Parking on Rider’s Princeton Campus 2012-1013

Introduction
Parking is available in authorized, well-lighted areas on Rider’s Lawrenceville and Princeton campuses for students, faculty, staff, visitors and guests.

A careful balance in the allocation of campus parking on both campuses is essential to preserve the integrity of day-to-day campus life. Diverse user groups of students, faculty, staff and visitors, each with different concerns and requirements, collectively create a parking demand. Consequently, on-campus parking is viewed as a privilege which necessitates a defined plan to successfully work. No plan is successful without the consistent cooperation of all affected parties. To that end, usage restrictions for certain parking areas is diligently enforced.

The operation of a motor vehicle on either campus is a privilege which may be withdrawn by the University for failure to comply with regulations enforced by the Department of Public Safety and outlined here. These regulations apply at all times to members of the University community including students, faculty, staff, visitors and guests.

Parking is prohibited in fire zones and on campus roadways except as otherwise designated. The Department of Public Safety may limit or alter on-campus parking and traffic flow in the event of an incident, emergency or campus event.

The University assumes no responsibility for the care of, protection of, or damage to any motor vehicle or its contents at any time it is operated on, parked on, or removed from University property.

Issuing Hang Tags
Faculty, staff and students who primarily work or study on the Princeton campus, as outlined below, and Westminster Conservatory families are issued hang tags at no cost upon registration of their vehicles with the Department of Public Safety. All vehicles are required to be registered.

Each individual receives a single hang tag that can be used for multiple, registered vehicles from the same household. Hang tags may not be transferred or lent to another person.

- Faculty and staff whose home department or office is located on the Princeton campus.
- Eligible students (see bullet below) who reside on or whose academic program is based on the Princeton campus.
- Please note that freshmen living on campus are not permitted to have cars on campus with the exception of Sacred Music majors who have off-campus church jobs. Extenuating circumstances may be brought to the attention of the Associate Dean of Students or the Director of Public Safety.

Hang tags are recognized on the Lawrenceville campus for faculty, staff and students who work or study on both campuses. Likewise, parking decals for those who work or study primarily on
the Lawrenceville campus are recognized at Princeton. There is no need for anyone to have both a hang tag and parking decal.

**Types of Hang Tags**
Hang tags hang from the rear view mirror, without obstruction, when the vehicle is parked. As per New Jersey statute, hang tags must be removed from the mirror while driving.

Hang tags are issued as follows:
- Eligible students, all part-time faculty and staff, and Conservatory families are issued hang tags that require annual renewal at the start of the academic year. They must therefore register their vehicles every year.
- Full-time faculty and staff, including priority adjunct faculty, are issued permanent tags.

**Vehicle Registration**
Vehicle registration, including the issuance of hang tags, takes place in the Scheide Student Center during fall opening activities and at all other times at Public Safety located in the back of Bristol Chapel. Public Safety is open 24 hours a day, seven days a week, and can be reached at (609) 896-5029.

Vehicle registration requires the completion of a vehicle registration form, available on-line at www.rider.edu/parkinginfo and at Public Safety, as well as the presentation of your Rider ID, driver’s license, and insurance and registration cards.

**Lost or Stolen Hang Tags**
A lost or stolen hang tag or temporary parking permit must be reported to Public Safety. It will be invalidated and a new one will be issued. Vehicles displaying invalidated hang tags will be ticketed.

**Temporary Parking Permits**
Temporary parking permits may be obtained from Public Safety for guests and when a hang tag is mistakenly left at home. They are issued for single-use daily parking needs.

**Handicapped Parking**
Designated handicapped accessible spaces are interspersed throughout the parking lots. The applicable license plate or placard (i.e. hang tag) issued by a state Department of Motor Vehicles is required for these spaces. Faculty, staff or students with handicapped license plates or state-issued hang tags must register their vehicles with the Department of Public Safety.

Temporary state handicapped parking placard applications are available at your municipal police department and at the Services for Students with Disabilities Office located in Taylor Hall on the Princeton campus and in the Vona Academic Annex Room 8 on the Lawrenceville campus. The application requires a doctor’s signature and a small fee and should be submitted to the Princeton Boro Police Department. Resident students should use their Westminster Choir College address. Please note that temporary placards are only valid until their date of expiration.
Speed Limit
The speed limit on all campus roadways is 15 miles per hour.

Princeton Campus Parking Assignments
Parking assignments are as follows on the Princeton campus:

- **Non-freshman resident students**: Parking is available in D lot off Franklin Avenue and C lot from 5 p.m. to 3 a.m. Overnight parking is available in D lot for residents only.

- **Commuting students**: Parking is available in E lot near Talbott Library and Princeton Hall, D lot, and C lot from 5 p.m. to 3 a.m. Overnight parking (3 a.m. to 7 a.m.) is available in C lot with a special pass from Public Safety. *No other lots accommodate parking after 3 a.m. except for residents in D lot.*

- **Commuting students taking ME 581 or ME 582**: Parking is available exclusively for these students in F lot (located between lots C and D along Talbott Library) from 8 a.m. to 1 p.m. Resident students taking these courses park in D lot. After 1 p.m., F lot becomes an open lot.

- **Faculty and staff**: Parking is available in the gated C lot near Talbott Library and the Playhouse, A lot near Erdman Hall and B lot along Williamson Hall drive (except for 4 designated visitor spaces). The gated C lot is accessed with your Rider ID. Faculty and staff may also park in lots D and E as well as F lot after 1p.m. where necessary. Please note that lots D and E are primarily for students and Conservatory families. Conservatory faculty and staff, depending if they are full or part-time, have access to lots C, D and E as well as F lot after 1 p.m.

- **Conservatory students and families**: Parking is available in lots D and E. In addition, four (4) designated Conservatory pick-up and drop-off spaces are available near the Conservatory entrance. Parking in these spots is limited to 15 minutes and does not require a hang tag.

- **Visitors**
Parking is available in marked spaces along Talbott Library and Seabrook Hall and along Williamson Hall Drive closest to the entrance of the building. *Only visitors may use these spaces.* Visitors must obtain and display a temporary parking permit from Public Safety valid for the day of the visit. Hosts (departments or individuals) are responsible for notifying their guests or visitors of the parking rules and regulations and ensuring compliance.

Please note that overnight parking (3 a.m. to 7 a.m.) is not allowed except for resident students in D lot and in C lot for faculty, staff and students with a special pass from Public Safety.

Please also note that it is illegal to park on adjacent non-campus streets after 2 a.m.
Parking and Traffic Violations
Tickets are issued by the Department of Public Safety for parking and traffic violations. A vehicle may be ticketed for the same violation only once per shift (midnight to 8 a.m., 8 a.m. to 4 p.m., 4 p.m. to midnight).

Violations and fines are listed on the ticket face and are payable to Rider University within fifteen (15) days of the issuance of a ticket. Payments can be made in the Bursar’s office on the Princeton campus or the Cashier’s office on the Lawrenceville campus. No grades or transcripts will be issued nor will course registration be permitted until all parking fines are satisfied.

Parking/traffic tickets are issued for the following:

- Failure to register a vehicle or improper hang tag display $10
- Improper parking in visitors spaces, reserved spaces or lot $45
- Improper parking or standing in fire zone or handicap space $75
- Improper parking by blocking walkway, roadway or thoroughfare $15
- Improper parking or driving on grass or walk $25
  (damage cost may also be assessed)
- Parking outside the lines of a space $10
- Driving too fast for conditions $40
- Other (as indicated on the ticket)

Parking or Traffic Ticket Appeals
If someone believes that a parking or traffic ticket may have been inappropriately issued, he/she may seek to have it reviewed administratively. This review is initiated by submitting via email a completed Traffic Ticket Review Form, available at www.rider.edu/ticketappeals, within fifteen (15) days of the issuance of a ticket. All reviews are conducted by a Traffic Ticket Review Board comprising representatives of the student body and staff. The decision of the Board is final and is communicated via regular mail to the person making the appeal.

Outstanding Violations, Loss of Parking Privileges
Any person with three unpaid parking tickets is subject to the suspension of his/her parking privileges until payment is made. He/she may lose his/her campus parking privileges for the balance of the semester unless arrangements for payment are made within two weeks of receiving notification of outstanding violations. Parking privileges can be regained only by paying all outstanding violations and by displaying a current parking hang tag. Suspended vehicles will be wheel-locked (as outlined in “Repeat Offenders”) if found in campus lots.

Repeat Offenders
Any person with three or more tickets within an academic year will be deemed a Repeat Offender. The individual’s vehicle will be subject to towing or the application of a wheel lock upon any further offenses. The wheel lock will be removed only upon payment of the current ticket together with any other previous fines assessed against the vehicle and a $15 removal fee. If subsequent parking patterns show a complete lack of regard for established regulations, the individual could face disciplinary action and the revocation of parking privileges for not less than
30 days. Parking privileges will be reinstated only upon approval of the Associate Dean of Students or Director of Public Safety.

**Abandoned Vehicles**
Any motor vehicle that has not been driven for ten (10) consecutive days may be determined an abandoned vehicle. The vehicle is subject to towing at the owner’s expense.

**Towing Policy**
Rider University reserves the right to regulate the use of its parking lots, including the authority to impound vehicles. The responsibility of locating an appropriate parking space rests with the operator of the vehicle. The most effective way to avoid having a vehicle towed is to adhere to all posted regulations; and in the event of receiving a ticket, is to pay or appeal the ticket in a timely manner.

A vehicle may be towed for, but not limited to, the following reasons. All towing expenses are the responsibility of the vehicle operator or owner.

- Violations of NJ Department of Transportation Code
- Vehicle is blocking or partially blocking a service drive or roadway
- Vehicle is non-operable
- Vehicle has been deemed abandoned
- Vehicle without handicap permit or license plate is parked in a handicapped space and the owner cannot be located within a reasonable amount of time
- Vehicle is blocking an area which creates a danger to the safety and welfare of persons and property (fire lanes, traffic lanes, walkways or posted areas)
- Vehicle without authorization is parked in a designated reserved space
- Emergency situations

****