

To be considered for temporary medical parking, documentation must be presented to Health Services for review. Permits will be issued, for a specified time period, to those who qualify.

### LINED PARKING SPACES

Motor vehicles must be parked within lined parking spaces. An improperly parked motor vehicle in an adjacent space does not constitute an excuse for straddling the painted line.

### NO PARKING AREAS

Certain areas of WSC are designated no parking areas. They are as follows:

- Any area not marked with parking lines
- Walks, paths and lawn areas
- Entrances and loading docks
- Areas where diagonal lines have been painted on the asphalt
- All areas where signs have been posted indicating a no parking space

### ONE WAY STREETS

One-way streets have been designated along the following:

- the roadway in front of the lower campus buildings is one way from south to north from the Sullivan Auditorium to the WSC Gymnasium;
- the roadways on the north side of the guardhouse, located at May Street;
- the roadways to and from the residence halls and all others as marked/identified.

Proper direction for entry and exit is indicated by arrows painted on the roadway and or posted signs.

### OVERNIGHT PARKING

**Any motor vehicle parked on campus after midnight will be considered parked overnight.** Motor vehicles displaying the “R” decal may be parked in appropriate designated parking areas overnight. All other vehicles on campus after midnight must be registered with College Police and must display an overnight parking permit. Guests who are parked overnight must remove

their vehicle by 10 a.m. the following day, and the motor vehicle must be parked in the designated overnight parking areas. Motor vehicles in violation of this policy and procedure are subject to towing without notification at the owner’s expense.

### SNOW REMOVAL

Snow removal is critical for the College during the winter. Periodically, the college will close due to snow. All motor vehicles belonging to commuters, staff and guests must be removed from the campus. Resident students parking on campus are expected to cooperate with all snow removal procedures established by the College. The FLAG SYSTEM has been instituted to inform students of status of snow removal. These flags are visible in the following locations:

- OUTSIDE the front and rear entrances of Dowden Hall
- on the FIRE ESCAPE outside of Building #5,
- OUTSIDE the new residence hall and OUTSIDE Chandler Village 10-11.
- THIRD FLOOR ENTRANCE to the Student Center
- EXTERIOR of the May Street Gatehouse

A RED FLAG indicates that ALL VEHICLES in the upper and lower resident lot MUST be moved to the lower, Gym lot by 8 p.m., and moved back to the residence upper and lower lot by 6 a.m. Failure to comply with these rules will result in the vehicle being towed at the owners expense. Specific information concerning these procedures may be found in the *Residence Halls Handbook* or at the Department of College Police.

### SPEED LIMIT/CAR SURFING

The maximum speed limit throughout the WSC campus is 15 miles per hour. Speed bumps have been placed at various points on the campus to control the speed of motor vehicles. Please use caution when approaching these speed bumps and observe the restricted speed limit. Car surfing on hoods, roofs, or bumpers is strictly prohibited. All traffic regulations applicable to state laws, including traffic light, signs, etc. will be enforced on campus.

### TEMPORARY PARKING PERMITS

Temporary parking permits will be issued only to those individuals who have reserved parking privileges. The permit will be issued whenever an individual from the groups noted above is legitimately using a motor vehicle for the day which does not display a decal. Temporary parking permits may be obtained at the College Police Office, located on the first floor of the Wasylean residence hall

### TOW ZONES

Motor vehicles parked in violation of the stated rules and regulations may be towed at any time without warning: All areas on campus are considered tow zones including all of the following:

- Handicapped spaces
- Fire lanes
- Crosswalks
- Loading docks and building entrances
- Reserved/restricted zones (including faculty parking lot)
- Obstruction of snow removal
- Obstruction of emergency vehicles

**All motorcycles are to be parked in lined parking spaces in surface lots. Decals are not required for motorcycle parking, but registration with the College Police is required. Parking of motorcycles in the designated location is an essential requirement.**

All questions on WSC parking policy should be referred to the WSC Parking Clerk at 508-929 8887. Parking Clerk’s office is located in the Worcester State College Police Station • Room 102B—Wasylean Hall • 486 Chandler Street • Worcester, Mass. 01602.



The purpose of parking policies on campus is to encourage the safe operation of motor vehicles on the property of WSC. It is imperative the entire college community reads, understands and abides by these rules and regulations.

Because of the limited number of parking spaces on campus, registered vehicles are not guaranteed a parking space.

Parking at Worcester State College is a privilege extended to members of the WSC community and legitimate visitors and guests. Parking decals are issued to those individuals who have reserved parking space on campus who currently include: faculty and full-time employees aligned with College unions, exempt employees, and eligible resident and commuting students.

All members of the Worcester State College community, including commuter students, are required to display a current parking permit. Permits are obtained through the Office of the Parking Clerk/College Police at locations which will be publicized in the beginning of the semester. Students must show a copy of their class schedule and vehicle registration to receive a permit. Hang-tag Permits will be attached to the interior rear view mirror facing the exterior of the vehicle. Decal Permits will be attached to the rear driver side window.

Visitors or individuals attending other functions on campus will need to acquire a "Visitor Permit" through the Parking Clerk/College Police or the sponsoring organization. The visitor permit needs to be placed face up on the driver's side dashboard in the vehicle. You may also request a visitor's pass online by going to <http://www.wfac.worcester.edu/security/parkpass.htm>

Parking is available for commuting students and visitors on campus within the general parking areas which are not designated for reserve parking, i.e. faculty, staff, etc. or prohibited by the college for safety purposes, i.e., crosswalks, fire lanes, and handicapped parking. All individuals who park on Worcester State College property, or land used by Worcester State College, are required to abide by the rules and regulations established by the College.

**Except when otherwise specified, College vehicle registration expires annually on September 1 and additionally under the following conditions:**

- a. **All registrants – upon revocation, upon transfer of ownership of the vehicle or upon change of license plate number.**
- b. **Employees – upon termination of employment at the College.**
- c. **Students – upon termination of status as a student at the College.**

The mandate of the College Police Department is to enforce these rules and regulations to insure the safety of all. Ignorance of these regulations will not be an acceptable reason for appealing a violation. The rules and regulations are in place to make the campus a safer place for everyone, and to insure smooth operations such as snow removal and deliveries. The Parking Rules and Regulations pamphlet is also available in various locations on campus, including the Information Desk in the Student Center. Your cooperation with College Police in adhering to these rules is appreciated.

**To obtain a parking decal**, all staff, faculty, and commuter students should go to the Parking Clerk's Office located in the Wasylean Hall Room 102. Parking clerk does not accept cash or credit/

debit cards as methods of payment for parking decals. Payments by check money order and one card are the only forms of payment accepted by parking clerk for parking decals. Commuter students can also go to the One Card Office on the 2nd floor of the gym room G204G. The one card office accepts all forms of payment for parking decals. **RESIDENTS APPLY FOR PARKING THROUGH THE OFFICE OF RESIDENCE LIFE IN WASYLEAN HALL, ROOM 103.**

**PAYING PARKING VIOLATIONS:**

***Citation Cycle: Payment must be received within the time frame below or late fees will be incurred.***

<u>Issuance date</u>	<u>21 Day Penalty</u>	<u>90 Day RMV Penalty *</u>
<u>Violations 1-9</u>		
\$30.00	+\$5= \$35.00	+\$30.00 = \$65.00
<u>Violations 10-12</u>		
\$80.00	+\$5= \$85.00	+\$30.00 = \$105.00

**\*RMV marked must be paid with money order /bank check only.**

**Parking Clerk Schedule:** *(Office is located at the College Police Dept. in Wasylean Hall - 102)*

**Monday - Friday: 8:00 a.m. – 4:15 p.m.**  
***(Office is closed 2:15 – 3:15 p.m. daily)***

1. Parking violations and fines are published each year at the beginning of the Fall Semester. A parking brochure will be available upon decal purchase. Penalties for Unpaid Fines: Parking violations and fines at WSC are regulated by Chapter 90, Section 20A 1/2 of the Massachusetts General Laws. Under this provision of the law, all fines will increase by \$5.00 if not paid within 21 days. Any person who fails to pay the fine imposed may not have his/her license to drive or vehicle registration renewed by the Registry of Motor Vehicles. When the Registry of Motor Vehicles becomes involved, the fine shall increase by \$30.00 for each violation.

2. Tickets can only be paid to the parking clerk by following means.
  - Money order—should be made payable to Worcester State College
  - Bank check—should be made payable to Worcester State College
  - Personal Check—Will be accepted during the initial 60 days after issuance date of the violation and should be made payable to Worcester State College
  - Cash Payments—will only be taken by parking clerk for tickets that are not registry marked.
3. **You may pay tickets with a credit card via the web at:**  
<http://www.parkingticketpayment.com/worcesterstate/>  
 Tickets that are registry marked cannot be paid by this method.  
 If you receive a ticket, you have the right to an appeal.
4. The appeal must be in writing, and it must be received by the parking clerk within 21 days of receiving the ticket. Appeal forms are available at College Police Department.
5. **Online appeals forms are available 24 hours a day online** by going to:  
<http://www.wfac.worcester.edu/security/appealform.htm>  
 Hearings will not be rescheduled; failure to appear for a hearing will result in you being responsible for payment of all violations.
6. All questions on WSC parking policy should be referred to the WSC Parking Clerk at ext. 8887
7. Inquiries about the cost of violations should be made prior to arrival by calling Parking Clerk at 508-929-8887
8. Any questions or concerns regarding the issuance or enforcement of any ticket given by the WSC College Police Department should be directed, in writing, to the Parking Clerk.

**RESIDENT PARKING**

**Resident students not obtaining a determined number of credits are not allowed to have a motor vehicle on campus at any time.**

Roadways in and around the Residence Halls are designated fire lanes and pedestrian areas. In the Chandler Village area no parking is allowed at any time, with the exception of 4 staff parking spaces, per the Worcester Fire Department. Motor vehicles parked on these roadways are subject to towing without notice at the owner's expense.

**CROSSWALKS**

Crosswalks have been located at various points on campus and are identified by signs and painted lines on the roadway. These crosswalks have been established to provide safe walking avenues for pedestrians as they traverse the campus. Any motor vehicle parked in a crosswalk may be cited by College Police and may be towed.

**FIRE LANES**

Fire lanes are identified by painted curbing and by posted signs. Fire lanes have been designated along the following roadways: the left hand side of the roadway beginning in front of the Sullivan Auditorium and ending at the Gymnasium; the left hand side of the roadway leading to the LRC and the loading dock; the entire roadway from the Student Center by Lake Ellie to the entrance of Wasylean Hall parking lot. Also, fire lanes are marked in the QUAD area of Dowden Hall.

**HANDICAPPED PARKING/ TEMPORARY MEDICAL PARKING**

A number of parking spaces have been designated on campus for the handicapped. These spaces have been identified by signs and painted decals within each parking area. Only those vehicles displaying a valid handicapped license plate or an official placard from the Massachusetts Registry of Motor Vehicles are permitted to park in these spaces. Violators shall be cited by College Police and may be towed.