation sign, light, signal or marking device lawfully erected or placed on the campus or other land of the College for control, movement or parking of vehicles shall be punished by a fine not less than ten dollars.

Article IV – Illegal parking

Section 1: General – No person shall allow or permit any vehicle registered in his/her name or under his/her control to stand or park in any street or on the campus or other land of the College in violation of the parking/traffic rules and regulations except when necessary to avoid conflict with other traffic or in compliance with the direction of security police, a police officer or traffic sign or signal. The person in

whose name a motor vehicle is registered shall be held responsible for all parking/traffic violations cited against the vehicle.

Section 2: Employees – Vehicles registered at the College by employees of the College may be parked only in unrestricted space or in parking areas, stalls or other space which is authorized by valid insignia appropriately affixed to the vehicle or by proper display of valid temporary authorization. Use of the other parking facilities, except those designated by the President of the College or his/her designee, constitutes illegal parking.

Section 3: Students – The President of the College or his/her designee may require that students' vehicles be registered at the College and be parked only in unrestricted space or in a parking area, stalls, or other space which is so authorized. Use of other parking facilities, except those designated by the President of the College or his/her designee, shall constitute illegal parking.

Section 4: Visitors – Visitors' vehicles may be parked only in a posted VISITORS' area or in a Students' Parking Lot. Use of other parking facilities, except those designated by the President or his/her designee, constitutes illegal parking.

Section 5: Specific – In addition to the cases of illegal parking defined in Sections 2, 3, and 4 above, parking in any of the following manner shall constitute illegal parking:

- a. Upon any part of any driveway in such a manner as to impede the removal or plowing of snow or ice.
- b. Upon any sidewalks except as indicated.
- c. Within ten (10) feet of a fire hydrant.
- d. On the roadway side of any vehicle stopped or parked at the edge or curb of a roadway.
- e. In front of any driveway.
- f. Upon any way where parking of a vehicle will not leave a clear and unobstructed lane at least ten (10) feet wide for passing traffic.
- g. In front of any barricade erected to temporarily or permanently close a way to vehicular traffic.
- h. On land, not designated for vehicular traffic (such as walks, lawns and open fields).
- i. In front of a gateway or entrance to an athletic field or open area.
- j. Upon any way that is an entrance to or an exit from a parking area.
- k. In any Service Zone, except while actually engaged in loading or unloading.
- l. Adjacent to any building in such a manner as to obstruct an exit or entrance thereto.
- m. In any bus stop.
- n. In any area designated as reserved for Fire, Police, Ambulance, Handicapped or space designated as Visitor Parking.
- o. Except for official vehicles, in any parking area, stall or space designated as Official Parking or for Official Vehicles Only or for Reserved Parking Only.
- p. In any area designated "No Parking" or in any area in violation of posted restrictions such as "No Parking – Here to Corner".
- q. In defiance of verbal instructions of duly constituted authority.
- r. In any Parking Lot unless such vehicle is parked with all wheels wholly within a painted Parking Space.
- s. In or within any part of a Safety Zone.
- t. Upon any part of any College roadway except in Parking Spaces within designated Parking Lots.
- u. Overnight on College property between November 1st and April 15th, except with prior permission from the Director of Public Safety or his/her designee.
- v. In such a manner as to block or prevent another vehicle from exiting from its parked position.

Section 6: Unauthorized, Unused or Abandoned Vehicles – Unauthorized motor vehicles and old motor vehicles with evidence of non-use left on parking lots, streets or other College property shall be hauled away. Expenses of such hauling and disposal shall be charged against the registered owner. The owner of any vehicle so removed and towed away under the provisions of this Section shall also be subject to any other penalties provided under Chapter 90 of the General Laws. Any vehicle found without a valid license plate shall be considered an abandoned vehicle and removed from College property. The owner shall be responsible for costs involved in removing and the storage of such vehicles. The College assumes no responsibility for the care and protection of or damage to any such motor vehicle or its contents.

Article V – Tow-away zone regulations

The following parking/traffic regulations authorize the removal of vehicles parked or standing to a convenient place, in such a manner or in such areas as are hereinafter described, or in any way under the control of Greenfield Community College.

Section 1: Authorization of Campus Police – The moving or towing of any vehicle under the provisions of this Article shall be by and at the direction of the President of the College or his/her designee.

Section 2: Fees – The fees imposed upon the owner of any vehicle moved or towed to a convenient place shall not exceed the maximum charges established by the Department of Public Utilities of the Commonwealth.

Section 3: Liability for Damage During Removal or Storage – The towing contractor shall be liable to the owner for any damages arising out of negligence caused to a vehicle in the course of removal and storage. No liability for such damage shall apply to the College or its officers or employees.

Section 4: General Prohibition Towing Zone – No person shall stand or park or allow, permit or suffer any vehicle registered in his/her name or under his/her control to stand or park in any of the following places. Vehicles found in violation of the provisions of this Section, except those specifically exempted by law, shall be removed to a convenient place under the direction of the President of the College or his/her designee as indicated above and the owner of the vehicle so removed or towed away shall be liable for the cost of such removal and storage, if any, as set forth in Section 3 of this Article.

- a. Upon any part of any driveway in such a manner as to impede the removal or plowing of snow or ice.
- b. Upon any sidewalks except as indicated.
- c. Within ten (10) feet of a fire hydrant.
- d. On the roadway side of any vehicle stopped or parked at the edge or curb of a roadway.
- e. In front of any driveway.
- f. Upon any way where parking of a vehicle will not leave a clear and unobstructed lane at least ten (10) feet wide for passing traffic.
- g. In front of any barricade erected to temporarily or permanently close a way to vehicular traffic.
- h. On land, not designed for vehicular traffic (such as walks, lawns and open fields).
- i. In front of a gateway or entrance to an athletic field or open area.
- j. Upon any way that is an entrance to or an exit from a parking area.
- k. In any Service Zone, except while actually engaged in loading or unloading.
- l. Adjacent to any building in such a manner as to obstruct an exit or entrance thereto.
- m. In any bus stop.

- n. In any area designated as reserved for Fire, Police, Ambulance, Handicapped or space designated as Visitor Parking.
- o. Except for official vehicles, in any parking area stall or space designated as Official Parking or for Official Vehicles Only or for Reserved Parking Only.
- p. In any area designated “No Parking” or in any area in violation of posted restrictions such as “No Parking – Here to Corner”, 15 Minute Parking, et cetera.
- q. In defiance of verbal instructions of duly constituted authority.
- r. In any Parking Lot unless such vehicle is parked with all wheels wholly within a painted Parking Space.
- s. In or within any part of a Safety Zone.
- t. Upon any part of any College roadway except in Parking Spaces within designated Parking Lots.
- u. Overnight on College property between November 1st and April 15th, except with prior permission from the Director of Public Safety or his/her designee.
- v. In such a manner as to block or prevent another vehicle from exiting from its parked position.

Section 5: Maintenance of Records – The President of the College or his/her designee shall keep a record of all vehicles towed or removed under the provisions of this Article. Such record shall be retained for one (1) year and shall contain the following information:

- a. The registration number of the vehicle.
- b. The location from which it was towed and the time and date of the tow order.
- c. The location to which it was moved.
- d. The fee charged for towing.
- e. Name of towing contractor, if any.
- f. Name of person who authorized towing.

Article VI – Operation of vehicles

Section 1: Speed Limit – All vehicles will be operated at all times at a speed that is reasonable and proper. At no time will a speed in excess of thirty-five (35) miles per hour between Colrain Road and the Rotary, a speed in excess of fifteen (15) miles per hour in the Rotary area and a speed of twenty-five (25) miles per hour on the rest of the campus be considered reasonable and proper except for vehicles engaged in emergency work. Lower speeds may be required for certain sections of the Campus or other land of the College and shall be posted on official traffic signs.

Section 2: Operating Conditions of Vehicles – Motor vehicles parked on any College property must be kept in such condition of mechanical repair that they may be removed at any time under their own power.

Section 3: Loading and Discharge of Passengers – Loading or discharge of passengers shall be permitted only when a vehicle is at a complete stop at the edge or curb of a highway or within a safety or service zone expressly approved for this purpose.

Article VII – Registration

Section 1: Necessity to Register – Any person who operates a vehicle on the campus or other land of the College must register that vehicle with the President of the College or his/her designee and display a current College parking registration insignia on the vehicle. (Student registration no required at Greenfield Community College.) Registration must be accomplished within forty-eight (48) hours after arrival or use of the vehicle on campus. Failure to register within this period shall constitute grounds for denial of the privilege to operate a vehicle on the campus or other land of the College. Registration of a

vehicle is not complete until the College parking registration insignia is permanently affixed to the vehicle. Any motor vehicle bearing a College parking registration insignia which has been mutilated or damaged so that the number thereof or the date of expiration is illegible shall be treated as not bearing the required College parking registration insignia. Any subsequent registration or duplicate decal required during a year shall be provided at such additional charge as may be established by the College.

Section 2: Eligibility – Permission to operate a vehicle on the campus or other land of the College is a discretionary privilege bestowed by the Board of Trustees of Greenfield Community College and such privilege may be denied, revoked, suspended or modified by action of the Board or by officers of the College herein authorized to take such actions.

Section 3: Liability Coverage – No vehicle shall be registered for operation on the campus or other land of the College unless the person requesting registration has met the motor vehicle liability policy or bond requirements for the operation and use of motor vehicles upon the ways of the Commonwealth.

Section 4: Expiration of Registration – Except when otherwise specified, College vehicle registrations expire annually on September 1 and additionally under the following conditions:

- a. All registrants – upon revocation, upon transfer of ownership of the vehicle or upon change of license plate number.
- b. Employees – upon termination of employment at the College.
- c. Students – upon termination of status as a student at the College.

Section 5: Non-resident Vehicles – Every non-resident enrolled as a student at a school or college in the Commonwealth who operates a motor vehicle registered in another state or country for more than thirty days in the aggregate within the Commonwealth during any period beginning on September 1st of any year and ending on August 31st of the following year shall, on or before the 30th day, file with the police department of the town in which such school or college is located. Excerpt from G.L. Chapter 90, Section 3, Paragraph 3. For further information, see the Director of Public Safety or the Secretary to the Dean of Students.

Article VIII – Penalties

Section 1: For Violations of the General Laws and the Rules and Regulations of the Registrar of Motor Vehicles – Penalties for violations of Chapter 90 of the General Laws and the parking/traffic rules and regulations of the Registrar of Motor Vehicles relating to the laws of the road and the operation of vehicles as applied at the Campus and other land of the College shall be the same as prescribed by said Chapter 90 of said General Laws and parking/traffic rules and regulations of the Registrar of Motor Vehicles.

Section 2: For Non-Moving Violations – The penalty for non-moving violations shall be determined by the President or his/her designee and published at the College. The penalty for any one violation may not exceed ten dollars (\$10.00), except for successive restitutionary recovery in the event of destruction of property as provided under Article III, Section 2 of these parking/traffic regulations. Fines shall be payable to Greenfield Community College Parking/Traffic Clerk.

Section 3: For Failure to Register – Failure to register a motor vehicle and display authorized registration insignia within the prescribed registration period shall subject the offender to the fine established by the President or his/her designee, not to exceed ten dollars (\$10.00), and may subject him/her to having his eligibility to operate his/her motor vehicle at the College suspended or canceled.

Section 4: Disposition of Fines – As stated in Section 13, Chapter 15A of the General Laws of the Commonwealth.

Notwithstanding any other provision of law, all fines and penalties recovered for violations of rules and regulations made under authority of this section shall be accounted for by the respective institution at which the violation occurred. Each such institution shall deposit such fines or penalties in a special fund to be known as the Massachusetts Regents Scholarship Fund, in the name of the particular institution, which shall be established in accordance with regulations established by the Board of Regents; provided, however, that such fund shall be used for the purpose of granting scholarships to such worthy students as the Board of Trustees may determine.

In addition to the foregoing, fees collected by the College for parking/traffic registrations, duplicate parking/traffic registration decals or subsequent vehicle registrations during a year, and for failure to register a motor vehicle and display such authorized College parking/traffic registration insignia within the prescribed registration period, shall also be deposited in said trust fund established in accordance with Section 22, Chapter 15A of the General Laws at each College for this purpose. Payment in full to the parking/traffic clerk of the stipulated fine shall operate as a final disposition of each violation cited therefore.

Section 5: Disciplinary Action – In addition to fines and penalties imposed or other action taken by the College, repeated violations of the State or College motor vehicle laws or regulations shall subject the offender to the same disciplinary action, including suspension or expulsion from the College, as would be taken for a violation of other College regulations governing the general conduct of its students.

Section 6: Appeals – Any person subject to disciplinary actions or other parking/traffic fines or penalties levied by the designated officials of the penalties levied by the designated officials of the College under the provisions of these parking/traffic rules and regulations shall retain all rights to appeal granted under applicable provisions of the laws of the Commonwealth.

All appeals at the campus level must be submitted in writing on a form approved by the President of the College or his/her designees to the campus parking/traffic clerk within twenty-one (21) days from the date of receiving notice of the disciplinary action or other penalty. Such forms shall be made available to persons upon request through the office of the campus/traffic clerk. Any person making such appeal shall be informed at the time the appeal is filed with the campus parking/traffic clerk of the time, date and location of the appeal hearing; provided, however, that such hearing shall be conducted within thirty (30) days after receipt of the appeal. Said hearing shall be informal. The rules of evidence shall not apply. Appellants shall be permitted during such informal hearing to call and cross examine witnesses and to present evidence on their own behalf. The campus parking/traffic hearing officer shall have sole and exclusive jurisdiction to determine the conduct of the hearing, including determinations regarding the admission of evidence, the number of witnesses to be heard and other related matters of procedure. Appellants may be represented by counsel or other designated representatives.

Within thirty (30) days following the conduct of said hearing, the campus parking/traffic hearing officer shall issue a written decision which shall be final subject to further judicial review provided by Section 14 of Chapter 30A of the General Laws.

Section 7: Personnel – Wherever, in the foregoing parking/traffic rules and regulations, reference is made to the campus parking/traffic hearing officer, this shall refer to the Dean of Administrative

Services; wherever reference is made to the campus parking/traffic clerk, this shall refer to the Senior Bookkeeper in the Business Office.

Article IX – Amendments to these regulations

Should modifications or additions to these parking/traffic rules and regulations be deemed necessary by the President of the College, such modifications, as consistent with the General Laws of the Commonwealth, may be adopted upon the approval of the Board of Directors. Signatures are on file.

Illegal parking sanctions format

1. Written Warning. No penalty.
2. First Summons. The fine is five dollars (\$5.00), shall be issued after receipt of a written warning, except that a summons shall automatically be issued when the following violations are incurred/conditions exist:
 - a. Parking on college roadway.
 - b. Parking within ten (10) feet of a fire hydrant.
 - c. Parking in a Safety/No Parking Zone.
 - d. Parking on a sidewalk.
 - e. Parking in a Service Zone (loading/unloading/discharging ONLY), e.g., in the Main Drive, formerly the fifteen minute zone. Vehicles shall be towed at this stage only if the vehicle poses a threat/hazard to the safe passage of vehicles, pedestrians or emergency vehicles/emergency response operations personnel.
3. Second Summons. The fine is ten dollars (\$10.00). A written notation shall appear at the bottom of the summons advising the operator/owner that the receipt of a third summons shall automatically result in the towing of the vehicle. Likewise, at this stage, the vehicle may be towed if it poses a threat/hazard to safe passage of vehicles, pedestrians, emergency vehicles or emergency response operations personnel.
4. Third Summons. The fine is fifteen dollars (\$15.00). The vehicle shall be towed from the campus at the owner/operator's expense, to a garage located in Greenfield. All due caution and care is exercised prior to and during the towing process. NOTICE: a cursory inventory of the vehicle's contents is performed and documented at this time.
5. Fourth Summons. The fine is twenty-five dollars (\$25.00) and the vehicle shall be towed from the campus at the owner/operator's expense, to a garage located in Greenfield. The matter shall be brought to the attention of the appropriate Dean via a written historical testament for the purpose of determining whether a Show Cause Hearing is warranted/necessary, and to determine whether or not the parking privileges of the individual named in the testament warrant revocation or restriction. An explanation of the process appears on the back of the violator's copy.
6. Vehicle parked in Handicapped Parking Space. The fine is one hundred dollars (\$100.00) and the vehicle shall be towed from the campus at the owner/operator's expense, to a garage located in Greenfield.

Vehicle Inventory Policy: In cases where an arrest for criminal conduct or an existing warrant occurs, the vehicle shall be thoroughly inventoried and the contents documented.