



SOP Name: Student Parking Policy

Modality: Campus

Purpose:	To outline student parking policy		
SOP Number:	690.02	Version:	08.2020
Created By (Dept):	Facilities	Effective Date:	08/17/20 <input checked="" type="checkbox"/> Final <input type="checkbox"/> Projected
Internal Policy Location:	Associate Vice President for Auxiliary Services	Use Frequency:	Daily
Depts./Users:	Auxiliary Services		

As part of our ongoing initiative to provide students, faculty, and staff with orderly and safe parking areas, it is important that you take a moment to familiarize yourself with the college parking regulations. All commuter and resident students that have vehicles parked on College property are required to log in to the iParq™ portal, located at <https://aic.thepermitstore.com>.

Any **commuter** whose vehicle is brought on campus must be parked in Lot B, D, or A throughout the academic year and needs to have a properly displayed permit. The iParq™ portal will not require you to have a User Name or Password the first time you visit the site. The link above will connect you to the home page.

- The iParq™ portal will be open for permit sales beginning Monday, August 24, 2020 at 8:00 AM.
- Left-click the “Buy Permits” icon.
- The next screen will be a Pre-Approval Search. This process is not applicable to commuters. Please leave the I.D. Number and Last Name fields blank and left-click the “Search” icon. This will grant you access to the portion of the site where you can purchase your commuter permit.
- Upon completion of your transaction the iParq™ portal will prompt you to print a temporary permit.
- Parking Permit Decals should be available for pick up the week of Monday, September 21, 2020. Please monitor <https://my.aic.edu>. A notification will be posted under Student Announcements when they arrive.
- Parking Permit Decals will be available for pick up at the Campus Police office located in Hines Hall.
- Set up your own User Name and Password to facilitate subsequent transactions on the site.
- Bring your temporary permit to Campus Police Monday – Friday 8:00 AM to 4:00 PM to exchange it for your permit sticker.

Any vehicle parked in Lot B, D, or A without a properly displayed permit will be subject to the enforcement of the guidelines herein. A permit is required for each vehicle if you are using multiple vehicles. The permit cost is \$50.00 per vehicle, per semester.

Any **resident** whose vehicle is parked in Lot E, G, H, T or R without the appropriate permit will be subject to the enforcement of the guidelines herein. The iParq™ portal will not require you to have a User Name or Password the first time you visit the site. This link, <https://aic.thepermitstore.com>, will connect you to the home page.

- The iParq™ portal will be open for permit sales beginning Monday, August 24, 2020 at 8:00 AM.
- Left-click the “Buy Permits” icon.
- The next screen will be a Pre – Approval Search. This process is not applicable to residents. Please leave the I.D. Number and Last Name fields blank and left – click the “Search” icon. This will grant you access to the portion of the site where you can apply for a resident permit.
- Once you select the appropriate permit type and complete the pertinent fields the portal will forward your application for Administrative approval. The approval process may take at least 3 – 5 business days.
- Set up your own User Name and Password to facilitate subsequent transactions on the site.
- Upon approval of your lot assignment, you will receive an automated e – mail. Using the log-in credentials you created you may access the iParq™ portal and print a temporary permit.



- Parking Permit Decals should be available for pick up the week of Monday, September 21, 2020. Please monitor <https://my.aic.edu>. A notification will be posted under Student Announcements when they arrive.
- Parking Permit Decals will be available for pick up at the Campus Police office located in Hines Hall.
- Bring your temporary permit to Campus Police Monday – Friday 8:00 AM to 7:00 PM to exchange it for your permit sticker.

A resident is allowed to have one vehicle on campus. The permit cost is \$125.00 per semester.

Permits will automatically renew for the Spring Semester on the 2nd day of February. The payment will post to the original payment arrangement made. Students who do not want the fee to automatically bill will need to return the permit to campus police before this date. The billing can then be removed from the system.

For both **commuters** and **residents** who are **not Massachusetts residents**, pursuant to M.G.L. C. 90 s. 3, as amended by Ch. 46 of the Acts of 2003, you must complete a Non – Resident Driver Statement in quadruplicate. You may download the form at <http://www.massrmv.com/rmv/forms/20098.pdf>. This applies to students commuting from out- of-state to Massachusetts and those students temporarily residing in Massachusetts, whether living on campus or not. This completed form must be filed with the Police Department in the city or town where the school is located. The Police Department must provide a copy to the College, the local assessor, and the RMV. The College will then issue the required RMV decal, which must be affixed to the uppermost center portion of the windshield. The penalty for a non-resident’s failure to comply as required is up to \$200.

If you are temporarily using a vehicle other than the one you registered, a temporary parking permit must be obtained in person at the Campus Police Department. The temporary permit must be displayed on the vehicle dashboard.

No student vehicles should be parked in any Faculty / Staff lot to include Lot C, I, J, K, L, M, U, P, unless otherwise specified herein.

On the Edgewood Campus, students’ visitors may park in the gravel lot adjacent to the tennis courts only. This area is open for visitor parking Monday through Friday 4:30 PM until 7:00 AM and Saturday and Sunday for the entirety of the day. Please take note, if the vehicle is obstructing access to the Maintenance facility that is adjacent to the gravel lot it will be subject to the enforcement of the guidelines herein. A guest parking permit must be obtained in person at the Campus Police Department. The guest parking permit must be displayed on the vehicle dashboard. It is the responsibility of a visitor to register his / her vehicle and contact information with Campus Police. Any vehicle that fails to do so will be subject to the enforcement of the guidelines herein, up to and including the vehicle being booted or towed.

On the Main Campus students’ visitors may park in Lot A. This lot is open to visitor parking Monday through Friday 4:30 PM until 7:00 AM and Saturday and Sunday for the entirety of the day. A guest parking permit must be obtained in person at the Campus Police Department. The guest parking permit must be displayed on the vehicle dashboard. It is the responsibility of a visitor to register his / her vehicle and contact information with Campus Police. Any vehicle that fails to do so will be subject to the enforcement of the guidelines herein, up to and including the vehicle being booted or towed.

Some lenience may be granted at the start of the semester to allow students to become acclimated to campus life.

Should you have any questions or concerns, please contact the Campus Police Department at (413) 205-3368.



Motor Vehicle Violations

All motor vehicle laws of the State of Massachusetts and campus regulations are strictly enforced.

Vehicles on College property that have not properly registered with Campus Police or displayed an iParq™ permit, or vehicles left without use for an unusual period of time will be considered abandoned and will be removed from AIC property at the owner's expense.

Vehicles that have two or more unpaid parking violations may be booted or towed at the owner's expense. All vehicles must be parked, in the assigned parking lot and in a space. Vehicles parked in a fire lane, at curbside, or in any other illegal manner will be ticketed, booted and / or towed at the owner's expense.

Parking tickets may be issued when vehicles are found to be in violation of any of the offences in the table below:

Violation	1 st Offense	2 nd Offense	3 rd Offense
Blocking the Flow of Traffic	\$25.00	\$35.00	\$50.00
Failure to Park within Marked lanes	\$25.00	\$35.00	\$50.00
Failure to remove Vehicle during Snow Removal	\$25.00	\$35.00	\$50.00
Improper display of a Parking Permit	\$25.00	\$35.00	\$50.00
Parking on Any Access Road	\$25.00	\$35.00	\$50.00
Parking in a Fire Lane	\$100.00	\$125.00	\$150.00
Parking in a Handicap Space without Proper Permit	\$100.00	\$125.00	\$150.00
Parking in a Loading Zone	\$25.00	\$35.00	\$50.00
Parking in a No Parking Zone	\$25.00	\$35.00	\$50.00
Parking in a Reserved Parking Lot	\$25.00	\$35.00	\$50.00
Parking on the Sidewalk or Grass	\$25.00	\$35.00	\$50.00
Parking without a Valid Permit	\$25.00	\$35.00	\$50.00

Tickets must be paid via the iParq portal, located at <https://aic.thepermitstore.com>. Failure to pay fines may result in booting or towing at the owner's expense. Vehicles may be towed or booted if parked in fire and / or travel lanes or other prohibited locations.

Towing and Booting

The College reserves the right to immobilize (boot) or to remove (tow) abandoned vehicles or any vehicle found on campus:

- That has accrued 2 or more un-paid parking tickets;
- Without a current permit;
- With an unauthorized, altered or revoked permit;
- Without a license plate;
- With an expired license plate;



- Parked in driveways, fire lanes, reserved or service vehicle spaces, and reserved lots;
- In repeated violation of parking regulations;
- Blocking a loading dock or trash dumpster;
- Parked in an area designated as a construction zone or in an area which requires emergency repairs or snow removal and the owner refuses to move the vehicle;
- Parked in such a way as to constitute a hazard to vehicular or pedestrian traffic or to the movement and operation of emergency equipment.

Display of Parking Permits

- All parking permits must be displayed on the rear windshield in the lower driver’s side corner. If the permit holder displays the permit in a manner other than the one defined herein he / she is responsible for any fines that be incurred.
- The permit must be displayed at all times when the vehicle is parked on College property.
- The permit must be affixed to the vehicle.
- All prior year expired stickers are to be removed before placing the new sticker.

General

Approved By:	Jeff Bednarz	Approved Date:	08/17/2020
Type:	Campus Police	Compliance/Regulation:	Higher Education Opportunity Act
Owner Name(s):	Jeff Bednarz	Owner Title(s):	Associate Vice President for Auxiliary Services
Author Name:	Jeff Bednarz	Author Title:	Associate Vice President for Auxiliary Services
Workgroup Members:	Auxiliary Services		

Monitor (QA Process)

Monitor Frequency:	<input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually <input type="checkbox"/> As Needed
Process to ensure SOP is being followed:	Oversight of Campus Police Dept.