

DEPARTMENT of PUBLIC SAFETY
MOTOR VEHICLE RULES AND REGULATIONS
2008- 2009

PARKING PERMITS for STUDENTS	2
• WHAT'S NEW?	
• The Basics	
• Points for Emphasis	
• Student Parking Fees	
Residence Hall Parking	3
General Information.....	4
Temporary/Permanent State Disability Placard Parking	6
Safety Regulations.....	6
Motor Vehicle Accident Procedures	6
Violations & Fines.....	7
Enforcement of Violations	8
Appeals	10

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-emergency201.684.7432 (Campus ext. 7432)
Emergency.....201.684.6666 (Campus ext. 6666)

Email:

Parking Permit Questions/Problems..... parking@ramapo.edu
Faculty/Staff only: Campus Events/Visitors - reserved parking requests form on Public Safety webpage or email parking@ramapo.edu.

PARKING PERMITS for STUDENTS

WHAT'S NEW?

- ❖ **PARKING FOR ALL PINE RESIDENTS – is in the Main D LOT only.**

THE BASICS of OBTAINING A PARKING PERMIT

1. **ALL STUDENTS:** The first day to apply for a FALL 08 – SPRING 09 permit is AUGUST 11, 2008.
2. **Parking fees are automatically billed to the student's account with tuition and other fees. Payment of the parking fee does not entitle parking until the permit application is completed and a permit is issued for the vehicle. Register your vehicle for a permit @ www.thepermitstore.com. It is sent to the US mail address you specify.**
3. **FOR COMPLIANCE:**
 - **APPLY FOR YOUR PERMIT ONLINE,**
 - **RECEIVE IT,**
 - **AFFIX IT TO YOUR VEHICLE PROPERLY, and**
 - **ACTIVATE IT.**

Note: Print a temporary permit at the end of the online registration process. If your application for a permit is flagged as "pending administrative approval," go back into your permit account to print a temporary permit once you've received a confirmation email that your application was approved. Place this in the rear left-side window of vehicle for display until the permit is received in the mail.

Allow **10 – 14 business days** for mail delivery of the permit. If after this time you have not yet received your permit in the mail, contact parking@ramapo.edu for assistance.

4. Upon receiving the permit:

- 1) return to your online account at www.thepermitstore.com to activate your permit.
- 2) affix the permit to the lower right corner of the rear left-side (passenger) window* of your vehicle.

***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 window.**

POINTS FOR EMPHASIS

- 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 have trouble printing the **temporary permit** at the completion of the online registration process, contact the Permit Store or email parking@ramapo.edu for assistance.
- **Resident students:** If you haven't registered online for your permit by the beginning of the Fall semester, you may prefer to use your campus mailing address to ensure the fastest way to get your permit (and to

avoid receiving “NO PERMIT” citations after the one week grace period). Be sure to include your **assigned Ramapo College mailbox number in the mailing address you provide online.**

- **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.
- **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 students may file an appeal for this consideration.
- **Changing vehicles TEMPORARILY: YOU MUST OBTAIN A TEMPORARY PERMIT FROM THE MAIN ENTRANCE PUBLIC SAFETY BOOTH or you will be subject to summons.**
- **Changing vehicles PERMANENTLY: Remove permit from old car,** place on the new vehicle, go online to your Permit Store account and select MODIFY to change vehicle information.
- **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 you are subject to receiving summonses for NO PERMIT DISPLAYED.**
- Lost or stolen permits should be reported immediately to the Public Safety Department, located in Room C-102. Email parking@ramapo.edu for assistance in obtaining a replacement. 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.
- All vehicles must have a permanent or temporary valid permit or other form of official authorization to park on campus and those to whom a permit is issued are responsible for the operation and parking of that vehicle, **regardless of who operates the vehicle.**
- **Guests of resident students** must obtain a **temporary visitor 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.

STUDENT PARKING FEES ACADEMIC YEAR 2008 – 2009

FALL 08 – SPRING 09 Academic Year*	\$200.00
Spring 09 Term Only	\$100.00
Summer 09 Term Only	\$100.00
Additional/Replacement (Lost/Damaged) Permit	\$65.00

*Students not requiring a parking permit may apply for a parking fee waiver through the Bursar’s Office. Please refer to the Bursar’s webpages 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).

RESIDENCE HALL PARKING

1. Only authorized vehicles are permitted access to the gated parking lots for College Park Apartments, Oak/Maple Halls, the Pavilion, the Overlook or to the Parking Deck. **Resident students must have the correct residential parking permit for their vehicle.** Residents must use their **Ramapo College ID** to gain entrance to the North side of Campus (Oak/Maple/Overlook/College Park

Apartments). All residents' vehicles will be issued permits according to their residence location. **PINE** Residents must park in the D LOT ONLY. **VILLAGE** residents may park only in the B, C OR D LOTS. **LAUREL** Residents access the Parking Deck via the Tupelo Road gate to Woods Road. **OVERLOOK** residents will primarily use the lot adjacent to their building, with the Parking Deck authorized as overflow parking for Overlook residents only. Overlook residents may only access the Parking Deck via the North side of campus, as Overlook residents' do NOT receive gate access via Tupelo and Woods Road. **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.**

2. **Students may not park in the lots or spaces reserved for Faculty, Staff or others. Vehicles parked in an unauthorized area may be cited, booted and/or towed.**
3. **Overflow parking:** CPA resident students may use overflow parking available in the North Field (gravel) Lot. As stated in #1 above, Overlook Residents are authorized to use the Parking Deck as an overflow lot. **For safety, Overlook residents using the Deck must use the pedestrian footpath between Overlook and the Deck – walking on the roadway is prohibited.**
4. **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.**
5. **Gate access is encoded on the ID card at the Public Safety Customer Service Center (Rm. C101).** The most common problem encountered is that of resident students not having had their ID card re-coded to reflect the gate access change when their residence hall changes.
6. 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 and occupants must either walk to the residence halls or ride the Campus Shuttle (see #7 below).**
7. **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.**
8. The **Campus Shuttle operates during the Fall and Spring semesters between the hours of 8:00 p.m. to 2:00 a.m.** Designated Shuttle stops are posted throughout the campus and on the Public Safety website. This service is available to all students displaying an RCNJ ID card. Guests must show a Guest Pass to the Shuttle operator.

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 near capacity.

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 or referred to Human Resources.

All parking permits are the property of Ramapo College and are issued based on the applicant's registration or employment status with the College. It is a serious violation of College policy to attempt to reproduce a parking permit. Violators will be subject to Judicial Affairs disciplinary action.

Specific parking spaces are NOT assigned, except as indicated in designated areas and 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.

Overflow parking is available in the General Parking lots, a short walk from the academic buildings, and in the Athletic Fields/Tennis Courts areas, across the street from the Bradley Center

Temporary parking permits are available at the Main Entrance Public Safety Booth. **Visitors to campus and overnight parking for registered guests is permitted in the C-3 lot only and must have the temporary parking permit displayed.**

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. Please be courteous.
2. Due to limited parking for residential students, only one (1) permit is authorized. Commuting students are allowed two (2) permits (the second permit 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 Parking Circle near the Main Entrance. Under no circumstances may two-wheeled vehicles be parked or operated on sidewalks or grass 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 in the Main Lots (B, C or D) unless specifically authorized to park elsewhere on campus.
6. Only emergency or authorized vehicles are permitted to drive or park on campus walkways.

7. 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.
8. 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's Administration and Finance Division.
9. **Faculty and Staff** must register their vehicles online at www.thepermitstore.com, but will not be required to pay a fee when they apply for the permit. A second permit may be requested without cost. Faculty and staff may not transfer the second permit to another person.
10. Vehicles must be parked facing "head in" and within the painted parking space lines.
11. No vehicle may be parked longer than 72 hours on campus 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, the Public Safety Department must be notified 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 from the Chief of Police in the customer's municipality. 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>

SAFETY REGULATIONS

1. The campus speed limit is **20 MPH**, unless otherwise posted. Raised pedestrian crosswalks require a five (5) MPH speed limit. **Pedestrians have the right of way at all crosswalks.** The speed limit within all parking lots is **10 MPH**.
2. **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. or the Mahwah Township Police.**

IMPORTANT NOTE : Summonses may be issued by both Mahwah Township Police AND Ramapo College of NJ. There is no “Double Jeopardy” exception, as 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 rules, regulations and policies. 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.

3. 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.
4. 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.

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 **\$40** 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:
 - a. on walkways
 - b. in turn areas
 - c. in 20-minute loading zones
 - d. on lawns or other grassy wooded areas
 - e. in Faculty/Staff parking lots
 - f. in Reserved parking areas (designated signage)
 - g. in Residence Hall areas not valid for the permit displayed
 - h. in temporary handicapped parking spaces (campus designated)

2. Moving violations, assessed at **\$50** are as follows:

- a. Failure to Stop or Yield
- b. Careless Driving
- c. Improper Passing
- d. Speeding
- e. Failure to yield to pedestrian in crosswalk

3. Towing fees are currently **\$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 **\$100*** are as follows:

- Illegally parking in any State designated handicapped areas*
- parking in a Fire Lane or within 10 feet of a fire hydrant*

***Subsequent violations are assessed at \$200, according to NJ State Laws.**

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 or that present a danger or impediment to normal College operations 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 posted on the window. Vehicle operators must come to the Public Safety Office when an immobilizer is affixed to the vehicle in order to pay all outstanding fines before the Immobilizer will be removed. Payment methods are:

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

If a vehicle immobilizer is affixed to a vehicle, **there is a \$35.00 surcharge 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.**

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 violations of New Jersey statutes

ENFORCEMENT of REGULATIONS

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 to these policies. A citation is issued and placed under the windshield wiper of the car in violation. An additional notice of the citation is sent to the alleged violator via their college email address.

Where a staff member 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 will be sent by campus mail.

If a student or employee believes a citation meets one of the four criteria (see the Appeals section that follows), an appeal must be filed within the 20 day window available for such at www.scapay.com.

Students, Faculty and Staff may pay fines online at www.scapay.com. Faculty and staff may also pay fines in cash or check at the College Bursar's Office.

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. Payments are made online www.scapay.com. 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.**

NOTE: For Faculty or Staff without access to a computer, 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.

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. If fines are left unpaid, the student's account will be placed on "administrative hold," denying the student future registration, obtaining transcripts, and/or receiving a diploma. Fines left unpaid 30 days or longer will be designated as Collection Transfer and assigned 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 student to obtain a temporary parking permit at the Main Entrance Public Safety Booth, for emergency use only, due to vehicle repair, etc.** The temporary permit is at no additional fee to the student. The temporary permit may be dated up to one week inclusively if needed.

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.

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 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: Vehicles found on campus without license plates, regardless of whether there is a current RCNJ parking permit affixed to the vehicle, 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.

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 students may file an appeal for this consideration.

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 Committee, 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

The **only acceptable grounds** for appeal are the following:

- Driver or owner misidentified by Public Safety Officer.

- No sign or other appropriate notification of restricted parking area provided for drivers.
- Actual infraction misidentified on ticket.
- Public Safety Officer's actions were arbitrary or capricious.

Appellants must identify upon which specific ground(s) they are appealing and briefly describe why they think so. The Appeals Committee 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.

TO BE REMOVED AND PLACED IN A SEPARATE LINK ON PUBLIC SAFETY WEBPAGE

**EMERGENCY RADIOPHONES (“BLUE LIGHT” CALL BOXES)
CONNECT DIRECTLY TO DEPARTMENT OF PUBLIC SAFETY**

LOCATION	POLE #	LOCATION	POLE #	LOCATION	POLE #
100 C Lot	C3	Box 001 A Lot	A4	Box 007 D2 Lot	D9
200 Pond	P2	Box 002 Cherry Lane	19	Box 008 D1 Lot	D5
300 Bay CPA (Lower Evergreen)	T9	Box 003 B2 Lot	B2	Box 601 Laundry Thomases Commons	V8
Box 202 CPA Laundry	R1	Box 004 B3 Lot	B7	Box 602 #8 Village Quad 1	V5
Box 203 CPA Cypress	Cypress	Box 005 (Village) C4 Lot	C9	Box 603 #16 Village Quad 2	V13
Box 401 Oak Front Gate Lot	011	Box 501 Maple Lot - north	022	Box 604 #20 Village Quad 3	V17
Box 403 Oak Lot (east)	035	Box 502 Maple Main Ent.	W4	Box 605 Overlook Path Center	OL30
Box 404 Oak Main Entrance	W10	Box 503 Maple Lot - SW	044	Box 801 Overlook Path (to Pipeline)	OL37
Box 405 Oak Walkway Cafe	W18	Box 504 Maple Lot NW	041	Box 802 Pond #2 Evergreen	OL20
Box 301 Baseball Field	Dug Out	Box 505 Maple Lot east	019	Box 803 Overlook Entrance	OL11
Box 606 McBride House	M4	Box 701 Bradley Center Lot		Box 804 Overlook Lot	OL10
400 Sycamore	R9	Box 702 Bradley Center Cherry Lane	12	Box 905 Tupelo Rd Middle	LR9
Box 901 Woods Rd Lower	LH19	Box 903 Laurel Hemlock St	LH7	Box 906 Tupelo Rd Upper	LR14
Box 902 Woods Rd Upper	LH23	Box 904 Tupelo Rd Lower	LR3		

TO BE REMOVED AND PLACED IN A SEPARATE LINK ON PUBLIC SAFETY WEBPAGE

ON-CAMPUS SHUTTLE SERVICE

The campus shuttle runs daily 8:00 p.m. - 2:00 a.m. Departing from the Student Center parking lot on its first run, it makes continuous loops of the campus every 20 minutes. The designated Shuttle stops are:

- Student Center parking lot / Laurel, Pine and Linden Halls area
- The Overlook
- CPA - Front of Palm Apartments
- CPA - Front of Holly Apartments
- CPA - laundry room area
- CPA - Front of Sycamore Apartments
- CPA - Front of International Apartments
- Oak/Maple parking lot
- Reserved Circle area
- Bradley Center - Front of Sports and Recreation Center
- Main Lots (between A-3 and B-3 parking lots)
- The Village, at the Thomases Commons

Campus Shuttle riders must assemble at the posted shuttle stops. Riders should not stand or walk in the roadways attempting to flag down the shuttle unless an emergency condition exists. Disruptive or dangerous behavior is prohibited. Alleged violators may be referred to the Judicial Affairs Office and will be removed from the Shuttle by RCNJ Public Safety or Mahwah Police. Guests of residents may use the campus shuttle service by displaying their Guest Pass.