

# Syracuse University

Parking and Transit Services



## Rules and Regulations 2018-2019

[parking.syr.edu](http://parking.syr.edu)  
315.443.4652  
[parkmail@syr.edu](mailto:parkmail@syr.edu)

## Parking and Transit Services

621 Skytop Rd. Suite 190  
Syracuse, NY 13244  
315.443.4652  
Fax: 315.443.9227  
[parkmail@syr.edu](mailto:parkmail@syr.edu)

### Director



**Joseph J. Carfi**  
Director  
[parkmail@syr.edu](mailto:parkmail@syr.edu)  
315.443.5507

**Cheryl Robillard**, Office Coordinator III 315.443.5507

### Field and Event Operations



**Deanna Bailey**  
Associate Director of Field and Event Operations 315.443.5507

**Robert Caruth**, Field and Event Supervisor 315.443.4596

### Transportation, Logistics, and Finance



**Rahmin Azria**  
Assistant Director of Transportation, Logistics, and Finance 315.443.4652

**Mark Oda**, Assistant Manager, Parking Facility Maintenance and Access Control  
315.443.4652

**Karen Ryle**, Administrative Specialist and Transportation Coordinator  
315.443.4652

### Customer Service and Parking Office Operations



**Casey Gray**  
Assistant Director of Customer Service and Parking Office Operations 315.443.4652

**Janice Boucheron**, Office Coordinator 315.443.4652

**Robin Brewer**, Office Coordinator 315.443.4652

**Amy Maxwell**, Office Coordinator 315.443.4652

**Lanita Oliver**, Office Coordinator 315.443.4652

# Syracuse University Parking Rules and Regulations

Administration of Rules and Regulations .....	2
Appeals.....	19
Application .....	5
Charges, General.....	17
Definition of Terms.....	2
Delivery Permits .....	10
Emergencies and Special Situations.....	4
Emeritus Permits.....	9
Enforcement Protocol.....	17
Faculty/Staff Parking Permits .....	6
Faculty/Staff Registration.....	5
First-Year Resident and English Language Institute Student Waivers.....	9
General Rules.....	15
General Statement/Purpose.....	2
GA/TA/RA Permits .....	7
Hours of Regulations, General .....	3
Medical Permits.....	10
Motorcycle and Moped Permits .....	9
Motorcycle and Moped Regulations .....	14
New Employee Parking Information.....	6
Non-waiver .....	2
Other Regulations Pertaining to the Operation of a Motor Vehicle on Campus .....	14
Parking Permits, General .....	5
Parking Permit Refunds, Cancellations, and Replacements.....	11
Prerequisites for Registration.....	5
Press Permits .....	10
Proper Display of Parking Permits .....	5
Proximity Card Issuance and Refunds .....	12
Registration.....	5
Revoking of Parking Privileges.....	17
Regulations Governing the Operation of Motor Vehicles on Campus .....	13
Rules of Parking .....	13
Service Permits .....	10
Smart Card and Pedestrian Door Key Fob Issuance and Refunds.....	12
Special Event Policy.....	4
Student Parking Permits .....	7
Student Registration.....	5
Towing or Immobilization .....	16
Trustee Permits .....	9
Unpaid Charges.....	18
Vendor Permits.....	10
Violations.....	15
Visitor Parking.....	11

# 1. General Statement / Purpose

Syracuse University Parking Rules and Regulations are established in the interest of the entire University community to provide faculty, staff, students, and guests with reasonable access to carry out University functions. Any questions relating to parking on campus should be directed to Syracuse University, Parking and Transit Services, 621 Skytop Road Suite 190, Syracuse, New York 13244-5300; phone 315. 443.4652; fax 315.443.9227; [parkmail@syr.edu](mailto:parkmail@syr.edu).

## a. Non-waiver

The failure of the University to insist upon strict compliance with any regulation contained herein in any one or more instances shall not be interpreted as a waiver of the future enforcement of any such regulation. All regulations shall remain in full force and effect. Rain or inclement weather does not alter any of the provisions of these regulations.

## b. Administration of Rules and Regulations

- i. Parking and Transit Services at Syracuse University is responsible for establishing and maintaining the signs, signals, and markings necessary to implement these regulations.
- ii. Parking and Transit Services at Syracuse University enforces these rules and regulations to the extent permitted by law. All applicable state, county, and municipal laws shall be enforced.
- iii. The Syracuse University Department of Parking and Transit Services and Public Safety may issue violation notices to alleged violators of any provision of these regulations. A copy of the violation notice shall be conspicuously affixed to the vehicle when possible.
- iv. Parking for faculty, staff, and students cannot be purchased by a department.
- v. After 30 days from the date of issuance all unpaid parking fines double.

# 2. Definition of Terms

**Abandoned vehicles:** Vehicles not properly displaying either valid state license plates or a notarized “license-applied-for” sticker. Vehicles that are inoperable will be considered as abandoned and therefore are subject to tow. When such vehicles are found on campus, the vehicle will be removed from University property at the owner’s expense. The owner will be responsible for all towing and storage charges.

**Campus:** Refers to all property owned by Syracuse University in Syracuse, New York upon which the buildings and facilities that comprise Syracuse are located.

**Compact car:** Refers to a car classification that is bigger than a super mini, but smaller than or equal to a mid-sized car. For hatchbacks, the definitive compact range is between 161 and 175 inches in length. For convertibles, sedans, or station wagons, the definitive compact range is between 173 and 187 inches in length. For multi-purpose and sport utility vehicles, the definitive compact range is between 165 and 177 inches in length.

**Daily:** When applied to parking or traffic regulations, “daily” refers to any activity, regulation, or restriction that is in effect seven days a week.

**Fire lane:** An area reserved solely for the passage of fire and other emergency vehicles. This area is controlled 24 hours per day, each day of the year, whether or not the University classes are in session. Vehicles parked in these areas are subject to immediate removal at the permit holder’s or vehicle owner’s expense.

**Lawn:** Any landscaped area, grassed area, or part of the University grounds that is not covered by a building, sidewalk, street, or parking lot.

**Motor vehicle:** The terms “motor vehicle” and “vehicle” shall mean any device in, upon, or by which any person or property is moved by motive power. “Motor vehicles” and “vehicles” include automobiles, trucks, motorcycles, motorbikes, and fully or partially motor-powered, vehicles operating on University grounds.

**Owner:** The person (or legal entity) required by these regulations to register a motor vehicle with the University, or in the case of motor vehicles not required to be registered with the University under these regulations, the person (or legal entity) named as the registered owner under federal or state law.

**Parked or parking:** The standing of a vehicle upon a street, parking area, or grounds without the occupancy of a driver, whether the motor is running or not. This does not apply to a vehicle temporarily stopped for the purpose of, or during the act of, loading or unloading.

**Parking and Transit Services:** A department in the Division of Campus Safety and Emergency Services. Syracuse University Parking and Transit Services is responsible for the day-to-day administration and operation of the University’s parking system. It is located at 621 Skytop Road, Suite 190, Syracuse University, Syracuse, NY 13244-5300, Contact information: 315.443.5507; [parkmail@syr.edu](mailto:parkmail@syr.edu); <http://parking.syr.edu>.

### 3. Hours of Regulations

#### a. General

These regulations are in effect continuously throughout the calendar year, including recesses and vacations. Specific restrictions regarding parking and vehicular access to campus are as follows:

- i. All parking lots and parking areas are restricted in accordance with the signs or other marking posted on them by the University.
- ii. All faculty, staff, and student lots are restricted to valid corresponding permits Mondays through Fridays from 7 a.m. through 4:30 p.m.
- iii. Faculty, staff, and student permits are also valid between the hours of 4:30 p.m. and 7 a.m. weekdays and all day Saturday and Sunday **except during Dome events** on a space available basis in the Fine, Hillside, Ostrom, Quad 4, Women’s Building North, Women’s Building South, Stadium, and Standart lots.

- iv. Service and Delivery passes are not valid in R lots.
- v. All parking rules and regulations are in effect 24 hours a day, 365 days a year including holidays.

## **b. Emergencies and Special Situations**

During emergencies and special situations, it may become necessary for Parking and Transit Services to temporarily suspend or otherwise modify specific regulations. In such cases, actions to this effect will be communicated by signs or other markings, by public announcement, or by on-site supervision. Temporary regulations and restrictions shall be enforced accordingly.

## **c. Special Event Policy**

- i. Special event parking restrictions **will go into effect when the lots are staffed** and will continue until two hours after the end of the event.
- ii. Student lots will follow normal operation with the following exception: West campus lots including the Irving Garage will be closed and restricted to special event parking for Carrier Dome events.
- iii. Vendor and Contractor permits are not valid during Dome events. If vendors or contractors are working during Carrier Dome events, their permits will be honored in Booth Garage, University Avenue Garage, or the Lehman, University, or Harrison surface lots. If vendors or contractors are attending the game, they must pay to park.
- iv. During Carrier Dome events, all faculty and staff lots, (Dome, Hillside, Irving Garage, all Quad lots, Women's Building North and South lots, Stadium lot, all PER lots and all West Campus lots will be restricted to special event parking.
- v. Parking in some areas of Manley Field House may be restricted during special events or Dome events.
- vi. If you need academic related parking access during a football game, basketball game, or other spectator event at the Carrier Dome, your home lot permit will be honored in Booth Garage, University Avenue Garage, or in the Lehman, University or Harrison surface lots. To park for attendance at a football game, use the Skytop special event lot on South Campus. To park for attendance at a basketball game, use the Manley Field House lots.
- vii. If you have a disabled parking permit and are here for academic purposes, your disabled academic permit will be honored. If you are here to attend a Carrier Dome event, your disabled academic permit will be honored in the Skytop disabled parking area for football and basketball games with free shuttle transportation to GATE A of the Carrier Dome.

## 4. Parking Permits

Parking permits shall be serially numbered and lettered corresponding to the designated parking area in which they are valid. Purchase and display of a parking permit is not a guarantee of a specific parking space at any particular time. Rooftop parking at all University owned parking garages is considered garage parking. Purchasing a permit for a parking garage does not guarantee an indoor or covered parking spot. For additional information, select the appropriate paragraph for your permit type and read the “Hours of Regulations”.

### a. Application

- i. All Syracuse University faculty, staff, and students must register and pay the applicable parking fee to Parking Services for the vehicles they operate on campus.
- ii. It is the responsibility of all individuals who operate or maintain vehicles on the Syracuse University campus to be aware of the regulations expressed herein and to abide by them. The action of any individual operating a vehicle on campus is deemed to be conclusive evidence of his or her acceptance of these regulations and willingness to abide by them.
- iii. Operation and parking of a motor vehicle on University property are solely at the driver’s risk.

### b. Prerequisites for Registration

The following prerequisites must be met before an individual may purchase a Parking and Transit Services permit:

- i. The applicant and the vehicle to be registered must meet all legal requirements for operations within the state of New York.
- ii. There must be no unpaid University-imposed violation charges against the applicant.
- iii. A valid Syracuse University I. D. or official University document containing your I. D. number is required when registering the vehicle.
- iv. A valid New York State driver’s license and vehicle registration must be shown at the time of permit purchase.

### c. Proper Display of Parking Permits

- i. All hanging parking permits must be clearly displayed from the rearview mirror or placed face-up on the dashboard near the vehicle state registration sticker.
- ii. The registrant is responsible for notifying Parking and Transit Services of any changes that may occur throughout the course of the year in the vehicle’s parking registration information. This includes changes in license plate information, vehicle make, model, color, and year. Failure to contact the office of Parking and Transit Services with these changes may result in a citation being issued to your vehicle.

- iii. The registrant is responsible for the permit issued to his or her vehicle. If the vehicle registered is sold or removed from campus, the office of Parking and Transit Services must be notified and the permit must be returned to Parking and Transit Services.
- iv. All permits remain the property of Syracuse University and may be reclaimed at any time.
- v. All motorcycle permits must be affixed to the left-front shock absorber so as to be clearly visible.

#### **d. New Employee Parking Information**

- i. A yearly parking pass may be available on a main campus lot or garage, but space is extremely limited. Rates are based upon your current salary.
- ii. All faculty and staff are able to purchase a pass for commuter parking at Manley North (subject to availability), Manley South (subject to availability), or the Skytop parking area for a flat rate of \$141.00 per year. Employees then take a campus shuttle to their worksite. See our parking map for locations.
- iii. Faculty and staff with office locations at Skytop, Center of Excellence, Physical Plant, Hawkins, Warehouse, CPDC, and the Warehouse pay rates based upon salary for parking privileges that are adjacent to their worksite. These faculty and staff do not qualify for the Manley North, South, or designated Skytop commuter rate.

#### **e. Faculty/Staff Permit**

- i. Faculty and staff “home lot” parking permits are allocated on the basis of rank and years of service to the University. The fact that an individual qualifies for a space in a certain lot during a given year does not guarantee that individual a space in that lot the following year (other individuals may have preference due to rank and seniority.)
- ii. Faculty and staff permits are valid at the South Campus, Manley Field House, and Skytop lots.
- iii. Faculty and staff members who currently have valid permits will be able to place themselves on a wait list for other lot locations in which they qualify to park (see lot criteria information.) This can be done through the “My Slice” parking services link “add/edit wait list”. They will be contacted by e-mail when a space becomes available. Please note that this feature is only available to faculty and staff members who are current permit holders.
- iv. Faculty and staff main campus permits are valid in any PER lot. Faculty and staff PER permits are valid in any West Campus lot.
- v. Faculty and Staff members may purchase parking permits for the appropriate faculty and staff lots for which they qualify when space is available. All applicable fees include New York State and local sales tax.
- vi. A pick-up/drop-off pass is available upon request for faculty/staff members that have a need to drop off people, but do not need to park on campus. Applications for these passes are available at any outer gate or Quad lot. Access to campus will not be allowed without these passes between the hours of 8 a.m. and 5 p.m.



- vii. Visitor spaces are reserved for Syracuse University guests who are visiting campus. Faculty/staff members and students are not considered “visitors” and are required to purchase a parking permit to operate a vehicle on campus. They are not qualified to park in posted visitor spaces.
- viii. Faculty and staff permits are valid only for the individual qualifying and applying for the permit. Faculty and staff permits are not transferrable, and must be returned to the office of Parking and Transit Services upon the completion of their employment with Syracuse University.
- ix. After 30 days from the date of issuance, all unpaid parking fines double.

#### **f. GA/TA/RA Permits**

Discounted permit rates are applied only for academic-year or full-year permit purchases and offered to those with graduate assistantships, teaching assistantships, and research assistantships. Please make sure a permit is purchased online first to guarantee a spot for both semesters as space sells quickly! A complete copy of the assistantship contract, including the signed signature page, must then be provided to the Office of Parking & Transit Services. Please note that permits purchased will be at the full price rate. A discount to those qualified, will be given after review of the contracts. Only qualifying contracts will receive the discount for academic or full year assistantship contracts. (Permits pre-purchased and charged to the Bursar account, or to be Payroll Deducted can be easily adjusted if a discount is to be applied.) If contracts are given by semester only, then both the fall and spring contracts would need to be provided to Parking & Transit Services in order to then receive an academic assistantship discount. If in addition, an assistantship contract for the summer is also received, a discount will be applied to equal the full year discount after review of the summer contract. Discounts will not be applied to those pending or expecting an assistantship. Permits purchased for Manley, Skytop, South Campus, or Evening Orange do not qualify for the discount.

#### **g. Student Permits**

- i. Assignments to student surface lots and garages will be made with preference given to graduate and upper-class students. Every effort will be made to give students residing in University housing the “home lots” they request, in accordance with proximity to their residences.
- ii. Students can add themselves to the wait list for lots they qualify for (see lot criteria information) through the My Slice parking services link “add/edit wait list”. They will be contacted by e-mail when a space becomes available.
- iii. Students do not qualify for parking privileges in other lots during restricted hours (Monday through Friday, 7 a.m. - 4:30 p.m. see Hours of Operation).
- iv. Student permits are not valid in PER parking areas, in any “R” (Restricted) lots, or in any lots labeled in Blue on the Campus Map at any time.
- v. Student main campus permits are valid in the Manley South, South Campus, and Skytop lots Monday through Friday.

- vi. Any motor vehicle brought to the University must be registered with Parking and Transit Services located at 621 Skytop Road, Suite 190.
- vii. All second-year resident students and above are eligible to purchase a parking permit which will allow them to operate a motor vehicle on campus while attending Syracuse University.
- viii. All first-year “freshmen” resident and English Language Institute students are not allowed to purchase a parking permit, or to bring a vehicle to campus while attending Syracuse University.
- ix. All first-year “freshmen” resident and English Language Institute students who bring cars to campus after the semester begins will be asked to remove them if they are parked on University property. The student will also risk being towed or immobilized, and may risk losing future parking privileges on campus.
- x. Student Parking Permits will be sold by academic year or annually, on a space available basis upon payment of the applicable fees which include New York State and local sales tax. Permits may also be purchased by semester however there is no guarantee that space will be available the following semester. Vehicle registration is required for permit purchase and for pre-pick-up.
- xi. Students purchasing permits for the fall semester ONLY, will have until September 30th to extend their permit for the Spring Semester. On October 1st, students requesting to extend their parking permit for the following semester can add themselves to the wait list for the lot they qualify for (see lot criteria information) through the “My Slice” parking services link “add/edit wait list”. Students will be contacted as spaces become available based on their status on the waiting list. **It is highly recommended that all students applying for parking permits in the fall semester purchase academic year permits**, as this will guarantee them a space for the following semester. If the academic permit is not used, it may be returned to the Parking Office for a refund of the unused portion. However, permits returned within 14 days or less from the permit expiration date will not be eligible for a refund.
- xii. Students may purchase permits to park and ride from the Manley Field House and Skytop parking lots for a reduced fee. (All parking fees include applicable New York State and local sales taxes). Free shuttle service is provided between Skytop, Manley, and Main Campus.
- xiii. Visitor spaces are reserved for Syracuse University guests who are visiting campus. Syracuse University students are not considered “visitors” and are required to purchase a parking permit to operate a vehicle on campus. They are not qualified to park in posted visitor spaces.
- xiv. After 30 days from the date of issuance, all unpaid parking fines double.

#### **h. First-year resident and English Language Institute student waivers**

- i. All resident first-year and English Language Institute students requesting the possession and/or the responsibility of operating a motor vehicle on Syracuse University grounds while attending the University must submit a written petition **prior to** bringing a vehicle to campus. These petitions must be submitted to:

Parking and Transit Services  
Syracuse University  
621 Skytop Road, Suite 190  
Syracuse, New York 13244-5300  
parkmail@syr.edu

- ii. First-year resident and English Language Institute student waivers will only be issued for the following reasons:

1. The student has a disability as defined by federal and state law, requiring the use of a motor vehicle.
2. The student is locally employed off campus and a motor vehicle is required for transportation to and from work, or is required for the performance of the student's duties while at work. This must be certified in writing by the employer on company letterhead, and must be accompanied with a recent paycheck stub.

#### **i. Motorcycle Permits**

Motorcycles and mopeds are permitted in certain campus areas, and may be operated by all legally licensed students, faculty, and staff. Motorcycles and mopeds must be registered (including payment of appropriate fee), and the vehicle must be parked only in posted motorcycle parking areas.

Proper permit display on motorcycles and moped requires placing the permit on the front-left shock absorber.

#### **j. Special Permits**

- i. **CONTRACTOR** permits shall be issued only to recognized contractors who serve the University to perform construction or maintenance. The abuse of a Contractor permit may result in the loss of parking privileges with the University.
- ii. **TRUSTEE** permits shall be issued to Syracuse University Trustees who complete the necessary application. These permits are valid in any permit lot except R lots. Trustee permits are not valid during Dome Events.
- iii. **EMERITUS** permits shall be issued to those individuals awarded the status of emeriti faculty by the Board of Trustees, and who complete the necessary application. These permits are valid on a space available basis in any permit lot except R lots, and lots that are restricted by gate arms or garage doors. Emeritus permits are not valid during Dome Events.

**iv. PRESS** permits shall be issued only to credentialed reporters visiting the University on a regular basis. Approval of a press application must be obtained from SU News Services. These permits are valid in any permit lot except R lots. Press permits are restricted during Dome events as follows: Manley South lot for Football and Men's Basketball games, and the Standart lot for all other events.

**v. VENDOR** permits shall be issued only to recognized vendors who serve the University on a regular basis. Students, faculty, and staff members are not eligible for these permits. Vendor permits are not valid during Dome events. Vendor permits will be honored on a space available basis.

**vi. MEDICAL** permits are available for purchase to faculty, staff, and students with disabilities as defined by federal and state law. If you have questions or concerns please direct your request per below:

1. Students:

Health Services  
111 Waverly Avenue  
Syracuse, New York 13244  
Phone: 315.443.9001  
Fax: 315.443.9010  
E-Mail: [health@syr.edu](mailto:health@syr.edu)

2. Faculty Member or Employee:

Equal Opportunity, Inclusion and Resolution Services  
Steele Hall, room 003  
Syracuse, New York 13244  
Phone: 315.443.5367  
Fax: 315.443.5021  
E-Mail: [EqualOpp@syr.edu](mailto:EqualOpp@syr.edu)

**vii. SERVICE** permits are available for purchase to departments on campus that can demonstrate and verify a need for special parking. Service permits are valid Monday thru Friday 7 a.m. to 5 p.m. in conjunction with a Faculty/Staff Main Campus or PER "home lot" permit. Service permits are not valid during Dome events, or for use with a Manley or Skytop permit, and are valid for no more than two hours at a time. **Service passes are NOT valid in the Quad 3 lot.**

**viii. DELIVERY** permits are available to campus departments for purchase that demonstrate and verify a specific need for this type of special parking. Delivery permits are valid in conjunction with any Faculty/Staff Main Campus, PER, Manley or Skytop permit. Delivery permits are not valid during Dome events, and are valid for no more than 30 minutes per use.

#### **k. Temporary Parking Permits**

- i. Any visitor or member of the University community may purchase a temporary parking permit. Visitor permits will be considered invalid if used on a vehicle with outstanding violations.
- ii. Overnight visitors must be registered and approved by the Office of Residence Life before a parking permit will be issued. See visitor parking for more information.
- iii. Temporary parking permits are also available to registered permit holders who are required to drive a non-registered vehicle while the registered car is being repaired. Temporary permits are also available to new employees prior to receipt of their first University paycheck.

### **5. Visitor Parking**

Pay lot parking is available in several locations on campus. Please review the SU parking map for locations. Pay parking lots may be restricted for special event parking, and during those restricted time periods, parking will be limited to those with special permits. Restricted hours will be communicated by signs, public announcement, and/or on-site supervision.

Guests staying overnight must be registered and approved with the Office of Residence Life before they can be issued a parking permit for their stay. The Office of residence Life's website is <http://orl.syr.edu>. When registering your guest, please pay attention to the pop-up blocker and how to print the "approved" guest form. Bring the approved printed confirmation form to Parking and Transit Services along with your guest's: State license plate number, the make, model and color of their vehicle. A guest permit will be issued only when all of this information has been compiled. Fees will be assessed for each calendar day at the current Main Campus and Manley/South Campus rates. If the stay occurs during a time that a Dome event is taking place, the fee for the guest pass will be assessed at the current Dome Event rate.

After 30 days from the date all unpaid parking fines double.

### **6. Parking Permit Refunds, Cancellations, and Replacements**

#### **a. Parking Permit Refunds**

- i. All permits must be returned to the Office of Parking and Transit Services in order to apply for a refund or to exchange a lot location.
- ii. Any individual may cancel his or her parking privileges by removing the parking permit from the vehicle and returning it to Parking and Transit Services. Prorated refunds or cancellation of deductions will be calculated only from the date the **returned** permit is received by the Office of Parking and Transit Services prior to May 1st of each year. Should a faculty or staff member surrender their parking permit, the faculty or staff member may be subject to forfeiture of their current assignment, wait list placement, and other parking restrictions.
- iii. Upon return of the permit, a refund will be computed based on the weekly rates, less any outstanding violation balance.

- iv. Student fall permit refunds will not be given after November 30th. Student spring and academic permit refunds will not be given after April 30th. Full summer and full-year permit refunds will not be given after July 31st.
- v. There is no charge for a replacement permit when changing lot designations if the permit is returned.
- vi. If an individual fails to remove the original permit from a registered vehicle, or if no permit is returned when changing lots, there is a replacement charge of \$15.
- vii. No refunds or credits will be given for amounts of \$10 or less.

**b. Proximity Card Refunds**

- i. A proximity card deposit will be charged to University students at the time the permit is purchased. Students must return their proximity cards to the Office of Parking and Transit Services to apply for a refund of the card deposit or it will be forfeited within two weeks of the permit expiration date.
- ii. A drop box along with refund request forms will be available at the main entrance to the Office of Parking and Transit Services located at 621 Skytop Road, Suite 190.
- iii. The proximity card deposit is waived for University faculty and staff members as a courtesy on the condition that the card is returned within two weeks after the permit expires or at the request of Parking and Transit Services.
- iv. The proximity card deposit fee will be charged to all faculty and staff members whose cards are not returned within two weeks after the permit expires or at the request of Parking and Transit Services.
- v. Unauthorized use of the proximity card may result in the loss of parking privileges, as well as the unauthorized vehicle being either ticketed and/or towed at the owner's expense.
- vi. Proximity Cards reported as lost or stolen will be handled as follows:
  1. The first lost or stolen proximity card is subject to a replacement fee of \$50.
  2. The second lost or stolen proximity card is subject to a replacement fee of \$75.
  3. The third lost or stolen card and any lost or stolen card thereafter is subject to a replacement fee of \$125.
- vii. Any outstanding citation balances will be deducted from refunds.

**c. Smart Card and Key Fob Refunds**

- i. A smart card and pedestrian door key fob deposit will be charged to University students at the time the permit is purchased. Students must return their smart cards and pedestrian door key fobs to the Office of Parking and Transit Services to apply for a refund of the deposits or it will be forfeited within two weeks of the permit expiration date.

- ii. The smart card and pedestrian door key fob deposit is waived for the University faculty and staff members as a courtesy on the condition that the card and key fob is returned within two weeks after the permit expires, at the request of Parking and Transit Services, or when the faculty or staff member leaves the University.
- iii. The smart card and pedestrian door key fob deposit fee will be charged to all faculty and staff members whose passes are not returned within two weeks after the permit expires or at the request of Parking and Transit Services.
- iv. Unauthorized use of the smart card and pedestrian door key fob may result in the loss of parking privileges as well as the unauthorized vehicle being either ticketed and/or towed at the owner's expense.
- v. Smart card passes that are reported as lost or stolen will be handled as follows:
  - 1. The first lost or stolen pass is subject to a replacement fee of \$60.
  - 2. The second lost or stolen pass and any lost or stolen pass thereafter is subject to a replacement fee of \$125.
- vi. Pedestrian door key fobs that are reported as lost or stolen will be subject to a replacement fee of \$15.00.
- vii. Any outstanding citation balances will be deducted from refunds.

## **7. Regulations governing the operation of motor vehicles on campus**

### **a. Rules of Parking**

- i. Operation and/or parking of a motor vehicle on University property is restricted to individuals who have properly registered their vehicles with Parking and Transit Services, who display a valid permit for the respective parking area, and who have no outstanding unpaid violations against their account. All other vehicles will be considered improperly and/or illegally operated and/or parked. These vehicles will be subject to the imposition of a violation charge and/or towing or immobilization at the permit holder's or vehicle owner's expense.
- ii. Vehicles may be parked and/or operated on University property only in areas as are marked by signs, street markings, the University map, University parking regulations, or other designations indicating that parking and/or operating a motor vehicle is permitted.
- iii. The following practices are specifically prohibited:
  - 1. Double parking
  - 2. Parking on the left side of the street facing traffic
  - 3. Parking over a white line or across the line indicating a parking space
  - 4. Parking on lawns, landscaped areas, sidewalks, or other areas not designated for parking
  - 5. Parking in front of a driveway, doorway, steps, or in any manner such as to block traffic, parked vehicles, roadways, or hinder the passage of pedestrians or vehicles

6. Parking in fire lanes, loading zones, emergency areas, or areas marked as no parking zones
  7. Parking in an area for which you do not have a valid permit
  8. Parking in a disabled or unloading space
  9. Parking a vehicle anywhere on Syracuse University campus that has not been properly registered with Parking Services
  10. Parking a two-wheeled vehicle in a parking space not designated for such
  11. Parking any vehicle other than a motorcycle/moped in a space designated for motorcycle parking only
  12. Parking or standing on College Place
  13. Vehicles that are not street legal may not be parked on the Syracuse University campus whether or not they have valid parking permits
- iv. It is the responsibility of the motor vehicle operator to find a legal parking space. Lack of space is not considered a valid excuse for violation of any parking regulation. Contact PTS for assistance if a space is unavailable.
  - v. Being tardy for a class, appointment, or other time-bound activity is not considered a valid excuse for violating any parking regulation.
  - vi. SUNY College of Environmental Science and Forestry parking permits are honored in Syracuse University Standart and Fine parking lots only.

**b. Other regulations pertaining to the operation of a motor vehicle on campus**

- i. The speed limit on all campus roadways is 15 miles per hour. No person shall operate a motor vehicle on any street, roadway, or parking facility on University property at a speed that is greater than reasonable and proper, nor shall any person operate a motor vehicle on University property who fails to show due regard for pedestrians, weather conditions, or the condition of the street, roadway, or parking facility. At no time may you exceed the posted speed limit or 15 mph, whichever is less.
- ii. Pedestrians have the right of way on the Syracuse University campus. Any vehicle failing to yield the right of way by stopping for pedestrians crossing a street at a properly marked and posted crosswalk may receive a citation for failure to yield to pedestrians. A pedestrian has the right of way once the pedestrian has stepped onto the street from a sidewalk, curb, or from the side of the road.
- iii. All accidents involving a motor vehicle on campus must be reported to the Department of Public Safety at the time of the accident.
- iv. Access to the inner-campus roadways is only allowed to those vehicles displaying valid QUAD permits Monday through Friday, 8 a.m. through 5 p.m.
- v. The speed limit in all garages and surface lots is 5 miles per hour.

**c. Motorcycle Regulations**

- i. Motorcycles and mopeds must be parked only in recognized motorcycle parking spaces and may not be parked in regularly designated automobile parking spaces, except in South Campus housing and Manley (COMMUTER) parking areas. In addition, a motorcycle or moped must be parked in the proper parking area as designated by its permit.



- ii. Motorcycle parking is available with a valid permit at Booth Garage, Manley, all West Campus lots (except for Irving Garage), all PER lots, Quad 4, and in the alley behind SU Abroad next to the University Avenue Garage side entrance.
- iii. Under no circumstances are motorcycles or mopeds to be parked on the Main Campus Quad area (bounded by College Place, Sims Drive, Irving Avenue, and University Place) in spaces other than those specifically designated as motorcycle parking spaces. Motorcycles and mopeds shall not be parked within 10 feet of Sims Hall or in such a manner as to block an entrance to a building or a sidewalk.

#### **d. General Rules**

- i. No soliciting or advertising of any kind is permitted on University property without express authorization to do so. This regulation does not apply, however, to the selling or delivery of goods to dining halls or residents of University residence halls.
- ii. No littering of any kind is permitted anywhere on University property.
- iii. To reduce and discourage illegal parking, the Syracuse Police Department will strictly enforce the parking regulations in the University area. To ensure the safety of motorists, pedestrians, and residents, the Syracuse Police Department will routinely conduct ticket, tow, and immobilization operations in persistent violator areas. Please follow all signage pertaining to parking on city streets.

## **8. Violations**

### **a. Violation of these rules and regulations shall be subject to the following charges:**

- i. After 30 days from the date of issuance, all unpaid parking fines double.**
- ii. “No permit” violation is issued to any unregistered vehicle and to registered vehicles not displaying a valid permit. A \$50 charge will be assessed for each violation.
- iii. “Illegal parking” violation is issued to any registered vehicle that is parked in an area other than where their valid permit is specified. If the vehicle is unregistered, and/or is not displaying a valid permit, the violator should receive a “no permit” violation. A \$35 charge will be assessed for each violation. Please note: Vehicles of customers with 3 or more unpaid citations or fines exceeding \$110.00 or any citation balance due older than 30 days will be considered illegally or improperly parked and may be immobilized or impounded at the owner’s expense until the account is paid in full.
- iv. “Counterfeit/Fraudulent Use” violations are issued to any vehicles displaying a permit that has been falsified, copied, or altered in any way with the intent to defraud. A \$150 charge will be assessed for each violation. This offense may also result in withdrawal of parking privileges and forfeiture of any unused portion of fees paid. This offense may also result in the towing or immobilization of the vehicle at the permit holder’s or vehicle owner’s expense. A counterfeit permit will be confiscated. In addition, other disciplinary action may be taken, as deemed appropriate by Syracuse University.

- v. “Disabled space” violations are issued to vehicles that are illegally parked on Syracuse University property in spaces that are reserved for University permitted vehicles displaying a valid state issued disabled placard. A \$125 charge will be assessed for each violation.
- vi. “Fire lane” violations are issued to any vehicles that are illegally parked in any area designated as a fire lane or in any area providing access to a fire hydrant. A \$125.00 charge will be assessed for each violation.
- vii. “Expired meter” violations are issued to vehicles that are parked in metered spaces beyond the time limit purchased. A \$25 charge will be assessed for each violation.
- viii. “Cell phone” violations are issued to motorists who are illegally using their cell phone while operating a motor vehicle. Only the Department of Public Safety can issue these moving violations. A \$100 charge will be assessed for each violation.
- ix. “Imprudent speed” violations are issued to motorists who are driving faster than the posted rate of speed, and also may include motorists who are driving at a rate of speed that is unsafe for the current weather conditions. Only the Department of Public Safety can issue these moving violations. A \$100 charge will be assessed for each violation.
- x. “Seat belt” violations are issued to motorists who are not wearing their seatbelt while operating a motor vehicle. Only the Department of Public Safety can issue these moving violations. A \$100 charge will be assessed for each violation.
- xi. “Stop sign” violations are issued to motorists who fail to come to a complete stop at a posted stop sign. Only the Department of Public Safety can issue these moving violations. A \$100 charge will be assessed for each violation.

**b. Syracuse University reserves the right to have a vehicle physically removed (towed) or immobilized at the driver’s expense in any of the following circumstances:**

- i. The vehicle does not display a valid Syracuse University permit.
- ii. The vehicle appears to be abandoned.
- iii. The vehicle is parked in such a manner as to create a hazard to other traffic or is obstructing a road, service drive, loading zone, fire hydrant, fire lane, or parking area.
- iv. The vehicle is illegally parked in an area designated as a tow-away zone.
- v. The operator has had his driving privileges suspended and such suspension is in effect.
- vi. A visitor who, because of repeated traffic violations has been warned not to operate a vehicle on University property, and continues to do so.

- vii. The vehicle is double-parked.
- viii. The vehicle is parked on a lawn, landscaped area, sidewalk, or other area that is not designated for parking.
- ix. The vehicle is parked in violation of posted lot signs that limit parking to specific permits and that violators will be towed.
- x. The vehicle is parked in a pay parking area and payment has not been made.
- xi. The operator is using a permit that is not attached to his or her account and does not belong on their vehicle.
- xii. A vehicle that has repeatedly parked in violation of Syracuse University parking rules and regulations and has accumulated 3 or more unpaid citations or unpaid fines exceeding \$110.00 or any citation balance due older than 30 days.

**c. The following enforcement protocol will be strictly enforced:**

- i. The first infraction for not displaying a valid permit will result in a warning being issued to the customer.
- ii. The second infraction for not displaying a valid permit will result in a ticketed violation assessed at \$50.00.
- iii. The third infraction for not displaying a valid permit will result in a ticketed violation assessed at \$50.00. In addition, a first tow warning will be issued.
- iv. The fourth infraction for not displaying a valid permit will result in a ticketed violation assessed at \$50.00, and the vehicle will be towed from campus at the vehicle owner's expense.

**d. Parking and Transit Services reserves the right to revoke or deny parking privileges to any individual who fails to comply with these regulations.**

## **9. Charges**

**a. General**

- i. Any violation charges and/or expenses incurred by the University for towing a vehicle in violation of section 8-b will be charged against the registrant without regard to whether the registrant was operating the vehicle. In the case of non-registration, the Department of Motor Vehicles will be contacted and the vehicle will be traced to determine the registered owner. All unpaid charges will be assigned to the registered owner of the vehicle. In addition, a \$20 administrative charge will be added to cover the cost of the DMV trace.

- ii. Violation charges become effective on the date of issuance are payable within a period of 5 days. After 30 days from the date of issuance, all unpaid parking fines double. Payment may be made in person by cash, check, or credit card at the office of Parking and Transit Services. Payment may also be made by mailing a check made payable to **Syracuse University** to the following address:

Syracuse University  
Parking and Transit Services  
621 Skytop Road, Suite 190  
Syracuse, New York 13244-5300

- iii. Students, faculty, and staff members may be held responsible for any vehicle on campus that is registered to/or operated by them. It is the responsibility of the permit holder to inform family members, or any person the permit holder allows to operate the vehicle on University property, of all parking rules and regulations.
- iv. Syracuse University reserves the right to pursue other sanctions including, but not limited to, University Judicial Board review, criminal and civil actions, and Office of Human Resources review.

#### **b. Unpaid Charges**

- i. All violation charges and/or expenses incurred by the University for towing and/or immobilization will be billed back to the customer.
- ii. Failure to pay outstanding charges will constitute grounds for the denial of registration, diplomas and/or transcripts; for disciplinary action; and may result in the loss of parking privileges on campus.
- iii. Vehicles otherwise “legally” parked on University property that have 3 or more outstanding citations; or a total of outstanding fines exceeding \$110.00; or any single outstanding citation balance due older than 30 days will be considered “illegally” or “improperly” parked and may be immobilized or impounded at the owner’s expense until the account is paid in full.
- iv. Any unpaid violation charges and/or expenses incurred by the University for towing may result in the use of outside collection agencies and/or any other remedy deemed appropriate.

### **c. Appeals**

- i.** Any person receiving a notice of a violation has the right to appeal the notice in writing within a period of 14 days from the date of the violation issuance. After the 14-day period, the right to appeal the violation notice expires and all violation charges and/or expenses incurred become automatically due and payable. Faculty, staff, and students may appeal violation notices online through the “My Slice” portal. Click on the Parking Services link. All other appeals must be made in writing and can be mailed to the following address:

Syracuse University  
Parking and Transit Services  
Violation Appeal  
621 Skytop Road, Suite 190  
Syracuse, New York 13244-5300

- ii.** Any person whose appeal has been denied, or in any way unsatisfactorily resolved after the first appeal, may then re-appeal the decision to Parking and Transit Services within 14 days of receipt of the denial. After this 14-day period, the option to re-appeal expires and all violation expenses and/or charges incurred automatically become due. All re-appeals must be made in writing and can be mailed to the following address:

Syracuse University  
Parking and Transit Services  
Violation Re-appeal  
621 Skytop Road, Suite 190  
Syracuse, New York 13244-5300

## Notes

---

## Notes

---

# Syracuse University

## Parking and Transit Services

621 Skytop Rd. | Ste. 190 | Syracuse, NY | 13244