Welcome!

We encourage everyone to take a few minutes and review these parking rules and regulations. There have been some changes made that may impact how you use the College’s roadways and parking areas.

Feel free to contact a member of our team or the Office directly at 518-580-5567 (x5567) if calling from a campus phone to clarify anything you don’t understand.

It is our true hope that your experience at Skidmore College is a positive one filled with great memories of your College years and look forward to meeting and talking with each one of you.

The Department of Campus Safety
SKIDMORE COLLEGE  
MOTOR VEHICLE POLICY

The Skidmore College Motor Vehicle Policy applies to students, faculty, staff and visitors.

REGISTRATION

All students, faculty and staff are required to register all vehicles they will/may park on campus. This includes vehicles that are parked for only a portion of the semester. Students are required to register during orientation while faculty and staff are required to register immediately after their employment starts. Failure to register your vehicle will result in sanctions as described in the section on “Tickets”, Page 4.

Skidmore College students residing on campus are required to pay a registration fee of $100 annually to register one vehicle on campus. Those students who choose to register additional vehicles will be charged $20 annually per vehicle for each additional vehicle registered. Students residing off-campus will not pay the registration fee but will still be required to register their vehicles. **ALL student vehicles must be re-registered annually each September.**

To register a vehicle, you will need the vehicle’s registration and your Skidmore College ID. A registration table will be set up in Case Center between the hours of 9:00am and 1:00pm on the first day of first year student orientation. Otherwise vehicles may be registered anytime at the Campus Safety office located on the ground level of Jonsson Tower. Safety Officers will provide you with a parking decal for the vehicle at the time of registration.

**SAFETY TIP - Register your vehicle even if you will only be using it on campus for a few days throughout the semester.**

VISITOR PARKING

Visitors are welcome on our campus and there are no requirements to register visitor’s vehicles that are parked during normal business hours. However, these vehicles are subject to the parking and traffic regulations of the college and violations may result in sanctions as detailed later in this policy. **Visitors who park on the campus for an extended period of time (in excess of 24 hours) are required to register their vehicle information at the Department of Campus Safety and obtain a temporary parking pass. These parking passes will be valid for three (3) overnight visits ONLY in conjunction with the College’s Housing Policy.**

**SAFETY TIP – If you have a guest who will be parking a vehicle on the campus for more than 24 hours you should visit the Safety Department with information regarding this vehicle and pick up a temporary parking pass.**
PARKING VIOLATIONS

Parking is permitted ONLY in parking areas that are clearly marked by striping. Parking in any other area is subject to sanctions.

1. Parking an unregistered vehicle on the campus is a violation.

2. Parking in fire lanes, handicapped zones, and loading zones is a violation.

3. Parking in the 30 minute drop off spaces through Northwoods Apartment Complex beyond 30 minutes is a violation. Vehicles utilizing these parking spaces must have the flashers on.

4. Parking on roadways and grass is a violation.

   Roadway - is defined as the portion of the highway designed and ordinarily used for vehicular travel.

   Grass - includes areas of the campus that are not paved including dirt areas. Any portion of the vehicle that is parked on grass is in violation.

5. Vehicles parked in designated parking spots on the Perimeter Road must be parked FACING the direction of traffic (north). Parking the opposite way is a violation.

6. Vehicles registered to students who reside in Scribner Village and Northwoods Apartments must be parked in the Village or Northwoods parking areas between the hours of 8am and 4pm, Monday through Friday. Parking elsewhere on the campus during these hours is a violation.

7. Vehicles registered to students in residence halls other than Scribner Village or registered to commuters or visitors may NOT park in Scribner Village parking areas between the hours of 8am and 4pm, Monday through Friday. Parking in the Scribner Village parking areas during these hours is a violation.

8. Parking in Northwoods Parking Areas (Dayton and Cane Parking Lots) by any registered vehicle or visitor is permitted any time of day, any day of the week.

9. Parking on the Barrett Loop is limited to one hour for conducting business in Barrett Center between the hours of 7am and 5pm any day of the week. Parking in excess of one hour is a violation. Further no parking is permitted in Barrett Loop between the hours of 3am and 6am any day of the week.

10. Case Lot, Tower Lot, North Hall Lot, Harder Hall Lot, Palamountain Lots, Sports Center Parking Lot, and Dance Theater/Lodge Parking Lot are “commuter lots”. These lots should be available to students, faculty and staff commuting to campus each morning. Therefore, no parking is permitted in these lots between the hours of 3am and 6am any day of the week. Parking in these locations during these hours is a violation.

11. All Perimeter Road parallel parking spaces are “commuter spaces”. These spaces should be available to students, faculty and staff who commute to campus daily. Therefore, no parking is permitted in these spaces between 3am and 6am any day of the week. Parking in these locations during these hours is a violation. These spaces will be closed during the winter months with a notice sent out advising the Community.
MOVING VIOLATIONS

Moving violations involve the improper operation of motor vehicles (including motorcycles) on the Skidmore Campus. The roadways and parking lots on campus are private property and as such are subject to the rules and regulations as determined by the College. The Department of Campus Safety is responsible for enforcing these rules and regulations. In addition, law enforcement personnel from the City, County and State have jurisdiction on campus property in regards to enforcing the Vehicle and Traffic Laws of the State of New York.

1. Reckless Driving shall mean driving or using any motor vehicle in a manner, which unreasonably interferes with the free and proper use of the roadways or unreasonably endangers users of the roadways.

2. Speeding.

3. Operating a motor vehicle on any unpaved area of the campus unless such operation is at the direction of Campus Safety or Facilities Services.

4. Avoiding Speed Bumps by driving around them.

5. Operating a motor vehicle the wrong way on a one-way thoroughfare.

6. Failure to Obey Posted Instructions shall include One Way, Stop Signs and other posted instructions that control the operation of motor vehicles. Failure to obey posted instructions is a violation.

7. Driving While Intoxicated (DWI) and related laws. Under the laws of New York State, sanctions for violations regarding alcohol consumption and/or illegal drug use and the operation of a motor vehicle range from violations to a felony based on previous history and/or the amount of consumption and/or blood alcohol concentration (BAC) level. Also, anyone under the age of 21 who is operating a motor vehicle after having consumed alcohol is guilty of a traffic infraction regardless of whether they are intoxicated or impaired. The college reserves the right to contact local law enforcement agencies to enforce these laws.
TICKETS, TOWING and BOOT POLICY REGARDING VIOLATIONS

It is the policy of the Department of Campus Safety to enforce rules that are reasonable, equitable, and enforceable. We have conducted several surveys which reveal that even during high peak hours there are sufficient parking spots on campus to accommodate all the vehicles at Skidmore. However, some of the spots require a longer walk than others. Our hope is that all members of the community will be considerate of others with regards to parking. For example, if you only use your vehicle occasionally, the Falstaff’s and Filene Parking Lots would be ideal locations to park your vehicle while allowing closer parking spots for daily commuters. Besides, the campus is beautiful and the exercise will do you good!

As a point of information, the Department of Campus Safety does NOT receive any fine or towing money. Our ultimate goal is to have total compliance to these rules which will result in no sanctions being imposed. However, reality suggests that rules will be broken and it is our task to enforce these rules to the best of our abilities.

1. Tickets

Vehicles that are in violation of any section under this policy are subject to being ticketed and fined according to the schedule of fines set forth in the following sections.

2. Unregistered Vehicles

Vehicles that are unregistered with the college are subject to being ticketed. After a vehicle is ticketed three (3) times for being unregistered during an academic year it is subject to being “booted” for each subsequent violation as described in section 4. The boot will be removed after the vehicle has been registered with the Department of Campus Safety and the fine has been paid.

3. Towing

Vehicles parked in fire lanes, handicapped zones and loading zones are subject to being ticketed and towed for each violation WITHOUT NOTICE.

During snow removal procedures you will be required to move your vehicle to enable plowing operations. Vehicles that obstruct snow removal will be towed at the owner’s expense.

Vehicles may also be towed from any other location in the interest of safety as determined by the Department of Campus Safety. This includes unattended vehicles.
4. **The “BOOT”**

Vehicles with three (3) or more tickets during the academic year are subject to being “booted” for each subsequent violation.

A boot is a mechanical device that is attached to the wheel assembly of a vehicle and prevents the vehicle from being operated. A notice will be placed on the driver’s window to advise that a boot has been applied.

When a vehicle has been “booted” the boot will not be removed until the operator appears at the Department of Campus Safety and presents proof that the “booted” ticket resulting has been paid. (See the section on Payment of Fines).

Vehicles that have been booted are subject to being towed if the operator does not appear at the Department of Campus Safety in a timely fashion as determined by the Campus Safety Department.

**SAFETY TIP – Do not attempt to remove the boot. You will be subject to additional sanctions through the school and will be financially responsible for any damage to the boot. In addition, anyone who causes damage to a boot is subject to arrest and prosecution through the criminal courts.**

5. **One-Way Roadways**

There are specific roads on campus that are now designated one-way roadways. Any vehicle operator(s) driving the wrong way could face sanctions from the College up to and including the loss of driving privileges on the Skidmore College Campus. **These one-way roadways are:**

- The Perimeter Road from the entrance to Barrett Center to the north exit of Scribner Village.
- Scribner Village Lower Roadway.
- Scribner Village Upper Roadway.
- The Northwoods Apartment Complex Dayton Drive to the T-intersection of Thomas Terrace.
- The Northwoods Apartment Complex Moore Way (which can only be accessed by Dayton Drive).

**FINES**

Tickets for parking in a fire lane, handicap zone, loading/unloading zone, 30 minute drop off areas, a moving violation, driving the wrong way on a one-way Roadway, failure to display the parking permit decal, or for being unregistered with the College carry a $40 fine value per violation. All other violations carry a $25 fine value per violation.

**SAFETY TIP:** Fine values are cumulative according to the number of violations on the tickets. Be mindful that although violations carry either a $25 fine or a $40 fine, the ticket value can be much higher for multiple violations.
PAYMENT

**Student** fines may be paid in person during normal business hours, at the Office of Leadership Activities located in Case Center within 10 days of issuance.

Past due fines may be paid in person during normal business hours, at the Student Accounts Office located in Starbuck, lower level.

**Faculty/staff** fines may be paid in person during normal business hours at the Accounts Payable Office located in Barrett Center.

![Justice Scales](image)

APPEALS

Tickets can be appealed by submitting an appeal form in writing, along with a copy of the ticket, during a session of Parking Court subsequent to the date the ticket was issued (within 10 business days of the ticket’s issuance). For more information visit the following website: [www.skidmore.edu/studentsorgs/sga](http://www.skidmore.edu/studentsorgs/sga) and click on Parking Ticket Appeals. Appeals will only be granted under extraordinary circumstances.

**Note:** The College will not reimburse towing charges.

![Vacation Periode](image)

VACATION PERIODS

Vehicles left on campus during vacation periods must register with the Department of Campus Safety for approval and owners must sign/submit a liability waiver. If permission is granted, the vehicle must be parked in the Falstaff’s Parking Lot. If the vehicle must be moved during this period the owner will be required to pay any associated costs.
SNOW REMOVAL POLICY

Effective Fall Semester 2006, there will be a new (and improved) snow plowing schedule. Snow removal in parking lots is a complex and time consuming process and the Department of Campus Safety has worked hard with Facilities Services, students and Residential Life to make this process more efficient.

Safety Tip: Plowing will take approximately two (2) days to complete.

1. When plowing is necessary as determined by Facilities Services and Campus Safety, an email will be sent to the entire community that contains the snow removal schedule. This will be followed with postings on exterior doors of campus buildings.
2. On day 1 the commuter lots (see the Snow Removal Schedule) will be plowed between the hours of 3AM and 7AM. This will allow commuters a parking space the following morning.
3. On day 2, all vehicles parked in overnight lots will be required to move to commuter lots after 5PM. All remaining lots that have not been plowed will then be plowed between the hours of 3AM and 7AM of day 2.
4. Many commuters arriving on the second day of plowing may find the commuter lots full (because of overnight vehicles moved to these lots). However, there will be available parking in the overnight lots.
5. On day 3 all parking returns to normal.

Safety Tip: If plowing is to be conducted on weekends NO VEHICLES WILL BE ALLOWED TO PARK IN COMMUTER LOTS BETWEEN 3AM AND 7AM.

ANY CARS PARKED IN VIOLATION OF THIS POLICY ARE SUBJECT TO TOWING AT THE OWNER’S EXPENSE.
SNOW REMOVAL PLAN SCHEDULE

When the snow removal plan is implemented an e-mail will be sent to the College community as well as flyers posted throughout campus. Snow removal procedures will take place between 3AM and 7AM each day. On campus students are required to move their vehicles to commuter lots after 5pm of day 1.

<table>
<thead>
<tr>
<th>DAY 1 (Commuter Lots)</th>
<th>DAY 2 (Overnight Lots)</th>
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<tr>
<td>3am to 7am</td>
<td>3am to 7am</td>
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<td>Case Lot</td>
<td>Falstaff’s Lot</td>
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<td>Palamountain Lot</td>
<td>Wait Lot</td>
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<td>Jonsson Tower Lot</td>
<td>Scribner Village</td>
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<td>Harder Hall Lot</td>
<td>Cane Lot</td>
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<td>North Hall Lot</td>
<td>Dayton Lot</td>
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<td>Barrett Center Loop</td>
<td>West Lot</td>
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<td>Dance Theater/Lodge Lot</td>
<td>Tang Lot</td>
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<td>Sports Center Lot</td>
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<tr>
<td>Barrett Center Loop</td>
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<tr>
<td>Filene Lot (NOTE: This is an overnight lot)</td>
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Commuters will be required to park in overnight lots on Day 2.

On campus students, including Scribner Village and Northwoods Apartments, should plan to move their vehicles back to their respective parking lots between 6pm and midnight of day 2.

**No courtesy calls will be made.**

*Vehicles not moved are subject to towing at the owner’s expense.*

SAFETY TIPS

*Seatbelts save lives! Make sure you always wear yours and that your passengers do too!*

*Designate a driver when you’re drinking. Never Drink and Drive! It’s deadly.*

*Be cautious of pedestrians! Don’t speed or drive recklessly. The College speed limit is 20 mph everywhere on Campus!*

*Be sure to lock your vehicle and safeguard your valuables by placing them in secured areas. Never leave them in plain sight!*  

*When the weather is bad, drive cautiously and slowly!*
THE DEPARTMENT OF CAMPUS SAFETY
PROGRAMS & SERVICES

◆ Escort Service
◆ Operation ID Program
◆ Village Patrol Program
◆ Northwoods Patrol Program
◆ Bicycle Registration Program
◆ Safe Ride Cab Program
◆ Vehicle Jump Start
◆ Bicycle Patrol
◆ Mounted Patrol

SKIDMORE COLLEGE
DEPARTMENT OF CAMPUS SAFETY
JONSSON TOWER, GROUND LEVEL
580-5566 (EMERGENCIES)
580-5567 (NON-EMERGENCIES)
580-TIPS (TIPS HOTLINE)
(8477)
580-SNOW (WEATHER EMERGENCY LINE)
(7669)