



Olin College
of Engineering

TRAFFIC AND PARKING REGULATIONS 2015-2016

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I. OBJECTIVES

The principal objectives of the traffic regulations are to:

- Provide faculty, staff, students and visitors with the opportunity to operate and/or park a motor vehicle while at Olin College.
- Ensure that faculty, staff, students and visitors have an appropriate place to park their vehicles.
- Encourage, in accordance with the College's Facilities Plan, a walking campus, and thereby minimize congestion, noise, and safety problems, and maintain Olin's environment.
- Ensure safety for pedestrians and vehicular traffic.
- Ensure that access for emergency vehicles is maintained at all times.
- Protect the rights of all members of the campus community by equitably enforcing these regulations.
- Enforce/comply with Massachusetts Motor Vehicle Codes.

All regulations are subject to change and may be amended in the future. Any such changes shall be effective as of the date they are posted on the Olin College website at www.olin.edu/offices-services/facilities/parking-transportation/.

II. AUTOMOBILE REGISTRATION

A. Campus Registration

All Olin faculty, staff and students who own or use a motor vehicle are required to register it with the Public Safety Department within 24 hours after bringing it on campus, regardless of the length of time it will be on campus. You are encouraged to do this ahead of time. This may be done at the Public Safety Department or online at <https://www.olin.edu/facilities/parking-transportation/parking-permit-application/>.

Currently, there is no fee for a parking permit. However, Olin College will review the costs associated with operating the parking facilities each year and may set specific rates per academic year if needed.

Parking permit decals must be permanently affixed to the vehicle on the rear passenger window on the driver's side of your car. Failure to display a current decal while on campus will result in a citation.

Changes in the license plate number of a registered vehicle must be reported to the Public Safety Department immediately. Faculty and staff may register up to two (2) vehicles with permanent parking permits. Students may register and maintain only one (1) vehicle on campus.

Vehicles not registered, improperly registered, or without proper license plates, are not allowed on campus without permission from Public Safety and may be towed without warning.

B. Student Non-Massachusetts Registration

Massachusetts Motor Vehicle Law Chapter 90, section 3, paragraph 3: "Every nonresident enrolled student at a school or college in the Commonwealth who operates a motor vehicle registered in another state or country during any period beginning on September the first of any year and ending on August the thirty-first of the following year shall file in triplicate with the police department of the city or town in which such school or college is located, on a form approved by the registrar of motor vehicles, a statement signed by him under the penalties of perjury providing the following information: the registration number and make of the motor vehicle and the state or country of registration, the name and address of the owner, the names and addresses of all insurers providing liability insurance covering the operation of the motor vehicle, the legal residence of such nonresident and his residence while attending such school or college and the college which he is attending. He shall also maintain in full force a policy of liability insurance providing indemnity for or protection to him and to any person responsible for the operation of such motor vehicle with his express or implied consent against loss by reason of the liability to pay damages to others for bodily injuries, including death at any time resulting therefrom, caused by such motor vehicle policy as defined in section thirty-four a. The police department with whom such statement is filed in triplicates shall send one copy thereof to the registrar of motor vehicles and one copy to such school or college. Any such nonresident who fails to comply with the provisions of this paragraph shall be punished by a fine of not more than fifty dollars."

Students bringing cars from other states or foreign countries must comply with the Commonwealth of Massachusetts requirements for the registration of automobiles and the licensing of drivers. This must be done 30 days from the date of formal registration at Olin College, and must secure liability insurance in compliance with the mandatory Massachusetts auto insurance requirements (see www.ma.gov website for updated requirements) unless

such insurance already has been taken out in their own states. Additionally, any student driving a vehicle displaying out-of-state registration plates must obtain a nonresident decal as required by the Massachusetts Registry of Motor Vehicles. This decal can be obtained at no cost by filling out the Nonresident Student Vehicle Information Form available at the Office of Public Safety. Due to the fact that this form is generated by the Registry of Motor Vehicles, it is not available on the Olin College or Public Safety websites.

C. Employee Motor Vehicle Registration

Employees may only register vehicles that are leased or owned by themselves or a household member.

Employees who reside in Massachusetts may obtain parking decals only for vehicles registered in the state of Massachusetts. The exception is if the vehicle is leased to the employee with out-of-state registration plates issued by the lease company.

According to Massachusetts state law, employees residing in Massachusetts are required to have vehicles they own registered in this state and display Massachusetts license plates within 30 days of residency. New employees moving to Massachusetts from out of state will be issued temporary Olin College parking permit that will be valid for not more than 30 days, and will not be renewable. A permanent Olin College parking decal will be issued once a Massachusetts registration is obtained.

III. OFF-CAMPUS MOTOR VEHICLE OPERATION

In order to maintain good relationships with our neighbors and to promote safe driving habits, when Public Safety becomes aware of motor vehicle violations off campus, reports will be documented by the Public Safety Department and forwarded to the Office of Student Affairs and Resources for students and to Human Resources for faculty and staff.

IV. MEDICAL PARKING PERMIT

Students and employees with temporary orthopedic or mobility-related disabilities may apply for a special medical parking permit through the Public Safety Department by contacting the parking clerk at parkingclerk@babson.edu. A statement from their personal physician indicating the nature and length of disability is required. Medical parking permits are valid for a 20-day period and are renewable for a total of 60 days (including the original 20-day period). Applications for medical parking permits may be subject to review by the director of Health Services, at which time the personal physician may be contacted. Individuals with orthopedic or mobility-related disabilities that require more than 60 days of special parking privileges are advised to contact the Registry of Motor Vehicles and apply for a state placard or handicapped plates.

Drivers with medical parking permits are bound by all traffic regulations. Failure to do so may result in the towing of the vehicle at the owner's expense. Medical parking permits authorize parking in any handicapped space on campus, but do not authorize any form of illegal parking. Tampering with or the alteration of a medical parking permit will result in the loss of specialized parking privileges and/or disciplinary action.

Handicapped placards and medical parking permits must be displayed at all times. Failure to do so may result in ticketing and towing at the owner's expense. Olin College considers unauthorized parking in handicapped areas as a serious and towable offense. Please honor handicapped parking areas.

V. PARKING AREAS

While on campus, students and employees are expected to park in designated lots. The parking policy is in effect throughout the entire calendar year including the summer, and citations are consistently issued in accordance with this policy. A quick reference to designated parking areas is included at the end of this booklet.

A. Students

Students shall park only in the following parking lots: Lot A, Tiers 4, 5 and 6; Lot B-2; and Lot C.

Exceptions: On weekdays, students may also park in Lot A, Tiers 1, 2 and 3 from 5 pm until 2 am. All students must remove their vehicles from these lots by 2 am to ensure employee parking on normal business days. Any remaining vehicles will be subject to a fine after 2 am. On weekends, students may also park in Lot A, Tiers 1, 2 and 3 from Friday after 5 pm until 2 am Monday morning.

Students are not permitted to park at any time in Lot B-1.

B. Faculty/Staff

If you are a member of the Olin College faculty or staff, you may park in the following parking lots: Lot A, Tiers 1, 2, and 3; Lot B-1; Lot C and Lot D. If parking a vehicle overnight, 2 am to 7 am; you must notify the Public Safety Department. Vehicles will be ticketed and/or towed at the operator's expense for parking in areas not designated for parking.

C. Visitor Parking

Visitors may park in the following parking lots: Lot A, Tiers, 1, 2 and 3; Lot C and Lot D.

Overnight visitors parking from 2 am to 7 am, must have a visitor's pass. Visitor passes are available at the Public Safety Department. Students may be held responsible for any parking violations received by their guests.

For large events, arrangements may be made through the Public Safety Department for electronic visitor passes.

D. Pickups and Deliveries

We realize members of the community occasionally may need to park in close proximity to either their residence hall or office to load or unload heavy personal belongings. The vehicle must not block either emergency or other access to the facility, including fire lanes and handicapped spaces. You must, prior to parking, notify the Public Safety Department at 781-239-5555 to indicate your location and type of vehicle. You will be requested to display your four-way flashers and may not park any longer than 15 minutes. Vehicles parked in excess of 15 minutes are subject to ticketing and towing.

VI. ADDITIONAL PARKING GUIDELINES

Students on official business or employed in any College office are expected to park in designated student lots and walk to that particular office. This policy is in effect year-round.

All forms of vehicle maintenance are prohibited by students or employees on campus (i.e. oil changes). It is illegal to maintain a vehicle on campus that is inoperable.

There is no parking in the following areas:

- The Oval pathways connecting Milas Hall, Academic Center and Campus Center
- The walkways in front of the Residence Halls
- The walkway from East Drive at the Campus Center loading dock to Milas Hall lower level entry
- All pedestrian pathways throughout Olin College from Great Plain Avenue to Map Hill Drive bordering Babson College
- All lawns, athletic fields or landscaped areas throughout the campus

It is also illegal to:

- Exceed the posted speed limit or drive recklessly
- Park in a manner that blocks or partially blocks any fire hydrant, fire lane, or delivery entrance
- Park in a manner that blocks or partially blocks a crosswalk
- Remove or deface posted traffic signs
- Park in the wrong direction
- Park in any areas that are restricted by the presence of chains or gates
- Operate a vehicle on sidewalks or any pedestrian walkways
- Operate a motor vehicle on any campus land other than on paved roadways

Motor vehicle operation on campus must be in accordance with Massachusetts statutes. In some instances Massachusetts citations may be issued in place of Olin College citations.

VII. SNOW REMOVAL

A. Snow Removal Procedures

Handling snow and ice emergencies is a major undertaking and requires cooperation from the entire campus community, including faculty, staff, students and visitors. Please take the following general steps when preparing for a snow or ice storm.

1. Park your vehicle only in an area designated for parking during these conditions (outlined further below). Do not park in fire lanes, in short-term parking areas along Olin Way or in any unauthorized areas around campus buildings.
2. Please park at the perimeter of the parking lot, close to other cars in the lot. The Facilities Services staff can clear lots more effectively if vehicles are not scattered throughout the lot.
3. We recommend that you keep a snow shovel in your vehicle. Owners are responsible for shoveling out their own vehicles. Although snow shovels are available in the 1st floor trash rooms of East and West Halls for students and through Facilities Services for faculty and staff, there may not be enough for everyone at peak demand times, therefore, we ask that you return the snow shovels promptly.

B. Snow Emergency No-Parking Areas

In order to most effectively clear the campus of snow, the following areas have been designated as “no-parking areas” during snow emergencies: Parking Lot A (Tiers 1, 2 and 3), Lot B-2 and Lot D. Parking is prohibited in these lots during declared snow emergencies. Notification that a snow emergency is in effect will be given to the campus community by Facilities Services via the campus email system. As directed by email, faculty, staff, students and visitors will need to park in Lot A (Tiers 4, 5 and 6) and Lot C. This does not apply to handicapped parking spaces.

When the snow has ceased, it is the responsibility of each person to move their vehicles to a cleared area of Parking Lot A. The Facilities Services staff will clear the Designated Snow Emergency Lots within 24 hours after the storm has stopped. Community members can return to their assigned lots once the area has been cleared. All vehicles not moved will be towed at the owner’s expense.

The Snow Emergency Parking Plan can be found at http://www.olin.edu/sites/default/files/olin_snow_emergency_parking_assignments.pdf.

The Snow Removal Routes can be found at http://www.olin.edu/sites/default/files/snow_removal_-_olin_priority_routes.pdf.

VIII. DAMAGE OR THEFT

Olin College shall not be responsible for any loss or damage to a vehicle, its accessories, or its contents by reason of theft, accident, fire, or otherwise while on the Olin College campus. The responsibility for a vehicle, its accessories, and contents while on campus, shall at all times reside with the owner and/or operator of the vehicle. Owners should take precautions such as always locking valuables and vehicles and activating anti-theft devices. Owners should also ensure that they have appropriate coverage for this purpose.

Vehicle covers that obstruct the license plate are not permitted. Such vehicles are subject to ticketing and towing at the owner’s expense.

IX. TOWING

Any motor vehicle parked in violation is subject to towing if deemed necessary by the Public Safety Department. All charges for towing and storage are the responsibility of the owner. Olin College assumes no responsibility for damages to the vehicle either during towing or storage.

Towing may occur in the following situations:

- Vehicles not displaying valid license plates
- Disabled vehicles illegally parked
- Disabled vehicles parked for more than 24 hours
- Vehicles obstructing fire lanes or other emergency access
- Vehicles parked along any College roadway
- Vehicles that receive more than four (4) violation notices will be towed (see section XV. Enforcement).
- Vehicles parked illegally in handicapped parking spaces.

- Student and employee vehicles parked illegally in spaces designated for the Office of Admission.
- Motor vehicles determined to be abandoned on Olin College property.
- Vehicles required to be moved for construction or maintenance purposes (24-hour advance notice will be provided except for in emergencies).
- Vehicles impeding pedestrian or vehicular traffic or creating safety hazards.

X. ABANDONMENT

Olin College may seek criminal complaints on vehicles left on campus in violation of Massachusetts Motor Vehicle Law, Chapter 90, section 22B.

XI. VACATION PERIODS

The parking policy is in effect throughout the entire calendar year and citations are consistently issued in accordance with this policy. During semester breaks only (December/January break, Thanksgiving break and spring break), students wishing to leave vehicles on campus must notify Public Safety and Facilities Services with their vehicle information. At that time, students will be informed of the designated parking areas for the break period. Vehicles left outside of the designated parking lot may be towed at the owner's expense. There will be no storage of vehicles on the Olin College campus during the summer months unless the student is employed by the College for the summer. Violators will be subject to ticketing and towing at their expense and may incur additional storage fees imposed by the tow company.

XII. MOTORCYCLES, SCOOTERS AND MOPEDS

Motorcycles, scooters and mopeds must be registered at Public Safety at which time a parking decal will be issued. Operators must abide by all traffic and parking regulations. Operators must use only campus roads and must park in appropriate parking lots. These vehicles are not allowed on the grass areas, in buildings, or under building overhangs. A helmet must be worn at all times pursuant to Massachusetts state law.

XIII. BICYCLE REGISTRATION AND REGULATIONS

A. Registration

All students, faculty and staff who have a bicycle on campus must register it with Public Safety at which time a parking decal will be issued. Every person riding a bicycle on campus shall be subject to all laws of the state of Massachusetts. Bicycle helmets are not required for riding on campus; however, for safety reasons, it is recommended. Storage of bicycles shall be in any of the bicycle racks in various locations on campus, and they are not permitted to be stored in resident halls or other College buildings. All bicycles should be secured with a U-shaped lock and chain when left unattended.

B. Regulations

- Every person riding a bicycle on campus shall be subject to all the laws of the state of Massachusetts.
- No bicycle shall be used to carry more than one (1) person at a time unless the bicycle is designed for it.
- Every bicycle ridden from sunset to sunrise shall be equipped with a lamp on the front of the bicycle and a reflector on the rear.
- While riding a bicycle on the roadway and sidewalk, pedestrians shall be given the right of way.
- Bicycle helmets are not required for riding on campus; however, for safety reasons, it is strongly recommended.
- Any person in violation of the rules and regulations listed above shall be subject to administrative review.

C. Storage of Bicycles

- Storage of bicycles shall be in any of the bicycle racks in various locations on campus. It is prohibited to chain bicycles to trees, poles, stairways, etc.
- Bicycles are not permitted to be stored in resident halls or other College buildings.
- All bicycles should be secured with a chain and padlock or other locking device when left unattended.
- Any unattended bicycle found not in a proper location on campus will be removed and taken to Public Safety.
- After 30 days, any bicycles not claimed by the owner may be disposed of at the discretion of the Director of Public Safety.

- There is no storage of bicycles during the summer months either in designated bicycle racks or in resident halls unless the owner is employed at the College for the summer.
- If you believe your bicycle has been stolen or is lost, come to the Public Safety Department to file a report.

XIV. LIST OF PENALTIES

Individuals found in violation of regulations will be subject to the minimum penalties outlined below. If circumstances warrant, more severe penalties will be imposed.

A. Parking Violations

The following is a list of parking violations and penalties. Multiple violations may result in several fines.

Blocking gate, driveway, loading zone, or dumpster	\$50
Crosswalk violation	\$50
Exceeding time in short-term parking areas	\$25
Failure to obey a Public Safety Officer	\$50
Illegal parking in a reserved space	\$75
Immobilization fine	\$50
Impeding emergency vehicles	\$50
Improper disposal of a parking violation	\$50
Improper parking	\$25
No parking	\$25
Non display of current decal	\$50
Obstructing a building entrance	\$50
Obstructing a fire lane	\$50
Obstructing traffic or snow removal	\$50
Parking in a service lane	\$25
Parking in the wrong direction	\$25
Restricted Lot	\$25
Tow fine	\$100
Unauthorized overnight parking	\$25
Unauthorized parking in a handicapped space	\$100

B. Moving Violations

Motor vehicle operation on campus must be in accordance with Massachusetts statutes. In some instances, Massachusetts Chapter 90 citations may be issued in place of Olin College citations.

The following is a list of moving violations and penalties.

Driving on a pedestrian way	\$100
Driving to endanger	\$100
Driving on land not meant for vehicular use	\$50
Failure to make a full stop at a stop sign	\$50
One-way violation	\$50
Speeding	\$75

XV. ENFORCEMENT

Any vehicle that has been issued four (4) parking violation notices between September 1st and August 31st of the following year is subject to the following penalties.

- If the vehicle is owned or operated by an Olin student, after issuance of the fourth parking violation on the Olin College campus, the student shall be subject to disciplinary action through the Office of Student Affairs and is required to make an appointment with a member of the Public Safety Department.
- If the violator is a faculty/staff member, after issuance of the fourth parking violation on the Olin College campus, the employee's supervisor may be notified in writing so that appropriate corrective action may be taken.
- If a fifth parking violation on the Olin College campus is issued to a vehicle in a year, the vehicle will be towed at the owner's expense. A \$100 fine will also be assessed.
- If the vehicle is owned or operated by an Olin student, after issuance of the fifth parking violation on the Olin College campus, the student shall be subject to disciplinary action, including the loss of on-campus parking privileges for a period of time to be determined by the Director of Public Safety.
- If the violator is an Olin employee, after issuance of the fifth parking violation on the Olin College campus, the employee's supervisor and the Office of Human Resources may be notified in writing so that appropriate corrective action may be taken.

XVI. BILLING FOR VIOLATIONS

Traffic violations for all students and employees are billed directly through the Public Safety Department. Tickets must be paid at the Public Safety Department within ten (10) days of issuance. Payment is by check only. Appeals for violations must be submitted to the Public Safety Department according to the procedure outlined in this handbook.

XVII. PARKING/TRAFFIC APPEAL PROCEDURE

A. Appeals

Tickets received may be appealed only if the appeal is registered within seven (7) days of the violation. All appeals must be directed to the traffic/parking clerk on the appropriate form, which is available at the Public Safety Department or may be submitted online by accessing <http://www.babson.edu/offices-services/public-safety/parking/Pages/parking-violation-appeal.aspx>. The parking manager can answer questions regarding the appeals process at 781-239-5598. Appeals of towing must be made to the Director of Public Safety.

Appeals are reviewed and determined by the Parking Manager at Public Safety. Individuals will receive a reply within two weeks of the ticket review date. If the parking violation appeal is denied by the Parking Manager, the denied appeal will be reviewed by the Traffic/Parking Violation Review Board. All members of the Olin community will follow the same appeal procedure. Final appeal for all moving violations and tow appeals will be heard by the Director of Public Safety.

B. Traffic/Parking Violation Review Board Final Appeals

The Traffic/Parking Violation Review Board shall meet as needed to review denied appeals from members of the Olin community. Olin community members are not required to attend the appeal hearings but are encouraged to do so.

The board may consist of a Public Safety designee, two Olin students, and two faculty/staff members. A quorum will consist of not less than three individuals. The board is the responsibility of the Vice President for Operations.

The board will hear all the facts of the traffic/parking violation being appealed, and may call upon additional individuals who have knowledge of the matter to appear before the board.

At the completion of the hearing, the board shall take all information under advisement and render a decision in writing on each appeal no later than three days from the date of the hearing.

The decision of the Traffic/Parking Violation Review Board is final.

C. Revocation of Driving Privileges

When a student's privilege to maintain or operate a motor vehicle at Olin is revoked, that student must remove the vehicle from campus for a length of time to be determined by the Director of Public Safety. These vehicles are subject to towing if parked again on campus. Disobeying a revocation order will result in disciplinary action.

Irresponsible or reckless operation of a motor vehicle or repeated or serious motor vehicle infractions will result in the revocation of driving privileges on campus by the Director of Public Safety.

XVIII. PARKING LOT DESIGNATIONS

LOT	USAGE
Lot A - Tiers 1, 2 and 3	Faculty, Staff and Visitors Weekdays: Students after 5 pm until 2 am Weekends: Students from Friday after 5 pm until 2 am Monday
Lot A - Tiers 4, 5 and 6	Students (24/7)
Lot B-1	Faculty and staff
Lot B-2	Students (24/7)
Lot C	Faculty, staff, and visitors Students (24/7)
Lot D	Faculty, staff, students and visitors

Students with a parking permit are eligible to park twenty-four hours a day in the designated Resident Student Parking areas (Lot A – Tiers 4, 5 and 6; Lot B-2 and Lot C).

Faculty, staff and visitors that will have a vehicle on campus between 2 am and 7 am, must obtain an overnight parking permit through the Public Safety Department.