



Student Parking Policy

GENERAL:

The campus parking regulations have been adopted for the benefit of all those who operate a motor vehicle on campus. Violation of these policies can result in parking fines, towing, and/or the loss of parking and driving privileges on campus as well as further disciplinary actions. Permission to operate and park a vehicle on campus is a privilege, not a right, and may be suspended and/or revoked at any time and for any cause. Saint Joseph's College reserves the right to have any vehicle not in compliance with these parking regulations commercially towed at the owner's expense (resulting in a minimum \$50 College imposed fine, plus applicable fees imposed by the contract towing service). These parking policies are in effect 24 hours per day, 365 days a year.

REGISTRATION:

All motor vehicles, including motorcycles, must be registered with the College upon arrival to campus. Students may register their vehicle online at <http://parking.sjcme.edu>. After completing the online registration process students may pick up their window decal at the campus mailroom. The decal fee is \$100. This is a flat-rate fee and will not be prorated.

DECALS:

Parking decals must be permanently affixed to the lower right side of the front windshield (above the wiper blade on passenger side). Decals are valid through August 31, 2022 and must be removed from the vehicle at the time of expiration or upon sale or transfer of the vehicle to another party.

Note: Any student found to have fraudulently obtained a parking decal designated for upperclassman and/or commuter parking, and then re-distributes that decal to another person and/or places that decal on a vehicle other than the one for which it was registered (to include owner/operator) will be subject to judicial action pursuant to a loss of vehicular privileges on the campus.

Temporary hang tags will be issued for a period not to exceed two weeks in duration and a student will be limited to a maximum of three (3) temporary hang tags for any specific vehicle within the same academic year. Temporary hang tags can be obtained from Campus Safety located in Standish Hall.

PARKING AREAS:

The responsibility of finding a legal parking space rests solely with the vehicle operator. Lack of available space in any lot is not an excuse for violation of the parking policy. Except for the Ballfield lot and St. Joe's Field, if there is not a line on each side of your vehicle, or one line and a traffic island, then you are not in a legal parking space.

All students are encouraged to contact Campus Security (207-893-6687) immediately if they encounter difficulty in finding a legal parking space.

FIRST-YEAR RESIDENT STUDENT PARKING AREAS:

- Ballfield Lot (dirt/gravel)
- St. Joseph's Hall (behind the building)

UPPERCLASS RESIDENT STUDENT PARKING AREAS:

- Residence Hall Lots (Carmel, Feeney, Currier, O'Connor & Cunneen)
- M Lot (spaces between the Mailroom and St. Joseph's Hall)
- Ballfield Lot
- Service lot (three reserved rows to the left after entering main entrance)
- Alford Center Lot

COMMUTER STUDENT PARKING AREAS:

- Alford Center
- St. Joe's Field – Weather permitting (7am – 11pm)
- Turf Field
- Any Faculty/Staff or student area listed above

During the semester weekday parking is prohibited in the Xavier Hall lot (8:30am-4:30 pm).

There will be no overnight student parking in lots reserved for faculty/staff or in any specifically marked reserved space. Student vehicles found parked in these areas at any time will be subjected to ticketing and/or towing charges at the sole expense of the owner/operator.

There is no student parking allowed in any spaces specifically reserved by title. These individual spaces must be left open 24 hours/day, 7 days per week; violators will be subjected to ticketing and towing fines.

HANDICAPPED PARKING:

Only vehicles with a valid State of Maine issued handicapped permit may park in designated disability parking spaces on campus. Violators are subject to the minimum \$200 fine.

All persons making unauthorized use of a marked handicapped space and/or handicapped designated lot will be subject to ticketing as well as mandatory towing of their vehicle to a location determined by the College (minimum additional fine of \$50 imposed by the College, plus applicable fees imposed by the contract towing service). Vehicles found in violation of handicapped areas/lots will be marked and ticketed in these areas, without the right to appeal, 24 hours a day, 7 days a week.

“NO PARKING” AREAS:

Parking is prohibited on any roadway, roadside, walkway or unpaved area (except the Ballfield Lot and St. Joe’s Field). Parking in designated guest/visitor spaces is also prohibited.

Loading/unloading of vehicles at individual buildings which do not have specified zones will be permitted for a period of 15-20 minutes, providing that the student first notifies Campus Safety of their intent to do so. Students may be ticketed for a roadway or similar violation if they do not alert Campus Safety before loading/unloading.

RESPONSIBILITIES:

If a student loans his/her vehicle to another person, and that person incurs a parking violation, the registered student owner/operator of the vehicle is liable for any penalty (tickets, tow charges or fees) incurred while on campus. Likewise, any student who sponsors visitors will be

held responsible for vehicle violations incurred by their guests and will be held financially responsible for any fines incurred by their guests.

MOTOR VEHICLE RULES:

The campus speed limit is 15 mph; a \$25 fine may be imposed for “imprudent speeding” by any officer who believes a vehicle is being operated in excess of this speed. Similarly, a Security Officer may issue a \$50 citation for “reckless driving/driving to endanger” if the officer believes a vehicle is being operated in an unsafe manner on campus. In these circumstances, a ticket may be issued based upon observed vehicle description (make, model, color, license plate and/or decal number) and will be mailed to the owner/operator of the offending vehicle.

For the purpose of these regulations, any vehicle parked or stopped in an unauthorized parking space for any amount of time, whether attended or unattended, is subject to citation for illegal parking. The use of “hazard lights” or “four-way flashers” will not be considered sufficient notification for the purpose of loading/unloading unless Campus Safety has been notified (and has granted approval) in advance.

Defective motor vehicles shall be removed from the campus, either by their owner or towed at their owner’s expense, until such time as they are repaired and made safe to operate.

Motor vehicles shall not be left on College property during breaks, vacation periods, or athletic trips without prior approval and instructions from Campus Safety.

Recreational vehicles including snowmobiles, motorized scooters, boats, trailers, dirt bikes, ATVs, etc. are not allowed on Saint Joseph’s College property unless approval has been granted in advance.

PARKING TICKETS:

Tickets are made out in duplicate, with one copy placed on the windshield, and the original copy retained in the Campus Safety Office. A ticket may be mailed for moving violations such as “Reckless Driving/Driving to Endanger” and Campus Safety personnel may photograph vehicles found in violation of the regulations and include this information with the ticket.

Parking violation fees are payable within seven days at the Treasurer’s Office and will be automatically billed to your account.

TOWING OF VEHICLES:

Saint Joseph's College reserves the right to remove any vehicle without prior notice to the owner/operator of any vehicle that:

- Creates a hazard to life or property on campus
- Is parked in a "No Parking" area, fire lane, tow away zone, handicapped space or any reserved parking area
- Has accumulated three (3) or more tickets

All towing of vehicles is done at the sole expense of the owner and the recovery of the vehicle is the responsibility of the owner. The College does not assume responsibility for alleged or actual damage resulting from causing a vehicle to be towed. Owners will be charged a minimum of \$50.00 per vehicle for towing, and additional fees may be imposed by the towing company.

APPEAL PROCESS:

To appeal a Citation (Ticket), please go to <http://parking.sicme.edu> and login with required information.

Campus Safety will consider all appeals in conjunction with review of the student's prior record (if any) and notice of their decision will be provided to the affected party via e-mail. Except in cases of extreme extenuating circumstances, this decision is final and is not subject to further review or adjudication.

Vehicles ticketed for the following infractions cannot be appealed:

- Handicap Space
- Fire Lane
- Tow Away Zone
- Snow Ban

CHRONIC PARKING/TRAFFIC OFFENDERS:

Individuals who receive three (3) or more parking tickets over the course of one academic year may be subject to towing and/or loss of campus parking privileges.

SNOW REMOVAL PROCEDURES:

All drivers on campus are responsible for anticipating a parking ban whenever there is a snow/ice storm. The College has established a three-phase system to manage snow removal. Information will be provided by e-mail, text and posted notices across campus. The information will note the phase and affected lots.

Failure to move your vehicle by the appointed time (i.e., 11pm) during any phase will result in your vehicle being towed via commercial towing service and a minimum \$50.00 charge will be assessed by the College. If towed off campus, the offending owner may be subject to further fees assessed by the towing agency. Such fees are not the responsibility of, nor will be waived by, the College.