

Any questions, concerns, or suggestions regarding these published policies should be directed to the

Director of Campus Safety

at

(603) 899 - 4210

or email:

[sturgism@franklinpierce.edu](mailto:sturgism@franklinpierce.edu)

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**Student Financial Services**

1-877-372-7347

or

(603)899-4180

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***- Large print copies of this publication are available at Campus Safety, upon request -***

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**CAMPUS SAFETY**

*St. Peters Building*

*40 University Drive*

*Rindge, NH 03461*

*(603) 899-4210*

**FranklinPierce**  
UNIVERSITY

**2016 - 2017**

***Campus Parking  
and  
Motor Vehicle Policies***

*Revised: 7/7/2016*

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***Department  
of  
Campus Safety***

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40 University Drive

Rindge, NH 03461

(603)899-4210

Thank you for reviewing these policies for parking on campus at Franklin Pierce University.

Parking on the Rindge Campus is enforced by the Department of Campus Safety. The protection of the campus community members and property is a high priority for our department and the University. By following these policies, registering your vehicle on line on the Campus Web , by parking legally and not impeding the response of emergency vehicles you help to protect the safety of the campus community .

Respect of the motor vehicle policies will provide better services to the entire community for short term parking, special events, and access to the University's facilities.

Department of Campus Safety is committed to providing all members of the campus with the best possible solutions for getting around campus safely and easily. We encourage you to carpool or utilize the University's shuttle service.

Franklin Pierce understands that parking on any campus can be difficult at times, as you may not find a space near the building you are visiting.

Franklin Pierce has taken measures to ensure there is enough parking to accommodate the University community, with the understanding that on campus parking is not needed for all registered vehicles at all times.

Therefore the parking on campus is based on a first come first serve basis. Parking and operating a motor vehicle on the Franklin Pierce Campus is a privilege.

It is the responsibility of all Community Members and visitors to park in lined spaces in the appropriately designated spaces. Vehicles found in violation of these policies may be ticketed, booted, and/or towed at the owner's expense.

Vehicle operators (Registered Owners) are responsible for all fines and fees associated with policy enforcement for their vehicles **and their guest's vehicles**.

The following pages are the Campus Parking and Motor Vehicle Policies, if you have any questions, suggestion or comments, please contact me at (603) 899-4210.

Sincerely,

Maureen Sturgis  
Director of Campus Safety

Operating privileges suspended for 5 or more citations (paid or not) will result in the vehicle only being allowed to be parked in the DiGregorio parking lot. Appeals can be submitted to the Director of Campus Safety. Operating on campus after a suspension had been invoked will result in a Failure to Comply charge under the Student Code of Conduct.

## **EXCESSIVE VIOLATIONS**

A letter of warning will be sent to the student for anyone with three (3) or more parking tickets. Anyone receiving five (5) or more parking tickets may have their parking/operating privileges on campus suspended.

## **PAYING PARKING FINES**

Tickets are issued by the Department of Campus Safety and fines are applied to the Student accounts through Student Financial Services. Student Financial Services is located at Cole's Hall.

Tickets received by students can be paid at Student Financial Services Monday through Friday (excluding holidays). The Department is available from 8:AM—4:30 PM. The transaction will appear on the Student's account.

If the student chooses not to pay the ticket, the fee will be applied to the Student's account for payment. Payments for fines cannot be paid or received by the Department of Campus Safety.

## **NOTICE**

The Rindge Police Department periodically patrols our campus to assist Campus Safety in ensuring the safety for our community and does enforcement of the New Hampshire motor vehicle laws on campus including but not limited to Handicapped and fire lane violations. The Town's fines are not regulated by the University and can be different from what is listed in this booklet.

Any question pertaining to **tickets issued by Rindge Police Department** can be addressed by calling Rindge police at (603) 899-5009.

## SPECIAL EVENTS

Periodically, the University will host special events on campus for large groups. The University reserves the right to temporarily alter these parking policies to accommodate these groups. Campus Safety will make reasonable attempts to notify the University Community of any changes, temporary or permanent, to these policies.

## MAINTENANCE OF VEHICLES

It is the responsibility of the registrant to maintain their vehicle and to ensure it is safe to operate on campus. No one is permitted to perform any maintenance of his/her vehicle on Franklin Pierce Property. Vehicles not able to be moved when requested will result in towing at the owner's expense.

## PARKING COMMITTEE

Suggestions and comments regarding campus parking policies may be submitted to the Parking Committee via the Director of Campus Safety. Membership on the Committee consists of Faculty, Staff and Students.

## APPEALS

Each citation you receive will result in a ticket being placed on your vehicle. There are some incidents that may require the campus safety office to send it via university mail.

Due to inclement weather the ticket may not remain on your vehicle and possibly blow away. The ticket issued is still valid. You will have 14 days from the date of issuance to appeal your citation. Submit your appeal to:

**[parkingviolations@franklinpierce.edu](mailto:parkingviolations@franklinpierce.edu)**

If you submit any appeal after 14 days from the day of issuance it will be denied and you will be held responsible for the fine.

## TO APPEAL A CITATION

Send an email to [parkingviolations@franklinpierce.edu](mailto:parkingviolations@franklinpierce.edu), describing the date, time location and violation and the reason an appeal should be considered by the Appeals Board.

## VEHICLE REGISTRATION

1. All members of the Frankling Pierce Community are required to register vehicles with the Department of Campus Safety (through the Campus Web) and display a valid parking decal or permit on the vehicle. This includes community members that reside off campus.

Decals and permits are available 24 hours a day, seven days a week on line **BEGINNING ON JULY 1st of each year** at:

**<https://campusweb.franklinpierce.edu/ics>**

2. Permits are available at the Campus Safety office:  
Monday—Friday  
8:00 AM—4PM
3. You must have the following documentation to register
  - Valid FPU ID (Except for Visitor Permit/Decal)
  - Valid Driver's License
  - Valid Vehicle Registration
4. The parking permit is to be affixed to the lower driver's side front windshield of the vehicle.
5. Permits are issued only to vehicles owned by the student/community member or relative of the student/community member. Students are not permitted to use an FPU employee permit, they must obtain their own permit and display it when they are using the vehicle.
6. By registering your vehicle, you agree to abide by all Franklin Pierce parking policies. Student permits are valid for the duration of your academic career, here at Franklin Pierce. Faculty/Staff permits do not expire.
7. Students are financially responsible for their guest's parking violations.

**UNREGISTERED MOTORIZED  
VEHICLES**

Only vehicles currently registered for street/highway use may be operated and registered on campus. Off Highway Recreational Vehicles, including but not limited to, snow machines, all terrain vehicles or off road motorcycles will not be operated on University property.

Motorized vehicles, electric or gas powered, including scooters, "Razor" type bikes or similar cannot be registered or operated on campus.

**STUDENT PARKING**

1. The following parking areas are designated as student parking (white lined spaces):
  - Granite Hall Parking area (with exception of Faculty/ Staff spaces)
  - New Hampshire Hall Lot
  - Mt. Washington Hall Lot (with exception of Faculty/ Staff spaces)
  - Cheshire Hall
  - ***Special 15 minute parking area by Campus Center***
  - Mountain View (with exception of yellow spaces)
  - Northwoods, Pierce Lot (Near the Tennis Courts)
  - Northfields lots (Except for outside community parking)
  - Edgewood (with exception of Faculty/Staff spaces)
  - Fieldhouse (rear of building is for Faculty/Staff parking)
  - Monadnock (with exception of Faculty/Staff spaces)
  - DiGregorio (with exception of the first and second rows closest to DiGregorio Building)
  - Ravencroft lot (with exception of Faculty/Staff spaces)
  - Campus Center (Lower lot only)
  - Lakeview parking lots
  - Lakeside parking lot
  
2. Students may not park in any areas marked as Faculty/ Staff (yellow lined spaces).

**PARKING VIOLATIONS**

**FINE SCHEDULE:**

Fire Lane/Restricted Area.....	\$100.00
Handicapped Parking.....	\$100.00
Blocking Fire Hydrant.....	\$100.00
Towed Vehicle.....	\$100.00
Hindering Snow Removal.....	\$100.00
Failure to Display/Unregistered (University).....	\$50.00
Unauthorized Use of/Forged Permit.....	\$50.00
Unsafe Operation.....	\$50.00
Wrong Way.....	\$50.00
Blocking Traffic/Roadway/Dumpster.....	\$50.00
Driving/Parking on Sidewalk/Lawn/Crosswalk.....	\$25.00
Unauthorized Parking.....	\$25.00
Not a Parking Space.....	\$25.00
Expired or Unregistered Vehicle (State).....	\$25.00
Booted Vehicle.....	\$25.00
Other.....	\$25.00

1. Failure to comply with Directive
2. Failure to comply with notice (voicemail/text/FP alert/paper, excluding hinder snow removal)
3. Using more than one space
4. False information to register vehicle
5. Any other violation listed in violations without predetermined fines

**SNOW REMOVAL**

During and after snowfall, Facilities will begin snow removal procedures. When snow is expected, a voicemail will be sent out to notify the Franklin Pierce community when and where to move their vehicles. Vehicles parked in such a way as to prohibit/hinder snow removal or which do not comply with snow removal instructions will be towed/ticketed and stored at the expense of the vehicle owner. This includes not moving your vehicle from a lot at the specified time. Vehicles not able to be moved will be towed at the owner's expense.

- Driving/parking on lawn/sidewalk
- Fire lane/Restricted area
- Reckless Operation - driving at an unreasonable speed or in a manner that may injure or endanger any person or property
- Misuse of MV - use of MV for any purpose other than intended
- Unauthorized use of a permit - use of a permit, decal or pass registered to another person
- Driving the wrong way
- Failure to stop at stop sign or yield to right of way
- Obstructing Traffic - blocking roadway, driveway, access/exit
- Prohibited Parking - parked in a NO PARKING zone,
- Unauthorized Parking - Parking in an area for which you are unauthorized in (i.e. Faculty/Staff/Student/Visitor spaces)
- Hindering Snow Removal –Including not moving vehicle at required advertised times
- Towed vehicle
- Other -
  - failure to comply with directive
  - failure to comply with notice (voicemail, email or paper)
  - using more than one space
  - having more than one permit (except for employee’s current student using parent’s vehicle)
  - tampering with permit
  - giving false information on permit registration for parking in such a way to restrict or slow traffic
  - blocking dumpster

### **FINES**

**Students are financially responsible for all fines of tickets issued to their vehicles and those of their visitors/guests. Fines can only be paid through the Student Financial Services office.**

3. Students may have only one vehicle registered on campus. If the registered vehicle is out of service, see “Temporary Passes”. If you sell or otherwise dispose of the registered vehicle, see “Replacement Procedure”.
4. BETWEEN THE HOURS OF 5:00 P.M. AND 6:00 A.M. **ONLY**, students may park in Faculty/Staff spaces to utilize the Library and computer labs. Vehicles not removed from Faculty/Staff spaces by 6:00 a.m. will be towed.
6. Students may not park in the Peterson/Rindge Hall parking lots between 6:00 AM and 5:00 PM. Vehicles will be subject to booting, ticketing and towing.
7. Students may park in Faculty/Staff spaces on the weekends, provided there is no University function which requires Faculty/Staff to be on campus.

### **FACULTY / STAFF PARKING**

1. Persons employed by Franklin Pierce as full time or part time faculty or staff employees are considered faculty/staff. **Student employees are not considered faculty/staff employees.** GA’s are considered Staff and must park in yellow lined spaces.
2. Faculty/Staff may park in yellow spaces ***only***, not in areas designated for student parking (white lined spaces).
3. Your department head or director for your area will be advised of any ticket you receive.
4. Faculty/Staff may park in the following parking areas:

DiGregorio	Petrocelli Hall
Monadnock (DSO)*	Peterson Hall
Clifford Cole’s Hall	Library (Rear)
Marcucella	Cheney Hall (DSO)*
Edgewood Hall (DSO)*	Granite Hall (DSO)*
Campus Center Upper	Ravencroft (DSO)*

**\*Designated Spaces Only**

5. If the registered vehicle is out of service, see “Temporary Passes”. If you sell or otherwise dispose of the registered vehicle, see “Replacement Procedure”.

### **VISITOR/GUEST PARKING**

1. All visitors/guests are required to register with the Department of Campus Safety in the St. Peters Building, prior to parking on campus.
2. The visitor spaces at the Peterson Hall Lot, and DiGregorio are for persons visiting the University on business. The spaces are for short-term daytime visitor parking **ONLY**. All other visitors/guests are required to park in the DiGregorio Lot.
3. **Visitor spaces are not for faculty, staff, or student parking.**
4. A visitor permit will be issued for no more than 3 consecutive days and the visitor must be accompanied by the student host when registering and at all times thereafter.
5. Unregistered vehicles and visitor/guests vehicles parked illegally may be towed at the vehicle operator’s expense.
6. Parking violations issued to a visitor/guest vehicle will be charged to the host student’s account.

### **NORTHFIELDS PARKING**

The spaces near Northfields Activity Center are marked for Northfields Community Members parking only.

### **PARKING FOR PERSONS WITH DISABILITIES**

1. Parking for persons with disabilities is available near or adjacent to campus buildings and are marked with the “Handicap” symbol.
2. Vehicles parking in these spaces must display state issued HP plates, placard or sticker in or on the vehicle, in addition to a valid FPU permit or pass.
3. Persons with injuries or medical conditions creating short-term

Vehicles towed will be stored at a designated location on campus and booted.

### **ADDITIONAL DECALS**

1. Faculty/Staff and Students may apply for additional parking permits if they use more than one vehicle, however only one registered vehicle at a time is allowed on campus.
2. You may obtain additional parking permits at campus safety.

### **TICKETING / BOOTING / TOWING**

1. ***Franklin Pierce is not responsible for damages to Vehicles as a result of ticketing/booting and/or towing.***
2. Vehicles parked in violation of any Franklin Pierce parking policies will be subject to ticketing, booting, and/or towing.
3. Tickets will be applied to student accounts for payment.
4. Students vehicles with more than 5 tickets, paid or unpaid, will be subject to ticketing, booting or towing and banned from driving and parking on campus, except for the DiGregorio parking lot.
5. Vehicles illegally parked in areas marked as “Handicap” parking, visitor parking spaces, fire lanes, tow zones, impeding or blocking traffic may be ticketed and towed without prior notice at the vehicle operator’s expense.
6. Vehicle operators parking in any area when directed otherwise by a Campus Safety Officer, may be subject to towing at the owner’s expense and a citation for failure to comply.
7. Towed vehicles will be moved to a designated location on campus and booted. The vehicle operator will be responsible for the towing fee of \$100.00, in addition to the cost of any violation.
8. Vehicles which are unregistered (no license plate or expired) will be considered abandoned after 72 hours and may be towed off campus. The owner will be responsible for the tow company’s rate for towing and storage.
9. Following is an example of FPU violations, but not limited to:
  - No Franklin Pierce University registration - vehicle does not have a valid university permit, decal or pass

ing space without blocking fire lanes, tow zones, or the flow of traffic.

- f. The vehicle operator may not transfer the permit to any other person or vehicle without the expressed consent of the Director of Campus Safety or his/her designee.
- g. The permit may be revoked or otherwise deemed invalid if it is determined that the vehicle operator's condition changes so the pass is no longer needed.
- h. The permit is only valid on campus.

### **TEMPORARY PASSES**

Temporary passes are available for instances in which the primary vehicle is unavailable for use. Bring vehicle information and FPU identification to the Campus Safety Office. Temporary passes will be issued for no more than 14 days. If a permit has been obtained for the primary vehicle the permit can be transferred to the temporary vehicle.

### **REPLACEMENT PROCEDURE**

If the registered vehicle is sold or otherwise disposed of and another vehicle is to be used, it must be registered. You have to come to campus safety. You may add the new vehicle to the current permit.

### **STUDENT BILLING**

**Any vehicle fines on student bills received from the Student Finances office are final. The period to request any adjustment or appeal is fourteen (14) days after the date of the violation.**

### **TOWED VEHICLES**

Vehicles towed on campus shall be issued a citation for "Towing", which is \$100.00. Vehicles can be towed for any violation of the Campus Parking and Motor Vehicle Policies. The University reserves the right to tow vehicles without notification of the owner, to accommodate the needs of the University. ***Franklin Pierce is not responsible for the fees or any damage resulting in the towing of vehicles.***

(i.e. not permanent) mobility impairment must apply for a handicap permit from the state you are a resident. (see section "Short Term Medical Parking").

### **SHORT-TERM MEDICAL PARKING**

1. New Hampshire state law does not allow the use of handicap spaces by anyone without a state issued permit or plate. Campus Safety is not authorized to issue a handicap permit to park in a handicap space.
2. Persons with injuries or medical conditions which create a short-term mobility impairment may be eligible to utilize on campus parking spaces designated as "Handicapped", according to the following guidelines:
  - a. You must apply to the Division of Motor Vehicles or Registry of the state you are a resident. Failure to **obtain** the permit prior to using the spaces will result in a \$100.00 citation.
  - b. Anyone needing to use a handicap space and does not have a valid handicap permit or plate needs to meet with the Director of Campus Safety, with a Doctor's Note.
  - c. If an exception is approved by the Director of Campus Safety and the Director of Health Services, permits will be valid for not more than 30 days from the date of issue. The requester must apply for a state HP permit even though they have received an exception. After 30 days, the vehicle operator must reapply for Short Term Medical Parking. A recent (no more than 14 days old) doctor's note must be submitted with each request.
  - d. If the request is not approved, an appeal may be submitted to the chairperson of the President's Advisory Committee on Persons with Disabilities.
  - e. If parking designated as "Handicapped" is not available at the specific building or location needed, the vehicle operator must make all reasonable attempts to find a legal park-