

may be parked in any commuter lot with the receipt displayed. If a meter is malfunctioning, do not park at the meter. Call PTS to report the malfunction and move your car to another location.

Visitor Parking—\$5 per day*

1. Visitors are encouraged to use pay stations at indicated locations on map or must obtain a \$5 parking pass* from PTS (during business hours), if parking on campus 2 am - 7 pm, Monday - Thursday or 2 am - 5 pm, Friday. For casual visitors and events under 10 participants, parking is permitted in any lot except A, C, L (Admissions), and Y with a pass.
2. Visitors staying overnight are required to park in lots X or V1 as designated, Sunday - Friday. Proper permit is required Sunday night - Friday. May use receipt from the pay station located in lot T or V.
3. For events with 10 or more participants, a visitor pass request form must be submitted to PTS at least 3 weeks in advance to coordinate parking.
4. Departments may reserve a meter for a guest for a fee using the event planning form.

**Admissions' visitors, parents of enrolled students, attendees of large campus-hosted events, and members of various campus advisory boards are exempt from paying the \$5 fee for a daily parking pass. Parents may park in all lots except for lot L. Refer to our website for more information.*

Loading/Unloading

Service and 15-minute areas may be used for this purpose and flashers must be on. If more than 15 minutes is needed, notify PTS.

Motorist Assistance Program

The following services are provided as a courtesy by PTS during business hours for:

- Jump starts
- Lock outs
- Lock de-icing
- Tire inflation

Vehicles must be on College property. Response time is usually 10 – 20 minutes.

Reserved Parking/Private Parking

1. Reserved parking spots are designated only for those departments, individuals, or their designees who have purchased the privilege to park in these spaces and display the appropriate hangtag.
2. Parking in reserved spaces is strictly enforced, and is subject to towing or booting.

Parking for Persons with Disabilities

A valid parking permit and handicapped tag are required and both must be displayed to park in an ADA space. Parking is permissible in any lot regardless of its' designation. Handicapped permits are issued by local town offices. PTS, in conjunction with Student Health Services, will provide special parking for students with a temporary condition. Medical documentation with an expiration date is required. The permit issued by PTS will be for a maximum of two weeks.

Retirees/Emeriti

1. Retirees and Emeriti may apply for the appropriate permit.
2. These permits do not expire and are valid in any lot with the exception of lot L and at meters.
3. Those returning on state payroll will be considered employees, and a registration fee will be required.

View our current map: www.brockport.edu/map

Parking Key

- * All vehicles must have a Brockport parking permit.
- * Visitors must park and pay at a meter, pay station, or obtain a parking permit from the Conrad Welcome Center.

Permit Color	Lot(s)
Blue (Faculty & Staff).....	B, D, D1, E, F, G, H, J, K, M, N, N1, O, P, Q, R, S, T, V, X (6:30 am until 2 am)
Orange (Commuter)	D, D1, N, N1, O, P, R, T, V, V1, W1, X (6:30 am - 2 am)
Brown (Commuter)	D, D1, N, N1, O, P, R, T, V, V1, W1, X (4:30 pm - 2 am)
Yellow (Resident)	A, C (24 hours)
Purple (Resident)	Y (24 hours)
Red	V1, X (24 hours)
Green (Community Rec) ...	T, V, V1 (6 am - 2 am)
Silver (Emeriti/Retiree)	All (except L; 6:30 am - 2 am)
Casual Visitors	Any (except lots A, C, L, Y)
Visiting Groups.....	Contact Parking and Transportation Services

Authorized 24-hour parking area

Blue.....	B, M, X	Red	V1, X
Yellow	A, C	Purple	Y

*Parking area L - Admissions permit required.

Designated Smoking Areas: Lots A and D1

Eco-Friendly Parking Spaces: Lots P, Q, S, T and W

Meter Locations: Lots D1, O, N, U, Tower East Lot, Allen Loop, Tuttle Loop, and Cooper

Pay Stations Location: Lots T and V



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

Parking Guide
for faculty & staff
Academic Year
2018/2019



Parking and Transportation Services

Office Hours: 7:45 am - 5 pm, Monday - Friday
Summer: 7:45 am - 4 pm, Monday - Friday

Raye H. Conrad Welcome Center

350 New Campus Drive
Brockport, New York 14420
Phone: (585) 395-7275 • Fax: (585) 395-2405
park@brockport.edu
www.brockport.edu/support/parking
Twitter: @BportParking

Parking and Transportation Services (PTS) supports the diverse College community by managing assets and providing professional, efficient, and quality services. We work hard to provide safe and adequate parking facilities for all who drive on campus. Rules and regulations have been established in an effort to create an orderly environment. The guidelines found in this brochure should be read carefully. All persons driving and/or parking on campus are responsible for knowing and understanding these rules. Visit website for complete set of rules.

Registration/Use of Permit

1. Year-round all vehicles parked on campus must be registered at brockport.edu/support/parking.
2. Permits are issued in hangtag form and must be displayed on the rear view mirror and clearly visible.
3. Permits are not transferable from person to person. You may not register a vehicle belonging to, or driven by a student, faculty, staff, or affiliate of the College. All employees must register their own vehicles and pay the proper fee. Do not lend your pass to anyone. Use “My Parking Account” to manage your account.
4. Lost, defaced, or stolen permits must be reported immediately to PTS and replaced. A permit that is reported lost and later found, must be returned to PTS. A replacement fee must be paid; exceptions are listed on website. Charges may be filed for falsifying an official document.
5. A non-refundable registration fee is included in the cost of all permits.
6. Faculty/staff must pay for each vehicle registered. Should you forget to transfer the hangtag to another properly registered vehicle, stop at the Conrad Welcome Center for a temporary pass. This courtesy will be extended free of charge twice within the semester. After that, a fee may be imposed.
7. Email park@brockport.edu when you dispose of a vehicle so that we can update your information. Remove the permit before disposing of the vehicle to ensure the replacement fee is waived.
8. For summer, winter session, and mid-semester break, parking in any lot (except lot L) is permissible. However parking rules will be enforced in metered, reserved, service, or handicapped spaces.

Overnight/Winter Parking

Overnight parking largely impacts snow removal operations. Overnight parking is restricted to lots B, J, and X for faculty/staff. No overnight parking is allowed in commuter designated lots*. All vehicles must be removed from commuter lots by 2 am daily. Information on the

College snow removal program can be obtained from the Office of Facilities & Planning. Lack of familiarity or failure to comply with these regulations can result in vehicles being ticketed and/or towed at the owner’s expense.

*Exception: reserved and handicapped spaces

Open Parking/Permits not Required

Open parking is allowed in all lots, except lots A, C, and Y, and metered areas from 7 pm - 2 am, Monday - Thursday; and 5 pm Friday - 2 am Monday. Refer to our website for more information.

Towing/Immobilization

1. Any vehicle parked on campus in violation may be immobilized, towed, and/or stored at the owner’s expense. The College accepts no liability for any damage as a result of this action.
2. Accumulation of five or more unpaid violations may result in such action.
3. Vehicles blocking traffic, blocking fire and emergency lanes, blocking dumpsters, or parked illegally in a handicapped space or a space marked as reserved will be towed immediately.

Violations/Appeals

1. A vehicle may be subject to a citation, revocation of campus registration, wheel immobilization, and/or tow for the following violations:
 - No permit
 - Illegal use of permit
 - Parking on grassy area
 - Permit not properly displayed
 - Parking in safety lane
 - Parking in unauthorized lot
 - Blocking crosswalks
 - Blocking another motor vehicle
 - Blocking sidewalk
 - Parking in unauthorized reserved space
 - Parking in unauthorized lot overnight
 - Parking in fire lane or emergency zone—\$50 fine
 - Blocking fire hydrant—\$50 fine
 - Parking in roadway or driveway
 - Parking in metered parking space after time expired
 - Parking in metered space when meter is malfunctioning
 - Parking in a service area or service drive
 - Parking in space reserved for handicapped—\$50 fine
 - Parking in space posted as visitor parking (including Admissions)
 - Exceed time allowed in 15-minute zone
 - Parking in violation of temporary snow emergency instructions

Unless otherwise noted, fines for violations are \$25.

Second citations issued for the same subsequent violations will result in a \$40 fine.

2. Any person receiving a notice of a parking violation has the right to appeal within a period of 10 business days from the date of issuance. After this time, the right to appeal expires, and all violation charges and/or expenses incurred become automatically due and payable. Appeals are accepted online. Citation payment may be made via My Parking Account and all decisions are final.
3. Penalty for non-payment of fines: Faculty/staff may be subject to payroll deduction. Applicable state and municipal laws and College policies also apply which could result in denial of driver’s license renewal or vehicle registration renewal with the DMV.

Blue Light & Yellow Box Phones

Emergency phones are installed throughout the campus in high-traffic interior and exterior areas. The phones provide immediate access to the University Police desk officer and may be used to report crimes, emergencies, and request escorts. You may also call 395-SAFE for an escort.

Service Vehicle Parking

“Service Vehicle Only” parking locations are available for all College or BASC-owned vehicles only. Faculty/staff displaying a blue permit may park in these spaces up to 15 minutes. Flashers must be used.

Special Parking

1. Special parking may be granted by PTS in emergencies or under extraordinary circumstances.
2. Admissions lot L is restricted to visitors and guests of the Office of Undergraduate Admissions. An “Admissions” hangtag is required.

Metered Spaces

1. Meters are available for short-term parking. They are intended for visitors or for those conducting short-term business in an area other than where their permit allows. Pay stations are located in lot T and V. Visitors using the pay station should park in lots T and V to accommodate all day parking for casual visitors. Visitors using the pay station need to know their vehicle plate number in order to purchase time at pay station.
2. Provided time is shown on the meter. Refer to the map for meter locations.
3. Fee is required from 6 am - 7 pm, Monday - Thursday; and 6 am - 5 pm, Friday. No overnight parking allowed. With a pay station receipt displayed, motorists may park in lots T, V or V1 during the day or lots V1 or X if parking overnight. After 4:30 pm until 2 am, vehicles