

**DEPARTMENT of PUBLIC SAFETY
MOTOR VEHICLE RULES AND REGULATIONS
2011 – 2012**

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The Public Safety Department is located in the Main Academic Building (across from the “Ramapo Arch”), on the ground floor, Room C-102 and is open 24 hours, 365 days a year.

The Public Safety Customer Service Center, located next door in Room C-101, is open during regular business hours for assistance with photo IDs and parking permit problems.

Telephone:

Non-emergency.....201.684.7432 (Campus ext. 7432)

Emergency.....201.684.6666 (Campus ext. 6666)

Administrative.....201.684.7788/7789

Email: parking@ramapo.edu for permit related questions/problems and for Faculty/Staff requesting parking arrangements for campus events/visitors.

PARKING PERMITS, RULES AND REGULATIONS

Student Parking Fees Academic Year 2011 – 2012*

FALL 2011 – SPRING 2012 Academic Year**	\$200.00
Spring 2012 Term Only	\$100.00
Summer Sessions 2012	\$100.00
Additional/Replacement (Lost/Damaged) Permit	\$65.00

*Fees are subject to change.

**Students not requiring a parking permit may apply for a parking fee waiver through the Bursar's Office. Please refer to the Bursar's webpage for deadlines on filing a parking waiver. Fall-only students and December graduating seniors may apply for a refund of ½ the total academic year fee through the Bursar's Office, after the last day of spring registration (see Bursar's webpage for complete information).

IMPORTANT NOTE: Parking fees are automatically billed to the student's account with tuition and other fees...however, the payment of this fee DOES NOT constitute compliance and does not entitle the student to park on campus until all these steps are accomplished:

- 1. Ensure the parking fee has been applied to your student account.**
- 2. Apply online at www.thepermitstore.com. Ensure you provide accurate and current information in your account, as it is sent to the US mail address you specify. This especially applies to anyone who has changed their permanent mailing address or to campus residents who have the permit mailed to their residence address. You must change this to reflect your NEW housing assignment, WITH CAMPUS MAILBOX ADDRESS.**
- 3. You will receive a confirmation of your successfully completed permit application. If you do not, then your application was not completed properly and you will need to reapply. When applying at www.thepermitstore.com, do not use the "Back Button" on your Browser as this deletes your form data, and on the final step of the application, be sure the "drop down menu" displays "No Purchase Necessary."**
- 4. Sign back into your account to print a temporary permit. You cannot do this until you have received the email APPROVING your application.**
- 5. Upon receiving your permit, go into your account to ACTIVATE your permit.**
- 6. Affix the permit to the proper location on your vehicle – the rear LEFT PASSENGER WINDOW, bottom right-hand corner (on driver's side)***.**

*****TINTED WINDOWS - IMPORTANT NOTE:** Darkly-tinted windows are illegal, according to NJ State Law: Title 39. There is NO CONSIDERATION of an improperly placed permit due to darkly tinted windows. The only exception to the proper placement of a permit is if your vehicle has no rear

passenger window, in which case, affix the permit in the lower right corner of the driver's side window.

Temporary daily permits are always available (24/7/365) at the Main Entrance Public Safety Booth to ensure compliance. A temporary permit is required for all non-permitted vehicles parked on campus. Temporary permits issued at the Main Entrance Booth are valid for 24 hours only. Extended, longer-term temporary permits are issued on an as- needed basis through Public Safety Customer Service in Rm. C101.

GENERAL INFORMATION

Ramapo College of NJ appreciates the cooperation and courtesy shown by students, faculty, staff and visitors who observe established parking and traffic regulations. RCNJ has sufficient parking spaces to accommodate faculty, staff, students, and campus visitors, although at times, the lots are at near or full capacity. During daytime hours, allowing sufficient time to locate a parking space when arriving on campus is strongly recommended. All visitors must stop at the Main Entrance Public Safety Booth to obtain a visitor's pass prior to parking. Parking and traffic regulations and policies are fully enforced at Ramapo College.

RCNJ Motor Vehicle Rules and Regulations are for the benefit of everyone who operates a motor vehicle on campus. Violation of these policies is counterproductive and harmful to everyone's best interest and can result in the loss of parking privileges and/or disciplinary action.

- **Parking permits are issued based on the applicant's registration or employment status with the College.** All permits remain the property of RCNJ and may be revoked or reclaimed without warning for just cause.
- **Specific parking spaces are NOT assigned, except as indicated in designated areas and/or with posted reserved signage.** The large number of vehicles on campus makes it necessary to establish strict regulations to provide for the orderly parking and movement of vehicles. Everyone's courtesy and cooperation is needed to accomplish this and is appreciated.
- **Parking permits and Faculty/Staff gate access cards are issued to the individual registering a motor vehicle and are not transferable to any other individual.** Failure to follow this policy is a violation subject to citations, immobilization and/or towing and the violator will be subject to disciplinary action. Employee parking permits may not be used by students, and likewise, employees may not use student permits.
- **Lost/Stolen Replacement Permits:** Any individual wishing to report a lost or stolen permit must come to Public Safety to complete a report attesting to the loss or theft of their parking permit. A \$65 replacement fee will be assessed for a replacement permit. Fraudulent registration, misrepresentation of RCNJ affiliation and/or display of a stolen, counterfeit, altered or spurious permit is grounds for disciplinary action and fines. Do not use a permit that you find or is offered to you. Individuals found using these permits will face penalties as described above. Lost/stolen permits will be reissued to the same vehicle as previously registered. Any person in possession of a lost or stolen RCNJ parking permit, or any person who obtains or transfers possession of a parking permit under false

pretenses or by unauthorized means, will be subject to fines, disciplinary action and/or loss of driving privileges.

- Non-compliance with the College's Motor Vehicle Rules and Regulations and the laws of the State of New Jersey may result in a citation from Ramapo College and/or the Mahwah Police Department, forfeiture of parking privileges, immobilization and/or towing and impoundment of the vehicle. Violation of the College's Motor Vehicle Rules and Regulations are considered College policy violations and does not constitute Double Jeopardy with Mahwah Police Department – State of NJ motor vehicle violations.
- **Those to whom a permit is issued are responsible for the operation, parking of, and any citations issued to that vehicle, regardless of who operates the vehicle.**
 1. All students, faculty, staff and visitors who operate a motor vehicle onto the RCNJ campus, *regardless of the vehicle's ownership*, are automatically subject to Campus Motor Vehicle Rules and Regulations and to the laws of the State of New Jersey. Everyone should recognize that the Ramapo College Campus is largely a pedestrian community, and under New Jersey State Law, pedestrians have the right of way. **Vehicles must STOP at pedestrian crosswalks to allow for safe pedestrian crossings. Citations are issued for moving violations.**
 2. **Due to limited parking for resident students, only one (1) permit is authorized. Commuting students are allowed two (2) permits (the second is at an additional fee of \$65), but may only park one vehicle on campus on any one day.**
 3. PARKING ON THE RCNJ CAMPUS IS AT THE OPERATOR'S RISK. Parking and driving anywhere on campus is a **privilege, not a right**. The presence of any vehicle on campus is, in effect, an agreement by the motorist to abide by these regulations. Receipt of this agreement and/or a parking permit constitutes an acknowledgement on behalf of the motorist that RCNJ is not liable for personal injury, property damage, or the loss of their vehicles, vehicle parts, or vehicle contents.
 4. **Motorbikes, motorcycles, and motor scooters** must have a parking permit mounted on the rear fender. These vehicles are subject to the same regulations as four-wheeled vehicles, except that they are to be parked in a specially designated motorcycle parking area, which is located in the Reserved Circle near the Main Entrance. Under no circumstances may two-wheeled vehicles be parked or operated on sidewalks, grassy areas or in any area not authorized for a four-wheeled motor vehicle.
 5. **VISITORS** – All visitors to the campus must report to the Public Safety Information Booth at the Main College Entrance and obtain a temporary parking permit. All visitors are authorized to park only in the Main (General) Lots (B, C or D) unless specifically authorized to park elsewhere on campus.
 6. **Overflow parking** is also available in the Athletic Fields/Tennis Courts areas, across the street from the Bradley Center.

7. **Emergency or authorized vehicles only** are permitted to drive or park on campus walkways.
8. **The A-1, A-2, A-3 and A-4 lots are reserved for Faculty and Staff only.** No student or visitor parking is permitted in these lots unless prior permission has been granted by the Public Safety Director or Assistant Director.
9. **RCNJ reserves the right to add to, delete, or change its Motor Vehicle Regulations and fees as conditions warrant. Fees are reviewed annually by the Board of Trustees and announced through Ramapo Administration and Finance Division.**
10. **Gate access is encoded on the ID card at the Public Safety Customer Service Center (Rm. C101).** Most commonly, students will encounter an invalid swipe if they have not had their ID card re-coded to reflect a change in their residence status.
11. **Faculty and Staff** may register two vehicles online at <http://www.thepermitstore.com> at no cost. Faculty/staff permits are NOT transferable to another person and violators will be subject to disciplinary action. Faculty/staff requiring a 3rd vehicle permit may purchase through Public Safety at an additional \$30 fee. As with Commuters, only ONE permitted vehicle is allowed on campus at one time.
12. Vehicles must be parked facing "head in" and within the painted parking space lines. Areas painted with "hash" or diagonal lines are not valid parking spaces and violators will be subject to summonses.
13. No vehicle is to remain parked on campus for longer than 72 hours during semester breaks, summer (unless enrolled as a resident summer student), holidays, vacations, etc. without prior permission from the Department of Public Safety's Office of the Chief. Requests for exceptions to this policy must be made in writing /email to parking@ramapo.edu.

NOTE: If it becomes necessary to leave your vehicle on campus in any manner not permitted or addressed by these regulations, YOU MUST NOTIFY the Public Safety Department at 201.684.7432.

Questions about parking policies may be directed to parking@ramapo.edu and you will receive a prompt reply. **Parking regulations are in effect 24 hours a day, 7 days a week, 365 days a year, unless the Ramapo College community is otherwise notified.**

TEMPORARY / PERMANENT STATE DISABILITY PLACARD PARKING

Parking for persons with disabilities is located adjacent to the academic buildings and residence halls and includes handicapped spaces for vans equipped for wheelchairs. Faculty/staff, student, and visitors' vehicles displaying a State-issued handicapped parking permit or license plate are also required to display a valid RCNJ parking permit or temporary parking permit.

There are no college-issued temporary disability permits. Instead, State Temporary Disability Placards must be obtained in accordance with the jurisdiction/municipality to which the vehicle is registered. They are issued only to those with a temporary disability and are valid for only six (6) months. The following must be accomplished to qualify:

1. Obtain an application (ISM/SP-69) from your local police department,
2. Have a physician certify the application,
3. Return the completed application to the police department with a \$4.00 fee, payable to the Motor Vehicle Commission, and
4. The police department will issue the temporary disability placard.

LINKS FOR OBTAINING MUNICIPAL OR STATE HANDICAPPED PLACARDS

NY State Department of Motor Vehicles:

<http://www.nysdmv.com/dmvfaqs.htm#HANDICAP>

NJ State Department of Motor Vehicles:

<http://www.state.nj.us/mvc/Vehicle/HandicappedPlates.htm>

NOTE: Misuse of any State Handicapped parking permit will result in citations, booting and/or towing. The misused permit will be confiscated and returned to the issuing agency and parking privileges on campus will be revoked.

IMPORTANT POINTS FOR EMPHASIS

- **Beginning Spring 2012, Commuters ONLY are permitted to park in the B1-B3 lots. All other vehicles parked in these lots are subject to citation. Overflow for Faculty/Staff & Temporary Employees parking is ONLY C & D lots.**
- **Print a temporary permit after receiving a confirmation email that your permit application has been approved.** That is, at the time you initially create an account, you will receive a confirmation email that you created your account successfully...this is not the same as being approved. Your application may be flagged as "pending administrative approval," in which case, you will need to wait to print a temporary permit until AFTER you've received the approval email. Affix this temporary permit in the rear left-side window of vehicle or on your dashboard for display until the permit is received in the mail. You must activate all permits.
- **ILLEGALLY TINTED WINDOWS - IMPORTANT: Darkly-tinted windows are illegal, according to NJ State Law: Title 39. There is NO CONSIDERATION of an improperly placed permit due to darkly tinted windows. The only exception to the proper placement of a permit is if your vehicle has no rear passenger window, in which case, affix the permit in the lower right corner of the driver's side window.**
- **There is a one week grace period at the beginning of the Fall semester only** for 'No permit/Expired permit' violations, for which warnings will be issued in lieu of citations. During the first week of the Spring semester, only newly registered students may qualify for this grace period. Citations issued to newly registered Spring students may file an appeal for this consideration.

Allow 10 – 14 BUSINESS days for mail delivery of the permit. If by this time you have not yet received your permit in the mail, contact parking@ramapo.edu or visit Public Safety Customer Service (Rm. C101) for assistance. It is incumbent upon the student to resolve any permit issues.

Failure on the student's part to attempt a resolution constitutes noncompliance with RCNJ parking regulations and that student is solely responsible for any citations issued as a result of a failure to comply.

- Payment of the parking fee along with your tuition and other fees **does not constitute parking permit compliance**. Register for your permit at www.thepermitstore.com and follow the procedures to obtain it and display it properly on your vehicle.
- If you encounter any difficulty in the online registration process, contact the Permit Store or email parking@ramapo.edu for assistance.
- **Commuter students:** you may register two vehicles by applying for a separate permit for each, with an additional fee for the second vehicle of \$65. Only one vehicle may be parked on campus at any one time.

- **Resident students:** If you haven't registered online for your permit by the beginning of the Fall semester, it is recommended that you use your campus mailing address (including your PO BOX #) to ensure the fastest delivery of your permit (and to avoid receiving "NO PERMIT" citations after the one week grace period).
- **Returning students** reapplying for a current permit should review their permit store account to ensure that their CURRENT mailing address is correct. It is the sole responsibility of the student to maintain this account and provide accurate information. Failure to do so may result in your permit being mailed to an incorrect address and subsequently, citations may be issued for non-compliance.

CHANGING VEHICLES

- **Temporarily:** you must obtain a temporary **one day permit** from the main entrance Public Safety booth or the vehicle will be subject to citations. If a longer term temporary permit is needed, go to Public Safety, Rm. C101
- **Permanently:** Remove the permit from the old car, affix to the new vehicle, access your Permit Store account and select "MY" to modify vehicle information. If the permit is damaged or will no longer adhere to the window, bring the permit into Public Safety Customer Service, Rm. C101 to swap at no cost for a new permit. **Failure to return an old permit will result in a \$65 replacement permit fee.**
 - **DO NOT FORGET TO ACTIVATE YOUR PERMIT!!!:** If after you receive your permit, you fail to activate your permit, **it is the same as not having one at all and are subject to receiving citations for NO PERMIT DISPLAYED.**

RESIDENCE HALL PARKING & GATE ACCESS

All residents needing gate access must go to Public Safety's Customer Service Center (Rm. C101) to have their ID card coded for the correct gate access. **Cards are NOT coded for gate access automatically.**

Guests and Visitors of Resident Students must obtain a **temporary permit from the Main Entrance Public Safety Booth** to legally park on campus. For proper registration of overnight guests, refer to the Residence Life Guide to Community Living, available via the Residence Life webpage on the RCNJ website. **Overnight parking for registered guests is permitted in the C & D lots only and a valid temporary parking permit must be displayed.**

NOTE: Commuters may NOT leave their vehicle parked overnight (2am – 6am) unless authorized through Public Safety. If the commuter is an overnight guest, the resident student must register the commuter as an overnight visitor through Residence Life and the commuter vehicle must display an overnight parking pass displayed.

1. Only authorized vehicles are permitted access through gated residential areas. **Resident students must have the correct residential parking permit for their vehicle when parking in these areas.**
 - **Bischoff, Mackin and the CPAs** residents require **Main Gate access. Overflow parking for these three residence areas is the “North Field” gravel lot.**
 - **No students are authorized to park in the Pavilion area lot at any time.**
 - **The Overlook** residents require “Overlook parking” access, which allows passage through the Main Gate only. If an Overlook resident needs to access overflow parking in the Parking Deck, they must travel via the Main Gate / North side of campus. **The parking deck is to be used by Overlook residents only when no spaces are available in the Overlook lot. For safety, Overlook residents using the Deck must use the pedestrian footpath between Overlook and the Deck – walking on the roadway is prohibited.**
 - **Laurel Hall** residents require “Laurel parking” access for the Parking Deck. Laurel residents are granted travel access on the **south side of campus only (via Tupelo Rd).**
 - **Pine & Linden Hall** residents are permitted to park in the C & D LOT ONLY.
 - **VILLAGE** residents may park in designated Village parking areas in the B and C lots.
 - **ANY resident student may use the outer D lot as overflow parking if their assigned lot is full.**
2. **Students may not park in the lots or spaces designated as reserved for Faculty, Staff or others. Vehicles parked in an unauthorized area may be cited, booted and/or towed. All spaces designated with 24-hour reserved signage are unauthorized parking for students.**
3. **Students changing residential status** (move from one Hall to another / Commuter to Resident / Resident to Commuter) **must SWAP permits – GO TO PUBLIC SAFETY CUSTOMER SERVICE CENTER, RM. C101 immediately upon any such change as there is no “grace period” for issuance of citations for having the incorrect permit displayed. It is the permit holder’s responsibility to produce the old permit for a SWAP to avoid being charged \$65 for a replacement permit.**
4. **LOADING/UNLOADING of VEHICLES:** Temporary permits are available at the Main Entrance Public Safety Booth for residents being driven by a visitor and for loading/unloading a car. If no parking spaces are available for the resident area, **the vehicle must be parked in one of the main lots.**
5. **Summonses are issued for unauthorized use of reserved, handicapped parking spaces or fire lane/emergency designated areas. Mahwah Township Police may**

also ticket unauthorized parked vehicles in handicapped or fire/emergency lanes in addition to campus summonses. Life/Safety violations such as parking in a fire lane are subject to immediate towing of the vehicle in violation.

SAFETY REGULATIONS

1. **SPEED LIMITS on campus:** Operators of motor vehicles on campus must obey all posted speed limits. RCNJ strictly enforces both moving and parking violations.
2. **PEDESTRIAN RIGHT OF WAY:** Raised pedestrian crosswalks require a five (5) MPH speed limit. Pedestrians have the right of way at all crosswalks. Moving Violations are regularly enforced; citations are issued for Failure to Stop for a Pedestrian.
3. Obey all STOP and YIELD signs and all other campus traffic safety signs. Moving violations may be issued for non-compliance by either the RCNJ Public Safety Dept. and/or the Mahwah Township Police.

IMPORTANT NOTE: Traffic citations may be issued by both Mahwah Township Police AND Ramapo College of NJ. There is no "Double Jeopardy" exception, since citations issued through the Mahwah Township are in violation of NJ State Title 39, and a violation issued through the Department of Public Safety is a violation of RCNJ's Motor Vehicle Rules and Regulations. A violator will be responsible for both violations, and the outcome of each will have no bearing on the other. Both violations have separate standards of proof. RCNJ moving violations are not recorded on a violator's driving abstract in the state of issuance of the driver's license and carry no points against the violator's license.

4. Parking within ten (10) feet of a fire hydrant or anywhere within a posted fire lane or emergency access area is strictly prohibited. Signs or yellow curb lines indicate these emergency access lanes.
5. All persons driving on campus must comply with the directions and/or instructions given by Public Safety Officers in the performance of their official duties and upon request must produce their RCNJ ID card or, in the case of visitors, their driver's license.

WALKWAYS

Occasionally, emergency vehicles (police, fire, and/or Emergency Medical Service) may need to use walkways to gain closer access to buildings. In addition, Public Safety vehicles and Facilities vehicles may use them when there is a direct work-related reason to do so but only when vehicles are operated at slow speeds.

Please be safe and courteous to fellow students and others by using only roadways for vehicular travel, and stopping for Pedestrians at crosswalks. Driving on the walkways is a direct violation of campus motor vehicle regulations. New Jersey Statutes, and subjects the violators to fines and other disciplinary action. It is a particular danger to students with disabilities.

MOTOR VEHICLE ACCIDENTS/DAMAGE

1. All motor vehicle accidents occurring on campus must be reported to the Public Safety Department. Public Safety will notify the Mahwah Police Department whenever bodily injury has occurred, significant property damage has taken place to one or more vehicles, or when in the judgment of the Public Safety Officer, it is prudent to do so. In cases of personal injury, Public Safety Officers will render basic first aid and if necessary, will call for appropriate medical services to respond. RCNJ maintains an Emergency Medical Services squad, which is dispatched by the Mahwah Police Department.
2. All larcenies/ thefts and vehicle damage should be reported to Public Safety when discovered. Do not leave personal property in view in a parked vehicle. Lock valuable items in the vehicle's trunk or other well-concealed areas. Lost or stolen property should be reported to Public Safety (C-102) as soon as possible.

NOTE: The State of New Jersey does not indemnify vehicle owners or drivers for damage to their vehicle or for lost or stolen items inside the vehicle. Vehicle owners must carry private insurance to cover these contingencies.

3. In the event of emergencies, traffic and parking procedures are subject to change by the Public Safety Department without prior notice. In that case, the directives of Public Safety Officers or other authorized staff members and local law enforcement personnel must be obeyed.
4. If a Mahwah Police officer prepares a motor vehicle accident report, a copy of that report is available from the municipality. The Mahwah Police Department is located at 221 Franklin Turnpike, Mahwah, NJ 07430. Phone is 201.529.1000. [Insurance companies usually request a police report, as opposed to a College Public Safety Report. College Public Safety Reports often cannot be released, given student privacy regulations.

VIOLATIONS & FINES

1. Fines of **\$50** result when these violations occur:
 - No Decal /Expired Decal /Improperly Displayed Decal
 - Not Parked in a Painted Stall (taking 2 spaces/not between painted lines/parked in diagonally painted lines area)
 - Unauthorized Parking in the following areas:
 - on walkways
 - in turn areas
 - in 20-minute loading zones
 - on lawns or other grassy wooded areas

- in Faculty/Staff parking lots
- in Reserved parking areas (designated signage)
- in Residence Hall areas not valid for the permit displayed
- in temporary handicapped parking spaces (campus designated)

2. Moving violations, assessed at **\$60** are as follows:

- Failure to Stop or Yield
- Careless Driving
- Improper Passing
- Speeding
- Failure to yield to pedestrian in crosswalk

3. Towing fees are currently **\$50 - \$75**, in addition to parking violation fines. Students' College accounts are charged this fee. If your vehicle is towed, contact the Public Safety Department to resolve fines and to determine the location to which the vehicle has been towed.

4. Violations assessed at **\$250, in accordance with NJ State Law**, are as follows:

- **Illegally parking in any State designated HANDICAPPED areas**
- **Parking in a FIRE LANE or within 10 feet of a FIRE HYDRANT.**

The Mahwah Police Department, Mahwah Fire Inspector and NJ State Fire Marshal's Office strictly enforce Fire Lane/Hydrant and Handicapped area parking violations. In addition to campus fines assessed, the Mahwah Police may also issue summonses to violators parked in these areas. These fines are addressed solely through Mahwah Municipal Court.

Vehicles in these locations may also be towed without prior warning.

5. Vehicles with three (3) or more unpaid and overdue violations will have an immobilizer placed on their wheel. A warning notice not to drive the vehicle or to remove the wheel or the immobilizer, will be affixed to the driver's window. Vehicle operators must come to the Public Safety Office when an immobilizer is placed on the vehicle in order to pay all outstanding fines before the immobilizer is removed.

Payment methods are:

- Go to www.scapay.com, using a credit card or electronic check, or
- During regular business hours, payment to the Bursar's Office.

Immobilization Fees: A \$50.00 surcharge is assessed for removing the immobilizer, in addition to payment of all outstanding fines. Any vehicle presenting a clear danger to campus safety or operations will be towed immediately. Second and subsequent immobilizations are assessed a \$100 surcharge for removal.

Late Fees: Citations not paid or appealed within 20 days are subject to a \$5 late fee. A second \$5 late fee is assessed after 28 days.

NOTE: The Mahwah Police will be called to campus whenever it is suspected that a person is operating a vehicle while under the influence of alcohol or illegal drugs.

Other violations that the Mahwah Police likely will be contacted about include:

- Leaving the scene of an accident
- Reckless /Careless driving
- Certain NJ Statute violations

REGULATION ENFORCEMENT

The Public Safety Department enforces the College's Motor Vehicle Regulations. All campus community members (students, faculty and staff) are subject to fines for violations of these policies. A citation is issued and placed under the windshield wiper of the car in violation.

NOTE: An additional notice of the citation is sent to the alleged violator via their email address, but only if they have registered the vehicle through www.thepermitstore.com and provided a valid email address for contact.

When an **RCNJ employee** is not assigned a computer work station, and does not have access to email or computers in performing his or her daily work responsibility, such additional notice may be sent via campus mail or email. NOTE: For those RCNJ employees with no computer access, assistance with the appeal process is available in the Public Safety Office, the Department of Human Resources, or from Unit Secretaries. A reasonable amount of time will be provided for this purpose with prior approval by the supervisor; such approval will not be unreasonably denied.

Citation fines may be paid online with a credit/debit card or electronic check at www.scapay.com. If the citation is left unpaid after the due date, please check your student account to determine if the fine was collection transferred to your RCNJ student account. Transferred fines must be paid directly to the College Bursar.

Faculty and Staff, as employees of Ramapo College, are subject to the College's Motor Vehicle Rules and Regulations while operating or parking their vehicles on campus. Faculty and Staff are responsible for payment to the College of all fines levied for violations. It should be noted that these Motor Vehicle Rules and Regulations are considered College policy. As such, violation of these or any other College policies may result in disciplinary action up to and including removal.

Students with serious or repeated violations will be referred to the College's Judicial Affairs Office for appropriate disciplinary action. Disciplinary action may include loss of campus driving and/or parking privileges.

Fines left unpaid will result in an "administrative hold" being placed on the student's account, denying the student future registration, obtaining transcripts, and/or receiving a diploma. Fines left unpaid 30 days or longer are designated as Collection Transfers and applied to the student's account. At the end of the academic year, unpaid balances are referred to Collections by the Bursar.

Students are responsible for any citations issued to cars owned by family members, friends, or rented cars used by them. It is the responsibility of the vehicle's operator to obtain a temporary daily parking permit at the Main Entrance Public Safety Booth, for emergency use only, due to vehicle repair, etc. The temporary daily permit is issued at no additional fee. A

longer-term temporary permit may be dated up to two weeks inclusively if needed, obtained through Public Safety Customer Service, Rm. C101.

Students, visitors, faculty, and staff who receive a municipal summons issued by the Mahwah Police Department on campus should understand that those summonses are adjudicated only through the Mahwah Municipal Court. If these summonses are unanswered or unpaid, the State of New Jersey may suspend or revoke the violator's license and registration. The College has no authority to rescind or adjudicate municipal summonses.

NOTE: The College reserves the right to revoke the campus motor vehicle privileges of anyone who habitually violates motor vehicle regulations or commits an act which seriously threatens the safety of others. Student violators are subject to hearings under the Code of Conduct. The Code of Professional Responsibility addresses RCNJ employees.

Vehicles parked in emergency access lanes, in front of fire hydrants, in handicapped stalls, or on walkways will be summarily towed if necessary. Nothing herein precludes the college from towing or immobilizing vehicles for any violation.

Abandoned vehicles: Unplated vehicles found on campus, whether or not a current RCNJ parking permit is displayed, will be considered abandoned and will be summarily towed off campus. The College cannot offer vehicle storage. The costs for removal and storage of the vehicle are solely the responsibility of the owner or operator of the vehicle.

Vehicles parked in the same parking space for more than thirty (30) days will be subject to towing. Students with special circumstances should contact the Public Safety Director.

APPEALS

An online appeal by the owner/driver must be made within twenty (20) days of the issuance of a citation. Failure to file the appeal within twenty (20) days constitutes forfeiture of the right to appeal. All appeals are accepted through www.thepermitstore.com and are reviewed on a regular basis by the College's Appeals Board, composed of faculty, staff and students.

Appeals **will not be considered** for:

- Ignorance of the regulation
- Stated inability to find a legal parking space
- Operation of the vehicle by another person
- Stated failure of parking enforcement staff to ticket previously for similar offenses
- Inability to pay the fine
- Disagreement with Motor Vehicle Rules and Regulations

Appellants must identify upon which specific ground(s) they are appealing and briefly describe why they think so. The Appeals Board may invalidate tickets found to be in error but may not reduce published fines or other sanctions when none of the appeals grounds listed above are met.