Siena College
Parking and Traffic Regulations

Department of Public Safety
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IMPORTANT NOTICES

All parking on campus is by permit. Permits must be obtained through the Department of Public Safety.

Students are never considered visitors or employees for the purpose of parking.

The College reserves the right to boot or remove any vehicle from campus when that vehicle is found in violation of the Siena College Rules and Regulations.

Personal vehicles are not covered by Siena’s Insurance policies. The college cannot assume responsibility for loss, damage or theft of property from the personal vehicles that are parked on campus.

RESIDENT FRESHMAN students are students attending their first year of college. A student elevated to sophomore academic status anytime during their first year at Siena will still be considered a freshman for the purpose of parking.

Disabled or Abandoned Vehicles are not allowed to park on Siena property. These vehicles may be removed at the owner’s expense.
I. MOTOR VEHICLE REGISTRATION

A. All persons parking a vehicle on campus must register their vehicle with the Public Safety Department. The cost of the permit will be billed directly to the student’s account upon processing of the registration form.

B. Upon presentation of a State Department of Motor Vehicle Registration, Siena Saint Card and completion of the online BOSSCARS registration form, a campus parking permit will be issued. The permit must be affixed to the driver’s side, rear most side window and must be visible at all times. Faculty / Staff and Student Temporary permits must affix their hangtag on the rear view mirror. Visitors and Vendors must display their permits on the driver side dashboard to be completely visible at all times.

C. Improper display or not affixing the permit to the vehicle will subject the registrant to a fine.

D. Registering the vehicle of another person not authorized to have a vehicle on campus will subject both parties to a $100 fine and the loss of vehicle privileges on campus.

E. Permits are not transferable from one person to another or from one student vehicle to another. Should a permit be observed on a vehicle other than the one for which it was issued, the vehicle will be considered unregistered or misuse of a permit. The vehicle and will be subject to being issued a ticket, Booted and or towed from campus at the owner’s expense.

F. Permits issued to Faculty/Staff -This permit is transferable and should be used for any vehicle used by the faculty/staff member as long as the vehicle is registered with Public Safety. If a Faculty or Staff member would like to add a vehicle to their permit or update their information, contact Public Safety with the information. Faculty/Staff permits given to another person will be confiscated and destroyed.

G. Any person found in possession of a stolen faculty/staff hangtag will be referred (if student) to Student Life/Dean of Students for disciplinary action. In cases where Faculty/Staff is found in possession of a stolen faculty/staff permit, that employee will be referred per the college’s employee or faculty handbooks for disciplinary action.

2. PERMITS

A. STUDENT PARKING PERMITS

All students who are eligible for a parking permit must first go to their web for students and log into the secured area. After logging in they would choose BOSSCARS and choose to Purchase a New Student Permit. They must print out this completed BOSSCARS pre-registration form and bring it into Public Safety along with the registration for the vehicle and their Siena ID card. A student purchasing a Siena College Parking Permit will be issued a “Student” parking permit. Vehicles bearing “Student” parking permits may park in any student lot as indicated in Section 3, Lot
B. RESIDENT FRESHMAN PERMITS

**Resident Freshman are prohibited from having a vehicle on campus.**

Due to the limited amount of parking on campus, Resident Freshman are not allowed to have a vehicle on campus. All Resident Freshman Students must obtain prior authorization from Public Safety to have a vehicle on campus even if it is for a limited time. Temporary Parking Permits will not be issued to Resident Freshman without prior approval from Public Safety. Failure to receive permission will result in a $100 fine and may subject the student to denial of his/her request. Any parking tickets received during the time period that the car was on campus without approval may not be appealed. Exceptions to his policy may be requested in writing to the Director of Public Safety.

The two exceptions to this policy are for Medical and Employment reasons only.

**Medical Exemption:**
All Resident Freshman Students must obtain prior authorization from Public Safety to have a vehicle on campus even if it is for a limited time. Resident Freshman may request a parking permit based on medical requirements. Students with a current or pre-existing medical condition that are under the treatment of a physician may request a Medical Parking Permit Request form. The form may be obtained from the Public Safety Office as well as the Website. This form must be completed by the attending physician and returned to Public Safety and Health Services for review. The Director of Health Services will review the documentation and forward a recommendation to the Director of Public Safety. If the request is approved, the student will be required to present a receipt for treatment or a valid script from the medical practitioner on a monthly basis. Freshman granted an exception will only be permitted to park in Lot “U” in spaces marked with white lines.

**Employment Exemption:**
All Resident Freshman Students must obtain prior authorization from Public Safety to have a vehicle on campus even if it is for a limited time. Resident Freshman with the need to maintain employment may request a parking permit. The criteria for this exception include a minimum of 20 hours per week of regularly scheduled employment within 25 miles of the campus. The college does not accept sporadic or under-the-table employment as sufficient for an exception. Resident freshman students requesting this exception must present the following to the Director of Public Safety in writing. A letter from the student requesting the permit, the reason for the request, and the specific days and hours the student will work. A letter from the employer on company letter head stationary, stating the hours and days scheduled. If the exception is approved, the student must provide proof of continued employment on a monthly basis. The student must submit copies of pay stubs from company paychecks by the fifth of each month. Failure to submit documentation on the fifth of the month will result in the loss of the exception and forfeiture of the parking permit. If cancelled, the permit must be promptly surrendered to the Public Safety Department or a $100 fine will be imposed and levied on the student’s account. Freshman granted an exception will only be permitted to park in Lot “U” in spaces marked with white lines.

**NOTE:** Freshmen permits may be denied or revoked by the Director of Public Safety if the student is in violation of the Siena Code of Conduct. Freshman permits may be suspended for the remainder of the semester for any freshman student who has received three tickets for violations of the College’s Traffic Rules and Regulations.
C. EMPLOYEE PARKING PERMITS
All Employees who are eligible for a parking permit must first go to the Employee Self Service page and log into the secured area. After logging in they would choose BOSSCARS and choose to Purchase a New Employee Permit. They must print out this completed BOSSCARS pre-registration form and bring it into Public Safety along with the registration for the vehicle and their Siena ID card. Faculty/Staff will be issued one hangtag parking permit. This permit is transferable and should be used for any vehicle used by the faculty/staff member as long as the vehicle is registered with Public Safety. The Hangtag must be displayed from the vehicle’s rear view mirror at all times while parked on campus. If your mirror will not accommodate the hang tag the permit must be placed on the driver side dashboard in clearly in sight. In the event the hangtag is lost or stolen, a new tag may be purchased from the college for $50. In the event the hangtag is left in another vehicle, a temporary permit will be issued for the day.

D. STUDENT TEMPORARY PARKING PERMITS (Upper Classman Only)
Temporary parking permits for upper class students may be obtained from the Office of Public Safety, 24 hours a day 7 days a week at a cost of $2.00. The student must first complete BOSSCARS pre-registration form and bring the form along with a Valid State Department of Motor registration and their Siena Saint Card to the Public Safety Office. The permit must be displayed on the rearview mirror with the printed information facing out so the permit is visible for viewing. If your mirror will not accommodate the permit it must be placed on the driver side dashboard clearly in sight.

Temporary Permits for Resident Freshman:
Resident Freshman must obtain prior authorization to have a vehicle on campus even if it is for a limited time. Temporary parking permits will not be issued to Resident Freshman without prior approval from the Director of Public Safety. Temporary permits for Resident Freshman are only for medical and employment reasons, and only two Temporary Permits will be granted to freshmen during an academic year. Failure to receive permission will result in a fine of $100 and may subject the student to denial of his/her future requests for a Freshman Parking Permit. Any parking tickets received during the time period that vehicle was on campus without prior approval may not be appealed. Freshman granted an exception will only be permitted to park in Lots “F” and “U” in spaces marked with white lines.

E. GUEST PARKING PERMITS (Two Types)

Guest Permits (for Student visitor during the weekday) will be issued Monday thru Friday thru the Public Safety Office, (Public Safety is open 24/7), upon presentation of a Valid State Department of Motor Vehicle Registration, the host Siena Saint Card and completion of the online registration form. The permit must be displayed on the rearview mirror with the printed information facing out so the permit is visible for viewing and parked between white lines only.

Online Guest Permits: ONLINE guest permits are valid from Friday at 6:00pm until Sunday at 9:00pm. These permits are not valid MONDAY thru FRIDAY. The permit must be displayed on the driver side of the dashboard. All guest vehicles must park between white lines only.

STUDENTS FOUND USING ONLINE GUEST PERMIT FOR THEIR PERSONAL VEHICLE MAY BE SUBJECT TO TICKETING OR DISCIPLINARY ACTION.
F. HANDICAP ACCESSIBLE PARKING PERMITS

All persons possessing a State Handicap Permit or License Plate, must also obtain a Siena handicap Parking Permit from Public Safety.

Requests for handicap parking permits must be accompanied by documentation from a registered physician whose care the operator of the motor vehicle is under. Vehicles bearing proper handicap permit issued by the college may park in a designated handicap parking space. These spaces are marked with blue lines. In some cases a discharge area may be visible. Diagonal blue lines indicate discharge areas. The discharge area is not a parking space. Vehicles found in discharge areas or in handicap Parking Spaces without dis-playing a handicap permit issued by the college will be issued a ticket for parking in a handicapped space and may be towed from campus at the owner’s expense.

G. MAC MEMBERS PARKING PERMITS
MAC members may park in Lots F or U.
3. PARKING BY LOT DESIGNATIONS
(Only one vehicle is allowed per parking spot)

Student Parking - (Designated by White Lines)
Malloy Circle – The parallel parking spaces to the rear of Cushing Village
Lot “B” – The lot in the rear of Cushing Village
Lot “C” - Located at Snyder Hall
Clare Circle – The parking area surrounding MacClosky Square
Chapel Road – Spaces south of the Chapel
Lot “F” – The lot adjacent to the baseball field
Lot “G” – Located on the north side of the Morrell Science Center, excluding faculty and staff spots (Designated by Yellow Lines)
Lot “H” – Located on the north side of Foy Hall
Lot “N” – Located at the immediate front of Hines Hall
Lot “Q” – Located on the west side of Padua road, across from Padua Hall
Lot “R” – Located on the south side of Padua Hall
Lot “S” – Located on the south side of Hennepin and Ryan Halls
Lot “U” - Located on the east side of Turchi Road across from McGuire Hall
Lot “W” – Located to the rear of Plassmann Hall in front of the MAC

Resident Freshmen with Special Permission
Resident Freshmen who have received permission to have a vehicle on campus may only park in Lot “U” in spaces designated by white lines.

Faculty and Staff Parking - (Designated by Yellow Lines)
Lot “A” – Located to the rear of the St. Francis House on Malloy Circle
Lot “C” – Located in front of Snyder Hall
Lot “D” – located on the north side of Snyder Hall
Lot “E” – The spaces outside the Clare Center and on Francis Drive
Lot “F” – The spaces located to the rear of the Morrell Science Center
Lot “G” – Located to the rear of Roger Bacon, in designated spaces, along the eastside of the sidewalk to the town houses
Lot “I” – Located off of Middlefield Road next to Rosetti Hall
Lot “K” – Located between the Maintenance Building and the tree line directly in front of that building, and on the west side of the Maintenance Building
Lot “L” – Located on the west side of Foy Hall on Friars Road (NOTE: After 5:00p.m. commuter students may use the lot until Midnight)
Lot “M” – Located at the front of Siena Hall, all spaces in front of that Building.
Lot “O” – Located at the rear of Hines Hall at the Handicap Entrance
Lot “P” – Located at the rear of Hines Hall south of the East Wing
Lot “T” – Located at Maguire Hall, has east and west areas, the east side has four spaces designated for Faculty and Staff. The west side is designated for Admissions Visitors only
Lot “U” – Located on the east side of the Turchi Road Entrance to the College
Lot “V” – Located on the south side of the MAC.
Chapel Road – The spaces north of the Chapel
Long Term Parking - Lots "B - F & TRUSTCO BANK

The "Long Term Parking Area" is designated as Lots “B-F-TRUSCO BANK”
Lot “B” – The lot in the rear of Cushing Village
Lot “F” – The lot adjacent to the baseball field
Trustco Bank Building Lot – Across Rt. 9

Any student, faculty or staff member, or any other person leaving campus for an extended period of time (i.e. sports team trip, a family emergency, winter recess, a long weekend, vacation, etc.) who intends to leave their vehicle on campus should be aware of our emergency vehicle removal procedures. When leaving campus, vehicles left behind must be moved to Lots "B - F & TRUSTCO BANK"

4. ADDITIONAL LOT RESTRICTIONS

1. Parking spaces are color coded. White lined spaces are for Students and Visitors. Yellow lined spaces are for faculty and staff. Students and employees must park between the proper colored lines for their designation. Spaces lined in Blue are for vehicles bearing valid Siena Handicap Permits and/or Handicap plates. Parking tickets for violations will be issued based on the line colors even in the event there is no sign posting such regulations.

2. Parking Lot “L”, located on the west side of Foy Hall is reserved for Faculty and Staff parking. However from 5:00 p.m. until Midnight Students may park in this lot.

3. Lots “O”, “P”, and the portion of Padua Rd. from the entry to Lot “P” north are Restricted Areas including the Service Rd. and the parking area adjacent to Lonnstrom Dining Hall.
   A red line painted on Padua Rd. and 2 signs which state, “No student vehicles beyond this point” identifies the Restricted Area. No student vehicle is permitted north of the red line and any student vehicles in that area will be ticketed and/or booted.

4. VIOLATIONS

- **Abandoned/Inoperable Vehicles** – All motor vehicles on campus must be in running order and bear a valid state license plate issued to that vehicle. Vehicles in violation of this regulation will be considered abandoned and will be towed from campus at the owner’s expense.

- **Driving Under the Influence of Alcohol and Drugs**
  - (a) No person shall operate a motor vehicle on Siena College property while the person’s ability to operate such motor vehicle is impaired by the consumption of alcohol or drugs.
  - (b) If in the judgment of a member of the College’s Public Safety Staff, an operator of a motor vehicle being operated on campus has consumed alcohol or drugs, the operator will be documented and a report will be forwarded to the Dean of Students.
  - (c) If the operator of a vehicle is involved in an accident, and the Public Safety Staff suspects the driver may be under the influence of drugs or alcohol, the Police may be contacted to further investigate the incident.

- **Parked in a Faculty/Staff Area** – Parking a vehicle in a parking space (yellow lines) when not authorized by the parking permit issued to that vehicle.

- **Failure to Display a Hangtag / Permit.**

- **Failure to Move Vehicle from Closed Lot** - Failure to move a vehicle from a lot which has been closed for a special event.
• **Failure to Yield the Right of Way** – Failure to yield the right of way at a yield sign.

• **Fire Lane / Tow Zone** – Parked in a Fire Lane or designated Tow Zone

• **Unauthorized Parking in a Handicap Parking Space** – Handicap parking areas are for vehicles bearing a Siena Handicap Vehicle Registration. Unauthorized vehicles found parked in these areas will be ticketed and towed at the owner’s expense.

• **Improper Display** – Not affixing the parking permit to one’s vehicle, placing the permit in the wrong location.

• **Improper Lot** – Parking a vehicle in a parking lot, space or area not authorized by the parking permit issued to that vehicle.

• **Forged Permit/Improper Use of a Permit** – No person shall affix a permit to his/her vehicle that is either forged or is not the permit assigned to that vehicle.

• **Parking in more than one space** – Vehicles not parked within the designated parking space lines, that is when the vehicle is extended into another parking space surrounding their intended space, causing their vehicle to be in more than one space, will be issued a parking ticket for using more than one space.

• **Parking in a Reserved Space/Special Permit Area.** – Parking in a spot that is designated for a Special Permit or a Reserved Parking Area.

• **Parking in a Restricted Area.** – Any area that is denoted as a restricted area by painted hash marks on the pavement.

• **Parked in the Roadway** – Parking is not permitted on campus roadways. In addition to its normal definition, roadway includes any area designated as a safety island. A safety island is an area with diagonal lines painted on the pavement to indicate it is not a parking area. All roadways are considered Fire Lanes.

• **Parked/Driving on the Lawn and Pathways** – (Pathways, lawn, non-paved area, dirt and grassy areas) Pathways are for pedestrian traffic only with the exception of Security, Maintenance and Emergency Vehicles. Vehicles may not park or drive on lawn areas, non-paved areas, or any area not designated for vehicular traffic. Vehicles parked in these areas, in addition to being ticketed, may be towed from campus.

• **Parked/Driving on Town House Pathways** – Based on the seriousness and potential harm to pedestrians, a separate violation for this action has been written. This violation carries a larger fine.

• **Passed a Stop Sign** – Failure to come to a complete stop at a stop sign.

• **Reckless Driving** – Reckless driving on campus is defined as operation of a motor vehicle in a manner presenting an unjustifiable risk to a person’s safety and or damage of property of another.

• **Restricted Area / Safety Zone** – Any area which is designated by painted lines on the ground.

• **Speeding** – The maximum speed permitted on campus is 15 M.P.H.

• **Unregistered Vehicle** – All vehicles parked on campus are required to be registered with the Department of Public Safety.

• **One Way/Wrong way on one way** – On roadways marked for one-way traffic, vehicles shall be driven only in the direction designated.
• **Blocking a Fire Hydrant** – No person shall stop, stand or park a vehicle within 15 feet of a fire hydrant except when the vehicle is attended by a licensed operator who is seated in the front seat and who can immediately move the vehicle in case of an emergency, unless a different distance is indicated by official signs, markings.

6. **COMPLIANCE WITH PUBLIC SAFETY PERSONNEL**

   No person shall fail or refuse to comply with the request or directions of Public Safety personnel or any other person empowered to regulate traffic. Refusal to comply with such requests or directions may result in disciplinary action and or the loss of vehicle privileges on campus. It may also cause vehicle to be ticketed and towed immediately at the owner’s expense.
7. TRAFFIC ENFORCEMENT
Public Safety personnel continuously patrol the campus and issue tickets for violations of the Siena College Parking and Traffic Regulations.

A traffic ticket will indicate the violation and the amount of the fine. Fines will be charged to the person’s Siena College account. Fines may only be paid at the Business Affairs Office. New York State requires the College to charge tax on all fines.

NOTE: The College reserves the right to boot or remove any vehicle from campus when that vehicle is found in violation of the Siena College Parking and Traffic Regulations regardless of their fine status.

8. PERSISTENT VIOLATOR
Individuals whose vehicle has been ticketed six times, will be declared a Persistent Violator. Persistent Violators receiving a seventh ticket or subsequent tickets, in addition to the ticket, will have their vehicle booted and/or towed from campus. Any vehicle that obtains three or more tickets for being unregistered will be booted. The fines and tow charges for their vehicle will be the responsibility of the operator/owner of the vehicle. People who have been declared Persistent Violators will remain such for the remainder of the current Academic Year regardless of the status of their parking fines (paid or unpaid). When the next Academic Year commences all former Persistent Violators will have their persistent violator status removed and will start the year without carrying forward the persistent violator designation.

9. TICKET APPEAL PROCEDURE
Persons who have received tickets may appeal the violation to the Traffic Appeals Committee. The committee is comprised of Faculty, Staff and Students. All Student appeals must be appealed online through their Web for Students Account. Once logged in there;
Choose the option "Outstanding Citations"
- A list of tickets will appear that have been written to the account
- Select the button for the ticket you wish to appeal
- Type in your comments on the grounds for which you are appealing the ticket
- You will then receive an acknowledgement of the appeal
- You can then track the status of your appeal to see if it was granted or denied

All Staff and Faculty appeals must be appealed through the web by logging into Employee Self Service. After you enter the secure area, you click on Personal Information and the choose BOSSCARS.
Choose the option "Outstanding Citations"
- A list of tickets will appear that have been written to the account
- Select the button for the ticket you wish to appeal
- Type in your comments on the grounds for which you are appealing the ticket
- You will then receive an acknowledgement of the appeal
- You can then track the status of your appeal to see if it was granted or denied

All decisions of the Committee are final. NOTE: Appeals must be submitted to the Committee within 60 calendar days from the date of the cited violation. Appeals received after the 60 days will not be considered by the Committee.
10. MOTOR VEHICLE ACCIDENTS

All motor vehicle accidents occurring on the Siena College campus should be reported to the Public Safety Department. The New York State Vehicle and Traffic Law requires that accidents causing personal injury or damage in excess of $1,000.00 to the property of another person must be reported to the Department of Motor Vehicles within 10 days. State Motor Vehicle Accident Reports (MV104A) is available at most police departments and DMV offices. In addition, the Public Safety Department will contact the police to investigate any accident on campus at the request of the person(s) involved.

11. EMERGENCY VEHICLE REMOVAL

Any student, faculty or staff member, or any other person leaving campus for an extended period of time (i.e. sports team trip, a family emergency, winter recess, a long weekend, vacation, etc.) who intends to leave their vehicle on campus should be aware of our emergency vehicle removal procedures. These procedures dictate that at times we must clear certain areas, such as but not limited to parking lots and roadways. Abandoned vehicles, vehicles left behind by those leaving campus, disabled vehicles and even legally parked vehicles may need to be removed under circumstances beyond our control. Snow removal, construction needs, parking lot closures, repair problems and emergencies will dictate the removal of these vehicles. In all instances an attempt to notify vehicle owners will be made by on-campus means. This may include e-mail, public announcements, flyers and telephone messages when practical. When leaving campus, vehicles left behind must be moved to the "Long Term Parking Areas", These areas are designated as Lot B (rear of Cushing Village), Lot F (next to the baseball field) or the Trustco Bank Center which is located across the street from the main campus. Vehicles left in any other lot WILL BE TOWED when necessary for snow removal or any other emergency that may arise, with the person responsible for the vehicle being billed for the tow charges. At no time can anyone leave their vehicle parked on campus for the entire summer. If you are not enrolled in summer courses then your vehicle must be removed at the end of the academic year. If you are enrolled in courses or employed by the college, then you may have a vehicle on campus during those times. The College accepts no responsibility for fees charged by towing companies for vehicle removal. All vehicles parked on campus are parked at the owner/operator's risk.