Springfield Technical Community College

One Armory Square
Springfield, MA 01105
(413) 781-7822 • stcc.edu

Parking Rules and Regulations

Reviewed and Revised

October 17, 2023

BACKGROUND:

Past parking survey data has shown that the number one parking issue on campus is overcrowding. This policy is intended to address this issue and is a means to meet certain contractual obligations to the College's faculty and staff. As such, the entire main campus is considered reserved parking for the faculty, staff, employees, and authorized visitors and guests. Springfield Technical Community College is committed to the implementation and enforcement of the parking rules and regulations outlined below.

OVERVIEW:

The rules and regulations set forth in this policy have been developed to control traffic movement and parking for all persons utilizing the parking lots, roads and ways at Springfield Technical Community College.

While it is the duty of the Springfield Technical Community College (STCC) Police Department to enforce the motor vehicle regulations, it is the responsibility of the entire campus community to abide by them. Each person bringing a motor vehicle onto campus property is expected and required to be familiar with, and abide by, the regulations outlined in this policy. Motor Vehicle Regulations will be strictly enforced to keep the campus safe, insure smooth operations such as deliveries and snow removal, and to maximize campus parking resources.

All Springfield Technical Community College day, evening and summer students must obtain a virtual parking pass. *Faculty and Staff* must obtain a parking decal, but have the option of affixing the decal to their windshield or utilizing a plastic hangtag. *Visitors* to campus must park in designated visitor spaces or obtain a temporary parking pass through the STCC Parking Clerk. Authorized contractors,

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vendors, etc. will be issued placards by the sponsoring department. All visitors are expected to abide by STCC's Motor Vehicle Regulations. *Overnight parking is not permitted without prior authorization from the STCC Police Department.*

Anyone operating a motor vehicle on property owned, operated or controlled by Springfield Technical Community College is subject to these regulations unless otherwise exempt by State and Federal laws, and except as otherwise provided herein. The General Laws of the Commonwealth of Massachusetts and the Rules and Regulations of the Registry of Motor Vehicles shall apply to the College campus and other lands of the College. It is the responsibility of all persons utilizing the College parking facilities to be aware of these regulations and obey such regulations.

All motor vehicles coming onto and/or parked on College property must be in working order and have a valid registration from the appropriate state. Vehicles determined to be abandoned shall be towed from College property at the owner's expense.

A person involved in a motor vehicle accident on campus or having damage to, or theft from, their vehicle while parked on campus should report the incident immediately to the STCC Police Department.

- **Authority**

The College has adopted these regulations and has authorized the Chief of Police and their designees to serve as parking control officers. The Chief of Police has designated every STCC Police Officer for this purpose to expedite traffic and safeguard pedestrians. In the event of a fire, other emergency or special events, officers of the municipal or state police, or fire department may direct or control traffic as conditions may require notwithstanding the provisions of these rules and regulations.

Springfield Technical Community College assumes no risk or liability for damage or loss for vehicles or vehicle contents when parked on Springfield Technical Community College property.

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PRIVILEGE TO OPERATE OR PARK A MOTOR VEHICLE ON CAMPUS:

Permission to operate a motor vehicle on the grounds owned, operated or controlled by Springfield Technical Community College is a discretionary privilege granted by the College.

Such privilege may be denied, revoked, suspended or modified by the action of the President or by Officers of the College authorized to take such action.

All College employees and students must comply with the rules and regulations regarding parking as part of employment, appointment or enrollment. The regulations also apply to visitors and are considered part of the terms and permission to be on campus.

- **Authority to Post Signs**

The Chief of Police, or their designee, is authorized to place and monitor all official traffic and parking signs, signals, and safety zones required on the campus and other lands of the College, including the placement of temporary signs and markings as may be specifically required by emergencies or other special circumstances. Operators of vehicles used in and about the campus and other lands of the College shall conform to such signs, signals, markings and safety zones.

- **Interference with Signs**

Any person who willfully, intentionally and without right defaces or otherwise tampers with, removes, interferes with or destroys any traffic or parking regulating sign, light, signal or marking device lawfully erected or placed on the campus, or other lands of the College, shall be subject to prosecution under the applicable criminal statute(s) of the Commonwealth.

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- **Temporary Parking Regulation Changes**

The Chief of Police, in conference with the Parking Clerk, may at times during the year suspend, change or revise the normal operating parking regulations to meet the needs of the College community and its operating functions i.e., Concerts, VIP visits, Commencement, Admissions Open House, etc. During such events, the College community will be notified of any parking changes and alternative-parking measures will be implemented for those parties who may be displaced from their designated parking areas.

PARKING PERMIT:

All STCC students must apply for a virtual parking permit to park in any designated student lot prior to the beginning of each semester. There is no "grace" parking period. Student's virtual permits expire on the last day of each semester.

Faculty and Staff must register all motor vehicles which they bring to campus. Faculty and staff decals are not transferable. Faculty, Staff decals all expire on the date indicated on the decal.

"STCC student" can be any full or part time, day or evening, student who is taking or auditing a class.

Faculty and staff using more than one motor vehicle are encouraged to utilize the plastic hangtags to accommodate multiple cars.

- **Obtaining a Virtual Parking Permit**

Virtual Parking Permits are obtained by completing the "Springfield Technical Community College Parking Application" form. This form is available electronically for students by clicking the appropriate link on the STCC Parking and Transportation website. Students will be asked to provide their current STCC student ID. At this time, there are no additional charges for virtual parking permits.

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- **Obtaining a Temporary Parking Pass (students, faculty and staff)**

Students, Faculty and Staff having possession of a motor vehicle for a period of less than two (2) weeks may obtain a temporary parking permit from the STCC Parking Clerk. The party requesting the permit must present a valid Springfield Technical Community College ID. Temporary parking permits must be displayed on the driver's side dash board and be visible from the outside of the vehicle. Incomplete or altered permits shall be invalid. Temporary parking permits are intended for the use of the STCC community member to whom the permit is issued and may not be used by guests.

- **Special Parking Needs**

Persons with mobility impairments may apply for special parking permission by submitting a completed Special Parking Application to the Special Medical Parking Committee. In addition, applicants are required to provide documentation from an attending physician regarding the impairment and the length of time the permit is needed. Applications can be obtained from the Parking Clerk, at the STCC Police Department, or online. Special parking privileges are granted by the Special Medical Parking Committee on a case by case basis. Medical exemptions will allow persons to park in certain designated areas only and such exemptions are not permission to park in fire lanes, walkways or other prohibited areas.

The link to the Special Medical Parking form is as follows:

https://www.stcc.edu/media/departments/policex2fparking/SpecialMedicalParkingPermit.pdf

Springfield Technical Community College will honor all State Handicap Placards and Plates. There are marked parking spaces on campus reserved for those persons who are handicapped. Persons parking in handicapped accessible spaces must display the appropriate decal or plate issued from the Registry of Motor Vehicles or other appropriate agency. The person for whom the decal or plate is issued must be present.

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Students:

Students are never eligible for a Faculty/Staff parking decal. Any student vehicle displaying a Faculty/Staff decal will be considered unregistered and in violation of the College's parking rules and regulations.

The College does not guarantee parking will be available. A virtual parking permit is merely permission to park legally in one of the College's student lots.

Students are responsible for all violations and fines incurred by a vehicle registered to them regardless of who was operating the car.

Student vehicles are placed on the tow list after receiving three (3) violations regardless of whether or not the citations have been paid. See section on Violations.

Faculty/Staff Parking Policy:

All College employees must comply with the rules and regulations regarding parking as part of employment, appointment or enrollment.

All Faculty and Staff are eligible for parking permits. There is no cost to Faculty and Staff for parking permits. The employee MUST register his or her car with the STCC Parking Clerk and affix a parking sticker to the front lower left windshield of the employee's automobile or obtain a plastic hangtag to display the decal. Employees who do not comply with parking directives shall receive a vehicle violation fine. Faculty and Staff may register more than one car.

The College does not guarantee available parking for all registered vehicles. During peak usage it may be necessary to park a distance from your office.

All parking rules and regulations and pertinent Massachusetts General Laws are applicable to Faculty and Staff vehicles. When a Faculty or Staff person sells or otherwise loses possession of a vehicle, the STCC Parking Clerk must be notified. If possible, the decal should be returned to the Parking Clerk.

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Parking citations will be issued to Faculty and Staff vehicles found in violation of Springfield Technical Community College parking regulations and policy. The Chief of Police will notify habitual violators (more than three citations per year) in writing and the appropriate VP, Department Head/Dean, or Human Resources will be advised. Continued violations of the parking regulations or refusal to pay parking fines may result in the offenders parking privileges being revoked and/or referral to Human Resources for a formal charge of violating college policy.

- **Visitors**

Hosts are responsible for notifying their guests or visitors of the parking rules and regulations and ensuring compliance.

The hosting department will be responsible for issuing their visitor, guest, contractor, etc. a temporary parking pass. Each department will receive an appropriate amount of passes issued through the Parking Clerk. Each department will also be responsible for ensuring that issued passes are retrieved from their visitor, guest, contractor, etc.

Visitors who receive three or more citations are placed on the tow list.

Visitors to campus with any official state issued Handicap placards are permitted to park in any marked handicapped spot on campus, but must obtain a visitors pass to do so.

- **Special Events**

When a department is hosting a special event on campus and a large number of unregistered vehicles will be present, the event host must coordinate parking with the STCC Police Department. The STCC Police Department will work with the event host and STCC Parking Clerk to ensure that participants know where to park so as not to adversely impact the good working order of the College. Event parking may be restricted to certain lots at the discretion of the Chief of Police or their designee. Event hosts are responsible for notifying attendees of the parking rules and regulations.

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- **Summer Parking**

Parking Rules and Regulations remain in effect during the summer months. In addition, any department hosting a summer program must notify the STCC Police Department of any special parking needs and the hosting department must advise participant groups of the parking regulations. Host departments will also be responsible for obtaining temporary parking passes for program participants when necessary.

VIOLATIONS:

Vehicles in violation of the College parking policy may be ticketed or towed. This includes all faculty/staff, student, visitor and unregistered vehicles. In addition, any vehicles that pose a danger to public safety may be towed at the direction of a STCC Police Supervisor, Chief of Police, any State Police Officer, Springfield Police Officer, or upon the request of any firefighter in the performance of their duties.

- **Payment of Parking Tickets**

Student parking tickets may be paid at the STCC Student Financial Services Office located in Building 19. Parking tickets unpaid after twenty-one (21) days of issuance shall have a late fee of a minimum of $35 added. Checks should be made payable to “Springfield Technical Community College” and may be mailed to: STCC Student Accounts, One Armory Square, Springfield, MA 01102. Faculty and Staff parking tickets may be paid to the STCC Business Office and should also be made payable to “Springfield Technical Community College”.

Unpaid visitor/guest parking fines will result in revocation of parking privileges on Springfield Technical Community College property, being placed on the “Tow List” and/or issuance of a Trespass Warning until all fines have been paid or remain indefinitely on the trespass list at the discretion of the Chief of Police. In addition, continued refusal to pay outstanding parking fines by visitors may result in the vehicle being towed from campus to a secure tow facility AT THE OWNER’S EXPENSE.

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Unpaid Faculty/Staff fines and/or continued violations of the parking regulations may result in the employee's parking privileges being revoked and/or referral to Human Resources for a formal charge of violating college policy.

- **Appealing a Parking Fine**

Parking tickets may be appealed within 7 days of issuance to the Parking Ticket Appeals Committee. The Parking Ticket Appeals Committee will meet as needed to address all properly submitted appeals forms. Persons wishing to appeal a parking ticket may obtain an appeals form either online at the STCC Police Department website or in person at the STCC Parking Office in Building 19 or the police station located in Building 11. All forms must be submitted with a copy of the ticket attached and mailed to STCC, One Armory Square, ATTN: Parking Appeals Committee, Springfield, MA 01102.

No in person or phone appeals will be heard. Ignorance of the parking rules and regulations policy is not an acceptable reason for appealing a violation. Please note that the registered permit holder is responsible for all traffic citations received on the vehicle, regardless of whether or not they are in immediate control of the car.

The link to the appeal form is as follows:

https://www.stcc.edu/media/departments/policex2fparking/parkingappeal.pdf

- **Penalty for Multiple Offenses**

Persons who receive multiple parking violations in a semester may be subject to disciplinary action by the College. The following sanctions may be issued:

Persons with three (3) or more parking violations will be placed on the tow list and may be towed in addition to receiving another parking ticket. The Parking Clerk will only remove a vehicle from the tow list upon compelling argument and after consultation with the STCC Chief of Police.

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Persons who have their vehicle towed a second time during the academic year will be subject to a suspension of parking privileges at the discretion of the STCC Chief of Police.

- **Overnight Parking**

Overnight parking is *defined* as midnight – 7 AM Saturday - Sunday.

Overnight parking is permitted on a limited basis with prior approval from the STCC Police Department.

- **Speed Limit/Traffic Regulations**

The maximum speed on campus is 20 miles per hour. Vehicles must stop and yield to pedestrian traffic. Pedestrians always have the right of way; so please be vigilant and always use extreme caution. No vehicle shall be operated with persons on any part of the vehicle not intended for passengers, including, but not limited to, the hood, trunk, roof or other exterior part. Car surfing on hoods, roofs, or bumpers is strictly prohibited. All traffic regulations including obeying stop signs, one way signs, yielding to pedestrian's signs, etc. are in effect on campus. STCC Police may be seen patrolling campus for violations of these regulations.

Anyone found to have been convicted of Driving under the Influence of Alcohol or Drugs, or Driving under the Influence of Alcohol or Drugs while on campus may not apply for a permit to park on the Springfield Technical Community College campus and may not operate a motor vehicle on campus. Operators in violation of civil sections of Chapter 89/90 laws are subject to being stopped and issued either a verbal warning, written warning, or citation. Operators violating criminal sections of Chapter 90 of the Massachusetts General Laws, such as Operating under the Influence, Operating to Endanger or Operating after Suspension, while operating on campus may face criminal charges including arrest, in addition to college sanctions.

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- **Parking Lot Designations**

Parking lot designation may change, for instance, as parking spaces are added to the campus and in adverse weather conditions. For a current map of parking lot designations, please refer to the STCC web page or obtain a parking map at the STCC Police Department located in Building 11. At the time of publication, the following designations exist:

 On Campus Lots: Reserved for Faculty and Staff with valid decals, authorized visitors/guests, authorized vendors/contractors, Armory Museum guests (in museum designated parking spaces), and Day Care visitors.

 Lot One: Students.

 Lot Two: Students

 Lot Five: (Closed)

- **Lined Parking Spaces**

Motor vehicles must be parked within the 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**

Parking is not permitted in the following areas:

 Walks, paths and lawn areas
 Crosswalks
 Loading docks and loading zones*
 Areas not marked with parking lines or, if not paved, as a parking lot
 Areas of diagonal lines/loading zones/fire lane
 Areas where signs have been posted indicating “no parking”
 Areas that block egress or ingress of buildings

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 Roadways/side of roadways on campus not specifically marked with parking spaces.

*Special parking arrangements may be permitted for active loading and unloading by contractors, vendors, and others with prior authorization from Facilities and/or the STCC Police.

- **Snow Removal**

As necessary during and/or after a snow storm, Facilities may require vehicles to move from designated parking areas to facilitate snow removal. Notices will be disseminated via electronic mail and, as appropriate, on other campus buildings. Cooperation with these requests is expected so that parking areas may be cleared. Motor vehicles impeding snow removal efforts may be subject to ticketing with a minimum fine of $5.

TOWING:

In the event of unauthorized overnight parking during the snow season, repeated parking violations, failure to register a motor vehicle, parking on walks and lawns, illegal parking, and unauthorized use of handicapped parking spaces may result in immediate ticketing & towing by an authorized agent.

Vehicles in violation of the College parking policy may be ticketed or towed. This includes all faculty/staff, student, visitor and unregistered vehicles. In addition, any vehicles that pose a danger to public safety may be towed at the direction of the STCC Chief of Police, any STCC Police Officer (with supervisory approval), State Police Officer, Springfield Police Officer, or upon the request of any firefighter in the performance of their duties.

Vehicles towed from campus are done so AT THE OWNER"S EXPENSE. The towing agent is responsible for the safe transport and storage of towed vehicles. Springfield Technical Community College assumes no responsibility for any damages that occur to a vehicle that is being towed or has been towed from campus.

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BUS PASSES:

Bus pass service is handled through the Parking and Transportation Office. A valid student ID is needed to receive a FREE bus pass. Bus passes are available through the Parking Portal. Bus passes are only valid per semester from the first day of class to the last day of finals. Any time in between or after will be solely your responsibility to pay for bus fare. Those requesting a bus pass will not be eligible for a virtual parking permit, and those seeking a permit shall be ineligible for a bus pass. Please refer any questions regarding bus passes to the Parking and Transportation Office at (413) 755-4238, or email the Parking & Transportation office at:

parking @stcc.edu

Questions about the STCC Parking Rules and Regulations at Springfield Technical Community College may be addressed to the Parking Clerk who can be reached at 413-755-4238 or by email at parking@stcc.edu.