

## DEPARTMENT of PUBLIC SAFETY

### MOTOR VEHICLE RULES AND REGULATIONS

Parking Fees and Waivers...	2
General Information...	4
Temporary/Permanent State Disability Placard Parking...	6
Tinted Windows / Permit Issues...	7
Residence Hall Parking & Gate Access...	8
Changing Vehicles / Temporary Permits...	9
Safety Regulations...	9
Motor Vehicle Accidents/Procedures...	11
Violations & Fines...	12
Regulation Enforcement...	12
Parking Fine Appeals...	14

The **Public Safety Department** is located in the Main Academic Building (across from the “Ramapo Arch”), on the first floor, **Room C-102**, and is open 24/7/365.

The Public Safety ID and Parking Office, located next door in Room C-101, is open during 9 AM to 3:30 PM Monday through Friday when school is in session, and 8:30 AM to 4:30 PM when school is not in session for assistance with photo IDs and parking permit problems. Hours during State Holidays may vary depending upon availability.

### **Public Safety Contact Numbers:**

Non-Emergency Number - 201.684.7432 (Campus ext. 7432)

Emergency Number - 201.684.6666 (Campus ext. 6666)

Administrative - 201.684.7788/7789 (Campus ext. 7788/7789)

Email [parking@ramapo.edu](mailto:parking@ramapo.edu) for permit-related questions/problems, and for Faculty/Staff requesting parking arrangements for campus events/visitors.

### **PARKING PERMIT FEES\***

- Full Academic Term including Winter and Summer session (Permit runs Fall through Summer) - \$200.00
- Single Term Only - \$100.00
- Replacement (Lost/Damaged) Permit - \$65.00

\*Fees are subject to change without notice.

**Parking Fee Waiver : Students who will not be bringing a car on campus may apply for a parking fee waiver through the Office of Student Accounts. Please refer to the Office of Student Accounts webpage for deadlines on filing a parking waiver.**

**A student with a parking waiver may not have a vehicle on campus for any reason.**

The college does not provide a Fall-only parking permit. All students who are registered for the fall term are charged the annual parking fee rate. Students who are **graduating** in January, student teaching, or are studying abroad in the spring semester are the **only** exceptions. (refer to the Office of Student Accounts webpage for complete information).

**IMPORTANT NOTE:** Parking fees are automatically billed to the student's account with tuition and other fees. **Being charged the parking fee on the student's account does NOT constitute compliance of RCNJ parking policies. The student must obtain and display a valid parking permit on the vehicle or be subject to parking fines and/or rescinding of parking privileges.**

**Follow all these steps to obtain your parking permit:**

1. Ensure the parking fee has been applied to your RCNJ student account.
2. Apply online at [www.ramapo.thepermitstore.com](http://www.ramapo.thepermitstore.com).

**RETURNING STUDENTS should review account information for accurate mailing address information. Failure to update this information will result in your parking permit being mailed to an incorrect address and delay the student obtaining a valid permit**

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 and/or contact [parking@ramapo.edu](mailto:parking@ramapo.edu) or visit the Parking and ID Office, Rm. C101 during regular business hours for assistance.

4. Upon receiving the permit approval email, log into your account to print a temporary permit. You can also **print the temporary permit** within the approval email.

5. Upon receiving your permit, residents will affix it to the proper location on your vehicle (bottom right corner of the rear LEFT passenger window\*).

**The only exception to the proper placement of a permit is if you have a two door vehicle... in which case, affix the permit in the lower right corner of the driver's side window.**

Commuters will receive a hang tag permit which can be switched between two **registered vehicles**.

**\*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.

**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, long-term temporary permits** are issued on an as-needed basis through the Parking and ID Office 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 obtain a visitor's pass. All 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 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 notify [parking@ramapo.edu](mailto:parking@ramapo.edu) 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. If your permit is stolen, the \$65 replacement fee may be waived if the person requesting the replacement provides a police report.

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.

2. 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.

3. **Resident students are authorized one permit, due to limited residential parking.**

Parking permits are ordered online at [ramapo.thepermitstore.com](http://ramapo.thepermitstore.com)

Commuters – C

Mackin Hall – M/B

Bischoff Hall – M/B

Overlook – O

Laurel Hall – PD

College Park Apartments – CPA

Village – V

4. **PARKING ON THE RCNJ CAMPUS IS AT THE OPERATOR'S RISK.** Parking and driving 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.

5. 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 Mackin/Bischoff lot. 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.

6. **VISITORS** – All campus visitors 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 D Lots, unless specifically authorized to park elsewhere on campus by Public Safety.

7. Additional parking is also available in the Athletic Fields/Tennis Courts areas, across the street from the Bradley Center. A permit is necessary for these locations as well. Parking permit enforcement is not in effect in these locations during athletic events.

8. Only authorized vehicles are permitted to drive or park on campus walkways.

9. The A-1, A-2, A-3 lots, as well as a designated portion of the Mackin/Bischoff Lot 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 their designee.

10. 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.

11. Gate access is encoded on the ID card at the Parking and ID Office, Rm. C101, or can be requested at [parking@ramapo.edu](mailto:parking@ramapo.edu).

12. Faculty and Staff may register two vehicles online at [www.ramapo.thepermitstore.com](http://www.ramapo.thepermitstore.com) at no cost. Faculty/staff requiring a 3rd vehicle permit may purchase through the Parking and ID Office, Rm. C101 at an additional \$30 fee. Only ONE permitted vehicle is allowed on campus at one time.

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 Director of Public Safety. Requests for exceptions to this policy must be made in writing/email to [parking@ramapo.edu](mailto: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](mailto: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.
4. The police department will issue the temporary disability placard.

*\*Municipal fees may be subject to change.*

## LINKS FOR OBTAINING STATE HANDICAPPED PLACARDS :

**New Jersey State Department of Motor Vehicles:**

[www.dmv.org/nj-new-jersey/disabled-drivers.php](http://www.dmv.org/nj-new-jersey/disabled-drivers.php)

**New York State Department of Motor Vehicles:**

[www.dmv.org/ny-new-york/disabled-drivers.php](http://www.dmv.org/ny-new-york/disabled-drivers.php)

***IMPORTANT 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.*

• **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, affix the permit to the lower right corner of the driver's side window.

**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](mailto:parking@ramapo.edu) or visit the Parking and ID Office, Rm. C101, for assistance.

**It is the student's responsibility 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.ramapo.thepermitstore.com](http://www.ramapo.thepermitstore.com) and follow procedures to obtain a permit and display it properly on your vehicle.

• **Commuter students:** are issued a hangtag permit, to be displayed on the rearview mirror. This allows the commuter to register two vehicles on ONE COMMUTER HANGTAG PERMIT. Only one vehicle may be parked on campus at any one time. Ensure both vehicles are registered to your current permit, which is done on your permit store account.

• **Resident students:** If you have NOT 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 two week grace period).

• **Returning students** applying 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.

## **RESIDENCE HALL PARKING & GATE ACCESS**

All residents needing gate access must go to the Parking and ID Office, Rm. C101, or **email [parking@ramapo.edu](mailto:parking@ramapo.edu)** to have their ID card coded for the correct gate access. Cards are NOT coded for gate access automatically.

For pedestrian safety, Overlook residents using the Parking Deck must use the pedestrian footpath between Overlook and the Deck – walking on the roadway is prohibited.

**Overnight Guests – The resident student must ensure that overnight guests are registered through their residence hall office.** 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 **NOT AUTHORIZED IN THE RESIDENT HALL AREA. OVERNIGHT GUESTS MUST PARK IN THE “D” LOT WITH A VALID OVERNIGHT PERMIT DISPLAYED ON THE VEHICLE DASHBOARD.**

**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 follow proper registration procedures for their guest.

**The Pavilion area lot and the Student Center lot are not open parking areas.** Pre- authorization is required at all times to park in these lots. Unauthorized vehicles will be ticketed.

**RESIDENTS OF THE CPA’S, THE OVERLOOK, AND LAUREL HALLS** are authorized to park in any of these resident hall areas interchangeably, provided a valid, current parking permit is displayed. Main gate and Laurel Deck access is needed.

**MACKIN/BISCHOFF RESIDENTS** are authorized to park in the Mackin/Bischoff Hall parking lots. They also require Main Gate access. Overflow parking for these residence areas are the Main lots. (C1, C2, and D)

**VILLAGE** residents are authorized to park in the designated Village parking areas (**A-4, B-4, C-3 and C-4**) with overflow in C-1, C-2 & D lots. Main gate access is needed when the South Gate is closed.

All students may use the C1, C2, or D lot as overflow parking if their assigned lot is full.

The **B1, B2 and B3** lots are for **COMMUTER PERMITS ONLY**.



## **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 the Parking and ID Office, Rm. C101.

- **Permanently:** Remove the permit from the old car, affix to the new vehicle, access your permit store account and 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. Lost or stolen permits are replaced for a fee of \$65.

**PERMIT SWAP:** changing residential status (move from one Hall to another / Commuter to Resident / Resident to Commuter) must SWAP permits – **GO TO the Parking and ID Office, 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.**

**LOADING/UNLOADING of VEHICLES: 20 mins. Pick up/Drop off Passes** 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 the C-1, C-2 or D lots.

## **SAFETY REGULATIONS**

**SPEED LIMITS** on campus: Operators of motor vehicles on campus must obey all posted speed limits. RCNJ strictly enforces both moving and parking violations.

**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.

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. 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.

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.

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, when in the judgment of the Public Safety Officer significant property damage has taken place to one or more vehicles, or if the owner of one of the vehicles requests it. In cases of personal injury, Public Safety Officers will render basic first aid and if necessary, will call for appropriate medical services to respond.

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**

### **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:
  - o on walkways
  - o in turn areas
  - o in 20-minute loading zones
  - o on lawns or other grassy wooded areas
  - o in Faculty/Staff parking lots
  - o in Reserved parking areas (designated signage)
  - o in Residence Hall areas not valid for the permit displayed

### **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

If a vehicle needs to be towed, a towing expense, in addition to parking violation fines, may be levied. 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.

### **Violations assessed at \$100, are as follows:**

- Parking in a **FIRE LANE** or within 10 feet of a **FIRE HYDRANT**.

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

- Illegally parking in any State designated **HANDICAPPED** areas

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.

### **Immobilization Fees:**

Vehicles with three (3) or more unpaid violations may have an immobilizer placed on their wheel. The current fee for an initial boot removal is \$50. Subsequent immobilizations carry a \$100 fee. A brightly colored warning notice will be affixed to the driver's window instructing the driver to not operate the vehicle, remove the wheel or the immobilizer.

Vehicle operators must come to the Public Safety Office C-102 when an immobilizer is placed on the vehicle in order to pay all outstanding fines before the immobilizer is removed.

### **PAYMENT OF RCNJ MOTOR VEHICLE FINES**

- a. Go to [www.ramapo.thepermitstore.com](http://www.ramapo.thepermitstore.com), using a credit card or electronic check;
- b. During regular business hours, cash payment may be made to the Office of Student Accounts.

You must FIRST stop at the Parking and ID Office, Rm. C101 to ensure that the fine has been transferred to your student account.

### **Other Considerations**

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.

### **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](http://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 POER, or from Administrative Assistants. 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.ramapo.thepermitstore.com](http://www.ramapo.thepermitstore.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 Office of Student Accounts.

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 Office of Student Conduct 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 Office of Student Accounts.**

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 Parking and ID Office, 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 that 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: Vehicles found on campus without a license plate, 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.ramapo.thepermitstore.com](http://www.ramapo.thepermitstore.com) and are reviewed on a regular basis by the College's Parking Appeals Board.

### **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 their justification. 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.

**The decision of the Appeals Board is FINAL.**