
PARKING POLICY

Category: Parking and Transportation
Responsible Office: Parking Services Office

Date Established: 05/01/1988
Date Last Revised: 02/25/2015
Date Posted to Library: 04/01/2016

POLICY SUMMARY

This policy provides rules and regulations for, and guidance on, all aspects of parking a motor vehicle on SUNY Buffalo State property.

POLICY

Policy Statement

All vehicles parked on the SUNY Buffalo State campus, except those in metered areas, are required to display valid parking permits according to permit instructions. A vehicle may not display more than one permit at a time. Failure to display, or the improper display of a parking permit, is not an acceptable defense for parking violations.

Background

Parking rules and regulations are covered under New York State Education Law, Section 360, which authorizes the State University of New York to adopt and make applicable to its campuses any and all provisions of the Vehicle and Traffic Law. These regulations have been developed and are enforced to provide for the safety and convenience of students, faculty, employees, and visitors while they are on the SUNY Buffalo State campus.

There is a fee for the use of campus parking facilities. Additional restrictions and regulations may be found in the Official Compilation of Codes, Rules, and Regulations of the State University of New York, Section 560.

Regulations are strictly enforced 24 hours a day, seven days a week, 12 months a year.

Applicability

This policy applies to all faculty, staff, students, vendors and visitors to SUNY Buffalo State.

Responsibility

Director, Parking Services Office

The Director of Parking Services is responsible for updating parking policies and procedures.

University Police Department

The University Police Department is responsible for enforcement of rules and regulations.

Vehicle registrants

Vehicle registrants are responsible for any and all penalties and fines for violation(s), and for any and all liability or damage claims resulting from the possession, operation, or parking of a vehicle on the premises of SUNY Buffalo State. Individuals affiliated with SUNY Buffalo State through a parking permit are held accountable for violations. Any vehicle found on campus whose license plate is registered to an individual

Parking Policy

with the same last name and address as a SUNY Buffalo State student is presumed to belong to that student and is subject to student parking rules and regulations.

Procedure

1. Student Parking

Student parking is by permit only and valid only in areas designated for student parking. Student permits are not valid in metered areas. Freshman and sophomore students who reside in residence halls are not permitted to register or park a vehicle on campus. First- and second-year students who reside off campus may register a vehicle for on-campus parking. First- and second-year resident students who have been granted exemptions to the resident parking ban are subject to vehicle towing after their first violation.

2. Faculty/Staff Parking

Certain parking lots or portions of lots are reserved for faculty and staff use only. These lots are appropriately marked at their entrances. Only vehicles with valid faculty/staff or vendor permits are authorized in these lots; valid permits must be properly displayed at all times. With the exception of Lot I-33, faculty/staff permits also are valid in student lots. They are not valid in metered areas.

3. Vendor Parking

Vendor parking permits are required for vendors that service campus facilities and operations. Vendor permits are valid in faculty/staff or student lots. They are also valid in load zones for a 30-minute maximum. Vendor permits are not valid at meters. There is a fee for vendor permits. Vendor permits may not be used, under any circumstances, by faculty, staff, or students of SUNY Buffalo State.

4. Overnight Parking

For the purpose of snow removal and the repair and maintenance of parking lots and roadways, overnight parking is generally prohibited on the SUNY Buffalo State campus. Overnight parking (1:00 a.m. to 6:00 a.m.) is permitted in Lots G-22, I-39 and R-14. Violators will be ticketed and/or towed. Fines incurred for vehicles towed from unauthorized areas are the responsibility of the vehicles' registrants and/or users.

5. Parking Permit Refunds

Students may receive parking permit refunds only if they withdraw from SUNY Buffalo State or will not register for the second semester of an academic year. Requests for refunds must be made in writing to the Parking Services Office.

6. Parking for Persons with Disabilities

Municipal parking permits for persons with disabilities are not issued by SUNY Buffalo State. The college honors all valid municipally issued parking permits for persons with disabilities along with valid SUNY Buffalo State permits. Only those with both municipal parking permits for persons with disabilities and SUNY Buffalo State permits may park in areas designated for persons with disabilities. Municipal permits displayed with valid SUNY Buffalo State permits allow an individual to park in any legal staff or student space. Municipal parking permits are not valid in reserved

spaces or at meters. Municipal parking permits for persons with disabilities must be used by the individual to whom they are issued.

Students with temporary disabilities may obtain a temporary staff permit, valid in any staff or student parking area for up to two weeks, provided the student parking fee has been paid in full. A municipal parking permit for persons with disabilities is necessary for longer periods. A certificate of need must be obtained from the student's physician and submitted to the Parking Services Office director or designee for consideration and appropriate action. Staff permits are not valid in spaces designated for persons with disabilities on campus.

7. Motorcycle and Moped Parking

Motorcycles and mopeds must be parked in the designated motorcycle parking areas of Lots I-37, R-5 or R-12. Motorcycles and mopeds parked elsewhere will be ticketed and/or towed.

8. Parking Lots

Parking lot regulations and restrictions are posted at lot entrances and must be observed by all motorists on campus. Parking is restricted to areas designated as motor vehicle parking lots or spaces. Parking in all lots is restricted to vehicles displaying valid parking permits. Motor vehicles may park only in areas assigned by permit to the registrant or visitor. University Police may grant special parking provisions in extraordinary circumstances.

9. Disabled Vehicles

If a vehicle becomes disabled and is in violation of parking regulations, the driver must make immediate arrangements to have it removed. Vehicle breakdown is not accepted as an excuse for illegal parking. A reasonable amount of time to remove a disabled vehicle is allowed when University Police is notified immediately. Parking disabled or unregistered vehicles on campus is prohibited.

10. Security

SUNY Buffalo State assumes no responsibility for motor vehicles and/or their contents.

11. Vehicle Immobilizers and Towing

SUNY Buffalo State may authorize the immobilization or towing of any vehicle that violates parking rules and regulations. Expenses incurred from vehicle immobilization, towing, mini-towing, or storage are the responsibility of the vehicle's registrant. Any vehicle parked anywhere on campus with outstanding parking summonses is subject to immobilization or towing at any time.

12. Abandoned Vehicles

Abandoned vehicles will be disposed of in accordance with New York State Vehicle and Traffic Law, Section 1224.

13. Penalties

Violators of campus traffic and parking rules and regulations are subject to the issuance of a summons, returnable to SUNY Buffalo State. Fines must be received within 30 calendar days.

Parking Policy

Fines not paid in full within the prescribed period are assessed late fees. Unpaid fines may be deducted from the wages of an offending college employee. Student transcripts and registration are placed with delinquent holds until all fines are paid. Vehicles with outstanding parking summonses are subject to immobilization or towing.

14. Hearings

Hearing requests must be directed to the SUNY Buffalo State Parking Services office within the time frame specified on the summons. Parking violations upheld at hearings must be paid within 15 days of appeal date. Fines not paid within 15 days are assessed late fees.

RELATED INFORMATION

Related Links:

[SUNY Buffalo State Campus Map](#)

[Compilation of Codes, Rules, and Regulations of the State University of New York, Section 560.](#)

[New York State Vehicle and Traffic Law](#)

CONTACT INFORMATION

Parking Services Office
Chase Hall, Room 126
1300 Elmwood Avenue
Buffalo, NY 14222

Phone: (716) 878-3041
Fax: (716) 878-3384
Website: www.buffalostate.edu/parking
E-mail: parkingservices@buffalostate.edu

REVISION HISTORY

Date of change: 02/25/2015

Brief description of edit: Minor edits; adapted to standard template

APPROVAL

Approved prior to 2016