

**MOTOR VEHICLE REGULATIONS  
 (REVISED October 2019)**

This brochure has been produced by the Massachusetts College of Liberal Arts Department of Public Safety. Its purpose is to inform the college community of the rules and regulations regarding parking on campus. Please read these regulations thoroughly; ignorance of the policies and regulations is no excuse and is not an acceptable reason for the appeal of a ticket.

**MOTOR VEHICLE OPERATION**

All vehicles parked on campus by members of the College community must be registered with Public Safety and PROPERLY display a valid decal issued by the Public Safety Department.

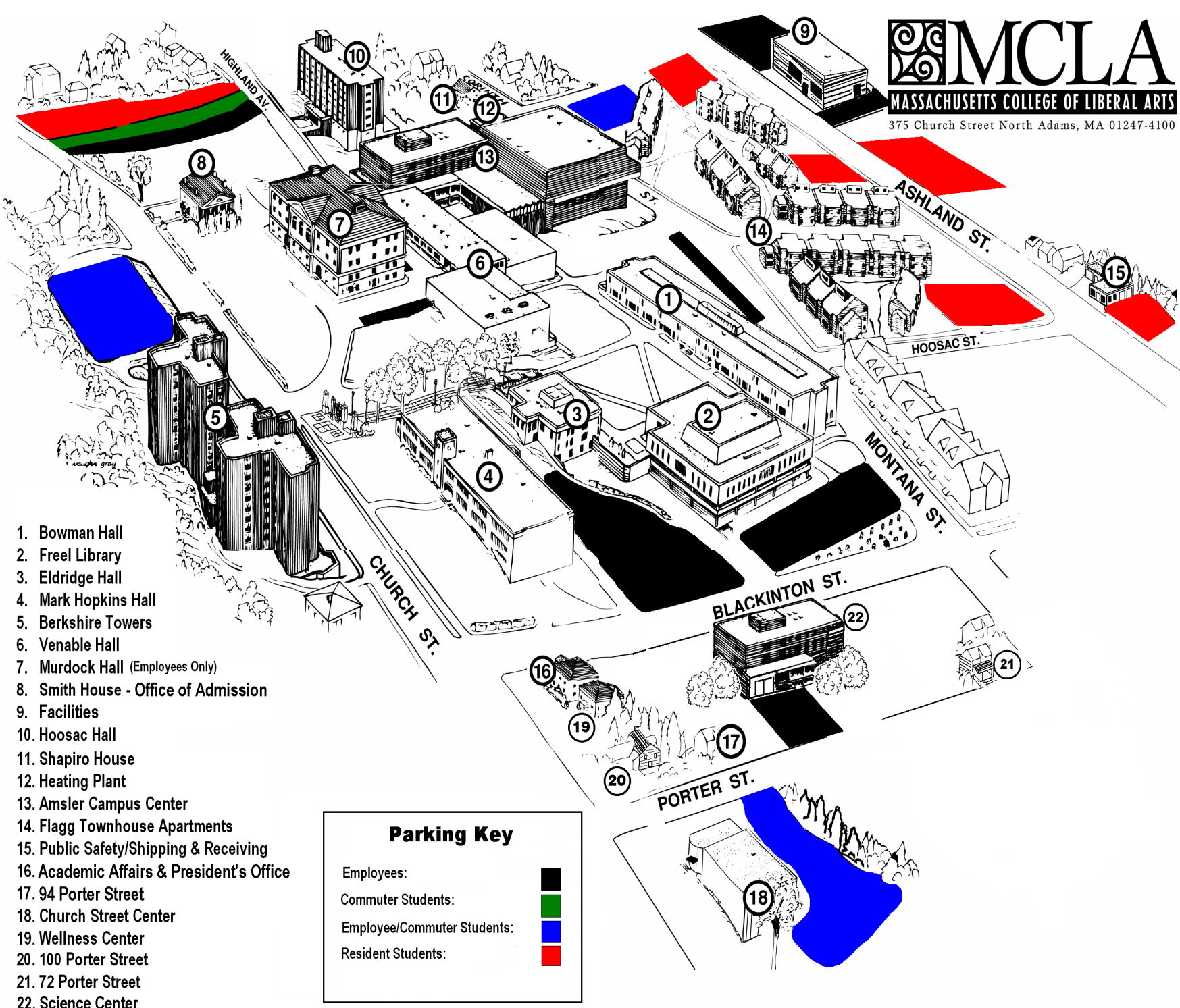
**A. STUDENT REGISTRATION.** Students may register one vehicle which must be owned by them, a parent, a legal guardian or spouse. A valid driver's license, state vehicle registration, and College ID MUST be presented at the Public Safety Department to receive a decal.

Decals which permit parking in resident student areas on campus (indicated on reverse map) will be issued to resident students and are valid for any resident area. Commuting students will be issued decals permitting them to park in designated commuter areas. **PARKING STICKERS COST \$100 A SEMESTER FOR RESIDENT STUDENTS AND \$30 A SEMESTER FOR COMMUTING STUDENTS. STICKERS ARE VALID ONLY FOR THE SEMESTER THEY ARE PURCHASED IN.**

**B. STAFF REGISTRATION.** Staff members should register any vehicle they expect to park on campus at the Public Safety Department where a sticker will be issued.

**C. HANDICAPPED PARKING.** Parking for handicapped individuals is available on campus. The only vehicles permitted to park in these spaces are those with Handicapped or Disabled Veteran's plates. If you are handicapped but do not have these plates, or if you are temporarily handicapped (i.e., broken leg, etc.), arrangements can be made for a special permit through the MCLA Disability Resources at ext. 5334.

**D. CHANGES.** It is the responsibility of the registrant to report ANY changes in vehicle status such as a new vehicle or temporary use of a vehicle without a decal to the Department of Public Safety.



**Parking Key**

- Employees:
- Commuter Students:
- Employee/Commuter Students:
- Resident Students:

1. Bowman Hall
2. Freel Library
3. Eldridge Hall
4. Mark Hopkins Hall
5. Berkshire Towers
6. Venable Hall
7. Murdock Hall (Employees Only)
8. Smith House - Office of Admission
9. Facilities
10. Hoosac Hall
11. Shapiro House
12. Heating Plant
13. Amsler Campus Center
14. Flagg Townhouse Apartments
15. Public Safety/Shipping & Receiving
16. Academic Affairs & President's Office
17. 94 Porter Street
18. Church Street Center
19. Wellness Center
20. 100 Porter Street
21. 72 Porter Street
22. Science Center

**E.DECALS.**The decals must be **ADHERED** to the inside of the rear window lower left hand corner. Replacement decals will be issued upon return of the original or satisfactory proof of its destruction or loss. **DECALS ARE NOT TRANSFERRABLE AND DECALS NOT AFFIXED IN THE PROPER LOCATION WILL BE CONSIDERED VOID.**

**F.LOST OR STOLEN DECALS** can be replaced at a cost of half the original purchase price (\$15 for Commuters and \$50 for Resident students).

**G.VISITOR PASSES.**Visitors are allowed to park overnight on campus on **WEEKENDS ONLY** (Friday, Saturday, and Sundays preceding holidays). Visitors must register with the Public Safety Department where they will be issued a Visitor's Parking Pass for which there is no charge. Vehicles parked on campus without a visitor's pass or a properly displayed pass on the rearview mirror, facing out, may be ticketed or towed. Berkshire Towers and Hoosac Hall visitors will park in the **HOOSAC HALL COMMUTER LOT ONLY**. Townhouse visitors will park in the **BOND STREET LOT ONLY**.

## MOTOR VEHICLE OPERATION

Motor vehicle operators must obey the basic rules of safe driving common to state motor vehicle codes. Particularly on the Massachusetts College of Liberal Arts Campus:

**A. PEDESTRIANS HAVE THE RIGHT OF WAY.**

**B. SPEED LIMIT IS 15 MPH.**

## PARKING

**A.PARKING IS FORBIDDEN** where it creates a hazard, is a threat to safety, is a nuisance, or when it damages College property. In particular, the following are explicitly forbidden:

1. Blocking a fire hydrant or fire lane.
2. Blocking a building exit or loading zone.
3. Blocking a crosswalk, walkway, stairway or driveway.
4. Parking in a posted tow zone.
5. Parking on yellow markings or alongside a yellow curb.
6. Parking on a sidewalk, lawn or unpaved area.
7. Parking so as to create a traffic hazard.
8. Parking in a designated handicapped area without permit.
9. Parking in a direction opposite to traffic flow.
10. Impeding snow or ice removal.
11. Parking in a manner which takes up 2 parking spaces.

**B.PARKING IS PERMITTED** only in those areas indicated on the reverse map. Parking is prohibited elsewhere, even in the absence of **NO PARKING** signs.

**RESIDENT STUDENTS** with valid parking decals may park their vehicles in any of the Resident Student lots (see map).

**COMMUTER STUDENTS** with valid decals may only park in any of the commuter parking lots (see map). **Commuter lots may not be used for**

**overnight parking**, which is considered to be between the hours of **1:00 a.m. and 6:00 a.m.** Vehicles parked in these lots during these hours may be ticketed or towed.

**FACULTY/STAFF PARKING.**Vehicles are restricted to areas shown on map or designated by signs. **Faculty/Staff lots may not be used for overnight parking**, which is considered to be between the hours of **1:00 am and 6:00 am**. Vehicles parked in these lots during these hours may be ticketed or towed.

**C.VACATION PERIODS.**Student vehicles are not to be left on campus during WINTER or SPRING break. Any vehicle left on campus could be towed at the owner's expense. If the vehicle cannot be removed RPS will designate an area for parking vehicles left behind.

## TOWING

**A.**The college reserves the right to have vehicles towed from campus at the owner's expense under the following circumstances:

1. Vehicles without the proper parking decals.
2. Vehicles parked overnight in areas not so designated.
3. At the discretion of Public Safety when justified by existing conditions.
4. Vehicles which have received 3 or more tickets within the school year.
5. Disabled vehicles which disrupts the order of the college.

**B.**The College does not assume responsibility for damage or costs which may result from having vehicle towed.

## CITATIONS

There is a \$15 fine for each citation issued for a parking violation. Checks should be made payable to Massachusetts College of Liberal Arts and returned with the citation to the Parking Clerk, Public Safety Department, Monday - Friday, 8:30 a.m. to 4:15 p.m.

Citations must be paid within 21 days of issuance. Failure to do so may result in a registry notification being issued. Transcripts and diplomas of students with outstanding parking citations will be withheld until payments are made.

## APPEAL POLICY

Any person may appeal for the relief of parking violations to the Director of Public Safety by submitting an appeal form available at the Department of Public Safety Office. All appeals must be made within 10 days of the issue date of the ticket. All decisions regarding appeals made by the Director of Public Safety are final.

## OVERNIGHT PARKING BAN ON CITY STREETS

The City of North Adams strictly enforces a ban on overnight parking on city streets which is in effect from November 1 until April 30. This ban prohibits parking on city streets between 1:00 a.m. and 6:00 a.m. Violators will be ticketed or towed by the North Adams Police.

## JUMP STARTER

The Department of Public Safety has a car jump starter. If your battery is dead, call the Public Safety Office at ext. 5283 or ext. 5284 to request an officer to jump start your vehicle. There is no cost for this service. Parking on campus is a privilege.

## REVOCAION OF MOTOR VEHICLE PERMIT

MCLA reserves the right to revoke the parking privileges of any individual for any of the following reasons:

1. When the driver of a vehicle is found to be under the influence of alcoholic beverages or drugs.The permit holder is held responsible for any alcoholic beverages or drugs found in his/her vehicle, regardless of ownership of substances.
2. When the driver of registered vehicle is found to have firearms, firecrackers, or other explosives in the vehicle.
3. When an eligible person registers a vehicle in his/her name for an ineligible person.
4. When a person constantly abuses the parking rules and regulations of the college.
5. Any eligible person who fails to comply with college rules, regulations and state laws.

## LIABILITY

The College is not responsible for damage to or theft from vehicles parked on campus. Please follow the tips provided below to help keep your valuables and vehicle safe from theft and damage.

1. Always keep you vehicle locked with the windows up.
2. Never leave valuables in plain view, even when your vehicle is locked.
3. Check your car often. Don't leave your vehicle unattended for extended periods.

## DISABLED VEHICLES

Disabled (non-operational) vehicles parked on campus property must be reported immediately to the Department of Public Safety. The owner/operator of a disabled vehicle will have twenty-four hours to make arrangements to have the vehicle fixed or moved off campus. Failure to comply with this regulation will result in the vehicle being towed at the owner's expense.