

RULES & REGULATIONS:

Vehicle Registration, Parking and Traffic

Department of Campus Safety

Parking Office

SMITH COLLEGE

Table of Contents

PARKING QUICK REFERENCE	4
SCOPE	5
LIABILITY	6
ARTICLE I. COMPLIANCE.....	6
ARTICLE II. REGISTRATION AND ELIGIBILITY.....	6
Faculty and Staff	6
Opt-Out Parking Program	7
Opt-Out/Carpool Groups.....	7
Violations of Opt-Out Program.....	8
Carpooling.....	8
Retirees.....	9
Students.....	9
Commuters.....	10
Students Housed in Off Campus College Housing	10
Five College Students	10
Visitors	10
ARTICLE III. ON-CAMPUS PARKING FEES	11
Applying a transferable Parking Decal.....	13
Applying a Non-transferrable Parking Decal.....	13
Refund Policy.....	13
ARTICLE IV. EXTENT OF PRIVILEGES.....	14
General	14
Disabled Vehicles.....	14
Unused or Abandoned Vehicles.....	14
Long-Term Parking Policy.....	14
Service Vehicle Spaces	14
Student Parking.....	14
Handicapped Parking.....	15
Faculty and Staff Parking.....	15
Motorcycle Parking.....	15
Snow Emergencies	15
Student Summer Parking.....	15
Summer Programs/Conference Parking	15
Holidays/Break Periods.....	15
School for Social Work Faculty	16
School for Social Work Students.....	16
ARTICLE V. PARKING REGULATIONS AND FINES	16
Parking Regulations.....	16
Fines	17
Continued Violations of Parking Regulations.....	18

ARTICLE VI. APPEALS OF PARKING TICKETS	19
ARTICLE VII. PARKING VIOLATIONS SUBJECT TO TOWING OR IMPOUNDING	19
General	19
Infractions Subject to Towing.....	19
Record-keeping.....	20
Towing Charges.....	20
ARTICLE VIII. AUTHORITY	20
General	20
Temporary Parking.....	20
Closing of Streets, Highways, Driveways, or Parking Lots	20
ARTICLE IX. REGULATORY SIGNAGE	21
General	21
Interference with Signs.....	21
ARTICLE X. TRAFFIC REGULATIONS	21
ARTICLE XI. SNOW EMERGENCIES	21
City of Northampton Snow Parking Bans.....	22
ARTICLE XII. DEFINITIONS	22
ARTICLE XIII. AMENDMENTS.....	24
Northampton	24
Questions	24
Important Phone Numbers	24

PARKING QUICK REFERENCE

Do I have to register my car? All cars on campus, which includes those belonging to faculty, staff, students and visitors, must be registered. Always notify the Parking Office when you get a new car, new license plates or use a loaner vehicle by emailing parkingdecals@smith.edu. If you need a replacement decal for a vehicle you must come into the office. Replacement decal fees may apply.

Where do I register my car? Online registrations can be found under "parking at Smith" from the Campus Safety homepage. You may also visit the Campus Safety Parking Office, located at 126 West St. and is open Monday- Friday, 8:30 a.m. - 4:00 p.m.

What will happen to my car if I do not register it? Given the scarcity of parking on campus, the Campus Safety Parking Office would like to discourage vehicles parking on campus without being properly registered. Those vehicles that accumulate a number of violations that are unpaid will quickly lose the privilege to park on the Smith College campus. Any unregistered vehicle with five unpaid tickets will be placed on a list to be booted/towed at the owner's expense. The next time the vehicle is on campus and parked illegally, it will be given a sixth ticket and booted/towed. The vehicle will not be released until all outstanding parking fines are paid.

Can a student park a car in a faculty/staff space at night or on weekends? No, student vehicles must be parked in their designated spaces at all times.

Can a student park in a faculty/staff space on a holiday or during a break or any time? No. The regulations remain the same 365 days a year, 7 days a week.

Can a student park in the Quad? No, students may not park in the Quad at any time.

I am a first-year student. Can I bring a car to Smith? No, as articulated in the student handbook, first year students may not bring a vehicle to campus. Any first-year student found in violation of this policy will be referred to the Smith College Judicial Board. Students may purchase 24/7 access to Zipcars which are parked on campus. For more information visit [the Zipcar website](#).

Are all students eligible for a parking decal? No, first year students are prohibited from bringing a vehicle to campus. Green lined spaces and perimeter spaces are limited, and green and yellow permits are available to the senior class first. Remaining decals are offered to the junior class followed by the sophomore class.

I am going away for January term or the December recess; where do I leave my car? Because of the possibility of snow, vehicles left on campus while the owner is away during the winter must be left in snow parking lots (the Stables Lot and Tennis Court Dr., and students with a green decal may leave their vehicle in the Parking Garage only in green lined spaces). Vehicles left in other areas may be towed at the owner's expense.

Can I leave my car parked on campus during the summer? During the summer, campus parking lots are not available for the storage of vehicles. Vehicles with signs of inactivity will be towed at the owner's expense.

Where can I park if I remain on campus during the summer? Students who remain on campus during the summer and whose vehicles are registered with the Campus Safety Parking Office may park on campus. A free temporary parking pass must be obtained at the Campus Safety Parking Office for summer parking.

How much does it cost to register for the school year? Resident students are charged \$150 to park on campus in green lined spaces. Perimeter student parking is available for \$25. Commuting (day) students are charged \$25. Faculty and staff members are charged \$50 for parking on campus. See page 11 for other rates.

Can I park in a Service Vehicle space at any time? No. Service vehicle spaces are for the sole use of authorized service vehicles.

Can I park in a Visitor Space? No. Visitor spaces are for bona fide visitors only and have a two-hour limit. Faculty, staff and students are prohibited from parking in visitor spaces.

Where can my overnight guest park? Guests may park in non-reserved white lined spaces after 5 p.m. until 7 a.m. Monday - Thursday and on weekends after 5 p.m. Friday through 7a.m. Monday. No pass is necessary. Please note there is no guest overnight parking in the Quad from 1a.m. to 6 a.m. and no parking anywhere on campus during snow emergencies.

I have a medical condition requiring that I park close to my hall and academic buildings; can I do this? Cars with state-issued handicapped plates can be parked in handicapped spaces. Members of the community with temporary disabilities may be eligible for a temporary medical pass through the Accessibility Resource Center.

Must visitors follow college parking rules and regulations? Yes. Students, faculty and staff are responsible for informing their guests about the parking regulations and should obtain parking passes for them. Faculty/Staff can request event passes by emailing parkingdecals@smith.edu or by utilizing the online visitor registration page on the Campus Safety website.

What can I do when I am parking my car late at night and I am concerned about safety? If you are alone and feel unsafe walking, please contact Campus Safety to request a safety escort. Stay in your car with the doors locked and the headlights on until an officer arrives. Campus Safety can be reached 24/7 at 413-585-2490.

What do I do if my vehicle is booted or towed? If your vehicle has been booted please follow the instructions left on your car to pay all outstanding fines/fees. Once your fees are paid, you may contact Campus Safety to request a patrol staff member to remove the parking boot. Staff will confirm payments are made prior to removing the boot. If your vehicle has been towed, please contact Campus Safety Dispatch at 413-585-2490. Once you pay all outstanding parking fines, we will give you the required paperwork needed for the tow company to release your vehicle. The tow company does charge impound fees (daily). Your vehicle will not be released until all parking tickets have been paid.

What happens if I am notified that I have lost my parking privileges? Anytime an officer observes the owner's vehicle or another vehicle being parked by the party who has had their parking privileges revoked, the vehicle will be towed from campus at the owner's expense.

I am a student and am only planning on having my vehicle on campus for the fall term. How much will the decal be for only one semester? You may purchase a Fall Student decal for half the cost of a full academic year. Spring semester decals may also be available for purchase depending on total decal sales. These decals are sold to seniors first, then juniors, and any unsold decals will be made available to sophomores for purchase.

What do the different colored parking lines mean? White - faculty/staff; orange - service vehicles; green-student; blue-visitor; and red-academic year commuter students.

What happens when it snows? The Facilities Management Department issues the Campus Snow Parking Ban via e-mail with instructions and information about where to park during plowing operations. The Smith College website will also be updated with snow emergency information.

What if I do not have a Smith parking decal and a parking ban is issued? Visitors, guests, and members of the community without Smith decals are prohibited from parking on campus during a snow emergency/parking ban. Only vehicles with Smith parking decals may park in designated Smith College lots during a snow emergency.

How do I get information about the city of Northampton parking bans? You may call the Northampton Winter Information Line at 413-586-6969 or [sign up for e-mail notifications](#).

These regulations are adopted pursuant to the authority conferred upon the Board of Trustees of Smith College by the Commonwealth of Massachusetts.

Smith College has authorized the Chief of Campus Safety to appoint members of the Campus Police Department as parking control officers under Massachusetts General Law, Chapter 147, Section 10f. The Chief has appointed every Campus Safety Officer to this capacity for the duration of their employment.

SCOPE

These regulations, as from time to time amended, apply to all students, faculty, and staff, and shall be deemed a part of the terms and conditions of the admission and enrollment of students, the employment of staff, and appointment of faculty. These regulations shall also apply to all visitors and shall be deemed a part of the terms and conditions of the permission to enter the property of Smith College and to operate vehicles on campus streets, drives, ways, and parking lots.

All students, faculty, staff, and visitors who bring vehicles on campus must comply with these regulations. The regulations will be strictly enforced, and enforcement procedures will apply equally to students, faculty, staff, and visitors. Campus Police officers issue tickets twenty-four (24) hours a day, year-round.

LIABILITY

Vehicle owners and operators park on campus at their own risk. Smith College assumes no risk or liability for damage or loss nor the vehicle's contents while any vehicle is parked on college property. This includes damage incurred if the vehicle is immobilized (booted) or towed.

ARTICLE I. COMPLIANCE

By bringing a vehicle on campus, the operator agrees to abide by these regulations. Every vehicle on campus must be registered with the Parking Office and must properly display the parking decal and/or visitor permit issued by the Parking Office or department visited. A registration decal, parking permit, or pass is not considered valid unless properly issued, affixed, and displayed. Each faculty or staff member may register up to three (3) vehicles. Students may register one vehicle. Students, employees, guests and visitors may lose their campus parking privileges or ability to purchase a decal if they do not follow the campus parking regulations.

ARTICLE II. REGISTRATION AND ELIGIBILITY

The Campus Safety Parking Office, located at 126 West Street, registers vehicles and issues parking permits.

Current or active Smith College students, faculty, and staff are eligible for parking permits. Five College Faculty teaching on campus and staff on official college business are also eligible for a permit or temporary pass. The Campus Safety Parking Office determines the number and distribution method of parking decals, permits, and passes.

Temporary passes may be requested from the Parking Office, and may be issued to faculty, staff, and students for their respective parking space type who have a vehicle registered in the college parking system that is being repaired and will not be on campus. Students who bring replacement vehicles to campus must register with the Parking Office and shall park in student spaces at all times. If both a vehicle with a temporary pass and the registered vehicle are on campus at the same time, the temporary pass will be considered invalid. The vehicle may be ticketed and towed.

Vehicles with temporary passes that are not properly displayed are also considered unregistered and subject ticketing and towing.

Persons with mobility impairments or who are physically challenged are encouraged to obtain a special medical parking permit. A review by the Accessibility Resource Center is required for faculty, staff and students unless the vehicle bears handicapped license plates or placard issued for the registered person's use. Handicapped parking permits are valid for parking in handicap spaces or white-lined spaces in any campus lot. They are not valid in tow zones, no parking zones, or other prohibited areas.

Any vehicle with an expired, altered, stolen, or invalid decal or pass is considered unregistered and will be subject to ticketing (\$50.00 fine), booting, and/or towing. The vehicle's owner will lose parking privileges for one year from the date of discovery.

Faculty and Staff

Faculty and Staff members must register vehicles that are parked on the campus with the Campus Safety Parking Office. Decals purchased online, will be mailed to your desired address, either home or on campus. [Decals may be purchased online](#) using a credit/debit card. Simply fill out the registration form. Your receipt and a temporary pass will be automatically emailed to you. If you are unable to order your pass online, you may email or call the Parking Office.

The price of a mobile decal for one full fiscal year is \$50. A decal purchased between July through December is \$50. A decal purchased between January through June is \$25. The mobile decal can be easily transferred from car to car without the need to purchase a second decal. Both cars must be registered with Campus Safety Parking. If desired, you may purchase a second decal at the same price. Faculty and staff members may have a maximum of three vehicles registered in the campus parking system at any time. The college does not guarantee that there will be a space available in the parking system for every registered vehicle. Faculty and staff members should not expect parking near their work location. At peak times of the day, parking may involve a short walk to the office from an adjacent lot or the West Street Parking Garage.

Blue lined visitor spaces are available for visitors twenty-four (24) hours a day, year-round and have a two (2) hour limit. Faculty and staff members may not park in these spaces at any time.

Faculty and Staff members may only purchase decals for themselves. Decals may not be purchased for use by anyone other than the purchasing faculty/staff member. Purchasing a decal for use by anyone other than the purchasing faculty/staff member, or allowing their credentials to be used by someone other than themselves, may result in the revocation of all decals purchased by the employee, the violating vehicle may be ticketed, booted, and/or towed, and may result in the loss of on campus parking privileges.

Staff members working on campus in a temporary capacity may have the option to obtain a free permit good for 30 days for on campus parking. If the temporary employee's work on campus extends beyond 30 days, they may be eligible to purchase a permit by contacting the parking office. Departments may also opt to coordinate with the parking office to purchase passes for use by temporary employees assigned to their areas. Obtaining a parking permit should not be perceived as providing a sense of extended or permanent employment with the college.

Faculty and staff with outstanding parking fines shall not be allowed to purchase a decal or request a pass until their parking fines are fully settled.

Opt -Out Parking Program

The Opt-Out Program will pay eligible faculty/staff members to travel to and from work without driving a single-occupant (SOV) vehicle, an initiative to help ease the parking demand on campus. The Opt-Out Program is a voluntary program to encourage faculty and staff to find alternate ways to commute, such as carpooling, ridesharing, bicycling, walking and public transit. In order to be eligible, the participant may not have any unpaid parking fines. *As of October 2022, the Opt-Out Program has been amended; employees that are signed up/approved to work hybrid/remote are not eligible to participate in the Opt-out program. As of June 2024, faculty/staff who live in campus rental housing are not eligible to participate in the Opt-Out Program*

Smith faculty and staff that own a car are eligible to join the Opt-Out Program. By joining the Opt-Out Program, you are agreeing to not bring your vehicle to Smith or surrounding streets, Monday through Friday, between 7am and 5pm (you may park any other time on campus), and Smith will pay you \$150/\$400 for full participation in the program. \$150 will be paid to those living within a one-mile radius of the center of campus and \$400 to those living outside a one-mile radius. Opt-Out decals are free and must be attached to your car window. Members of the Smith community who live within a one-mile radius of campus and are in the Opt-Out Program may park their vehicles in their driveways or on the street directly in front of their houses. Parking in metered spaces is allowed. Parking anywhere else without a pass will be considered a violation of the Opt-Out Program. All rules apply to both the 2nd and 3rd shift employees as well.

There are two sign-up periods; July 1st - September 15th which counts as registration for the entire fiscal year and December 15th - February 1st for new members for half the fiscal year. Note: Participation for only half the year will result in a \$75/200 payment. Once you become a member of the Opt-Out Program the payment will be processed by the Controller's Office and will be included in the next available pay period after each sign-up period ends. Payment will be in two installments of \$75/200. The net amount will appear on the top part of your pay stub.

To join the program, you will need to register your vehicle with the Campus Safety Parking Office by [filling out the opt out registration form](#) and emailing it to the Parking Coordinator at parkingdecals@smith.edu. At the time of registration, the opt-out participant will be issued up to eighteen (18) free one-day parking passes to allow parking on campus during the year for those days when a car is needed close by. Opt-Out decals and one day passes may be sent to on-campus addresses or offices, or may be picked up from the Campus Safety Parking Office during normal business hours. The one-day passes are not transferable and are valid only for the current fiscal year.

Opt-Out / Carpool Groups

Faculty and staff are eligible to form an Opt-Out / Carpool Group. This group can consist of two or more people. One employee joins the Opt-Out Program. The other employee buys a carpool decal for \$10. If there are more than two people in the group, they would need to work out how it would distribute the money to members within the group.

Violations of Opt -Out Program

Smith Campus Safety patrol staff will check the streets around the campus and the campus proper to determine if there are opt-out members parked in violation of the terms of the opt-out agreement.

First Violation: A written warning from the Campus Safety Parking Office will be sent out and a citation may be issued.

Second Violation: You may receive a citation and your Opt-Out Program membership will be deactivated. You must then purchase a Smith parking decal at normal price and will be unable to participate in the Opt-Out Program for one full academic year. (This means that your membership will be terminated for the remainder of the academic year, plus one full academic year). Program members are responsible for removing their opt-out decal and reimbursing Smith through payroll deduction for the remainder of the year according to the established reimbursement schedule. The reimbursement schedule is as follows:

July	\$ 64.29 / 171.43	January	\$ 64.29 / 171.43
August	\$ 53.58 / 142.86	February	\$ 53.58 / 142.86
September	\$ 42.87 / 114.29	March	\$ 42.87 / 114.29
October	\$ 32.16 / 85.72	April	\$ 32.16 / 85.72
November	\$ 21.45 / 57.15	May	\$ 21.45 / 57.15
December	\$ 10.74 / 28.58	June	\$ 10.74 / 28.58

Carpooling

Carpooling is another option for faculty and staff. A group of two or more employees is eligible to purchase one mobile carpool parking decal at a reduced rate of \$10 which can easily be transferred from car to car. A commitment of 100% participation in this program is required. Carpoolers must provide the names of the people they will be carpooling with on the Parking Permit Registration form.

Ridematching Program

MassRIDES, a service of the Massachusetts Department of Transportation (MassDOT), also offers a [RideMatch program](#) to find people going your way and at the same time earn reward points each time you take a 'green trip' (like transit, bicycling, walking, or carpooling). Then, redeem those points for rewards like local and national restaurant coupons, retailer discounts and tickets to shows and attractions.

UMass Rideshare Program

UMass has a rideshare service available free to all Five College employees and off-campus students. The program matches riders with similar schedules and routes. You can create an account and submit your information and find commuters in your neighborhood interested in carpooling or you can call (413) 545-6585 to be mailed a list of Rideshare participants. To contact the ride-share coordinator you can write to rideshare@admin.umass.edu or call (413) 545-6585.

Zipcars

Smith has formed a partnership with Zipcar, Inc. that gives program members the use of six (6) cars located on campus. Zipcar estimates that every shared vehicle reduces the demand for twenty (20) parking spaces. Faculty, staff and students can join Zipcar for \$35 a year. Members can have access to cars twenty-four (24) hours a day, seven (7) days a week, and can rent them by the hour or the day. Their hourly rates include gas, insurance, and reserved parking.

Reservations can be made online. To join and obtain more information go to [Smith College Zipcar](#) page.

Retirees

Employees who retire from Smith College and are granted use of various facilities due to their standing may purchase a faculty/staff decal. Retirees are responsible for renewing their parking decals annually. There is a \$50 cost for this decal. The parking rules and regulations remain the same for retired employees. Retirees must park in faculty/staff spaces when on campus - not in visitor spaces.

Students

Students are not guaranteed that they will receive any type of parking permit. The college also does not guarantee that there will be a space available in the parking system for every vehicle registered. Students may register only one vehicle at a time. The college offers a lower cost perimeter parking decal to students eligible for campus parking as a way to reduce parking costs. Although the perimeter spaces are at the campus edges, they offer an opportunity for substantial savings for those students who only use their vehicles occasionally.

The city of Northampton has established neighborhood-only parking ordinance along Kensington Avenue. Overnight parking is not allowed on Kensington Avenue. Only Kensington Avenue property owners or their tenants will be allowed to park overnight.

The main student parking areas are limited to approximately 220 decals; perimeter parking areas are limited to approximately 75 decals. The Campus Safety Parking Office announces when decal sales will commence. Decals will be offered first to seniors, then juniors, and lastly sophomores. No student is guaranteed a parking decal due to the limited number of parking spaces. **First year students may not bring a car to campus. First year students found in violation of this policy will be referred to the Smith College Judicial Board.**

Students are not eligible to park overnight in faculty/staff spaces or visitor spaces. Vehicles that belong to a student (or to a student's family) parked on campus overnight must have a decal or temporary permit. Unregistered student vehicles will be ticketed and may be booted or towed for violations.

Please note: No student parking is allowed in the Quad at any time.

Students are responsible for informing their guests about parking on campus. (refer to Visitors on page 10)

Under Massachusetts's law, Chapter 90, Section 3, insurance information must be supplied for all student vehicles not registered in Massachusetts.

Every nonresident enrolled as a student at a school or college in the commonwealth who operates a motor vehicle registered in another state or country during any period beginning on September the first of any year and ending on August the thirty-first of the following year shall file in quadruplicate with the police department of the city or town in which such school or college is located, on a form approved by the Registrar of Motor Vehicles, a statement signed by him/her under the penalties of perjury providing the following information:-the registration number and make of the motor vehicle and the state or country of registration, etc. [The non-resident driver statement forms](#) are available in the Campus Safety lobby.

Once the form is completed, please email it to parkingdecals@smith.edu or bring it to the Campus Safety Parking Office, a small blue nonresident decal will be issued which is to be placed on the inside top center of the front windshield above the rear-view mirror. These decals are free and do not confer any parking privileges.

"IT IS UNLAWFUL FOR A NONRESIDENT STUDENT TO FAIL TO FILE A NONRESIDENT DRIVER STATEMENT WITH THE POLICE DEPARTMENT LOCATED IN THE SAME CITY OR TOWN AS THE SCHOOL OR COLLEGE ATTENDED, IN ACCORDANCE WITH SECTION 3 OF CHAPTER 90 OF THE MASSACHUSETTS GENERAL LAWS. FAILURE TO FILE SUCH STATEMENT IS PUNISHABLE BY A FINE NOT TO EXCEED \$200."

A written acknowledgment of receipt of this warning shall be required. Each such school or college shall issue to each such student such serially numbered or lettered decal as may be prescribed by the registrar, which decal shall be affixed to the uppermost center portion of the windshield. Such register shall contain the written acknowledgment of receipt of the nonresident driver statement warning, the numbers or letters of the decal issued to each such student, the name and address of the owner of the motor vehicle, the residential address of the student within the commonwealth, if any, while attending such school or college, the residential address of the student without the commonwealth, the registration number, make and type of the motor vehicle and the state, province or country of registration, and the names and addresses of all insurers providing liability insurance covering the operation of the motor vehicle, which information shall be forwarded by the school or college to the assessor's office of the municipality listed as the student's local residence. Any such school or college which fails to compile and maintain a register, to issue a decal as required by this paragraph or to forward register data to the assessor's office of a municipality in which a nonresident student resides shall be punished by a fine of not more than one hundred dollars for each such offense.

Registration of a vehicle by a student for another student is not permitted and will be subject to a fine and withdrawal of both students' parking privileges. Sale, trade, swaps, or gifts of college parking decals are also not permitted. The decal is issued to one student and one vehicle and may not be transferred to another student vehicle. Use of a decal that has been sold, traded, swapped, etc., will result in the vehicle being ticketed and towed. In addition, the student(s) involved will lose their campus parking privileges for one calendar year from the date of discovery. Students are also not authorized to use or obtain a faculty/staff decal under any circumstances. Any student vehicle using a faculty/staff decal will be considered unregistered and will be subject to ticketing and towing/vehicle immobilization. Additionally, the student and staff member will also lose campus parking privileges for one calendar year for this violation of the college's parking rules and regulations. Note family exception under Faculty and Staff above.

If a registered vehicle is sold or exchanged during the permit period, the valid decal must be removed and returned before a new decal will be issued. There will be no replacement charge for the new decal. Vehicles must be re-registered and a new decal will be issued anytime ownership of a vehicle is transferred. Students with parking decals who withdraw or take any type of leave (medical, academic, etc.) from campus forfeit their parking privileges while they are away from campus (i.e. the decal becomes invalid and the vehicle may be towed at the owner's expense). Their decal should be removed and returned to the Campus Safety Parking Office.

Commuters

Parking for commuter students with registered vehicles is located in the Parking Garage, in red lined spaces or the top level only. Commuter student parking is available on a first-come, first-serve basis. Decals are only for those listed with the Registrar's office as commuter students; a change of status invalidates the decal and the privileges the decal conferred are thereby lost. Vehicles with commuter decals may also park occasionally overnight and on weekends in faculty/staff spaces until 7 a.m. Monday.

Students Housed in Off Campus College Housing

The City of Northampton governs on-street parking regulations and parking there is at your own risk. Students who wish to bring and park their vehicle on campus must also purchase a commuter student parking decal. Unregistered vehicles on campus are subject to ticketing, immobilization and towing. Visitors must be registered with the Campus Safety Parking Office and are subject to the College's parking regulations.

Five College Students

Smith College encourages Five College students that are registered for Smith classes to use the Five College bus system (PVTa). However, if this is not possible due to time constraints, a commuter decal may be purchased. Parking is also allowed in visitor spaces without a decal or parking pass for up to two hours. Vehicles parked in visitor parking spaces for more than two hours will be ticketed and may be booted or towed.

Visitors

Visitors are required to obtain a parking pass at the Campus Safety Parking Office to park on campus Monday - Friday, 7 a.m. – 5 p.m. However, they may park in designated visitor spaces without a parking pass for up to 2 hours. The college provides clearly marked visitor spaces at various locations around the campus. After 5 p.m. and before 7 a.m., Monday through Friday and on weekends, visitors may park in the white lined spaces in any lot without a parking pass. Please note: No guest overnight parking in the Quad 1 – 6 a.m.

Visitor passes may be obtained in advance [online](#) or at the Campus Safety Parking Office. The visitor's name and vehicle information such as the license plate number, make, and color are required. There is no charge for a visitor pass. Vehicles with visitor passes that are not properly displayed are considered unregistered and may be ticketed.

Persons attending college sponsored events such as seminars, workshops, or conferences, Monday through Friday, 7 a.m. - 5 p.m. must have a visitor pass. Please see the Smith coordinator for the event or contact Campus Safety Parking Office. Faculty, staff, departments and students sponsoring events should contact the Campus Safety Parking Office in advance to make arrangements for parking. Special group parking permits can be requested through [e-mailing Campus Safety Parking Office](#) with the name of the event, the date(s) of the event and the department sponsoring the event. Departments will be able to forward the permit electronically to participants prior to their arrival on campus.

Students, faculty, and staff are responsible for notifying their guests of the college parking regulations. Visitors are subject to Smith College parking rules and regulations and are responsible for any tickets incurred. Visitors who fail to pay their fines are subject to booting, towing, or impounding, along with the loss of parking privileges on Smith College property. Visitor passes will not be renewed until any outstanding parking tickets are paid.

The Campus Safety Parking office reserves the right to limit the number of visitor passes issued at any given time and will review extended parking passes regularly.

Visitors must be made aware of snow regulations and parking bans via their hosts. Failure to comply with an emergency parking ban may result in their vehicle being ticketed and/or towed. The college has no obligation to ensure that visitors receive the parking ban notifications issued through normal channels of campus communication. No visitor passes will be issued during snow emergencies. The college only has sufficient space for vehicles with parking decals. Visitors should find parking in the city of Northampton snow lots.

ARTICLE III. ON-CAMPUS PARKING FEES

Smith Affiliation	Type/Color of Decal	Fee	Parking Designation	Valid Dates
Students-in-residence	Student/Green	\$150	Green-lined spaces	TBD* –May 31
Students-in-residence	1st semester only	\$75	Green-lined spaces	TBD* –May 31
Students-in-residence	2nd semester only	\$75	Green-lined spaces	Jan 1–May 31
Students-in-residence	Perimeter/Yellow	\$25	Stables lot/left-hand side of Tennis Court Drive	TBD* –May 31
Ada Comstock Scholars Residing at Conway House	Ada Comstock/Gold	\$25	Conway House Parking Lot	Sept 1–Aug 31
Commuter (Day) Students	Commuter/Magenta	\$25	Top Level of Parking Garage	Sept 1–May 31
Graduate Students	Grad Student/Teal	\$100	White-lined spaces	Jul 1–Jun 30
5-College Students taking classes at Smith	No decal/pass required in visitor marked spaces	NA	6 visitor spaces in Dickenson/10 in Parking Garage	2-hour limit
5-College Students taking classes at Smith	Commuter/Pink	\$25	Top Level of Parking Garage	Sept 1–May 31
SSW Faculty	SSW Faculty (summer only)/Purple	N/A	White-lined spaces	Jun 1–Aug 31
SSW Student	SSW Student (summer only)/Purple	\$10	Green-lined spaces or Top Level of Parking Garage	Jun 1–Aug 31
Smith Faculty & Staff	Faculty/Staff (mobile)/Blue	\$50	White-lined spaces	Jul 1–Jun 30
Smith Faculty & Staff	Additional Decal	\$50	White-lined spaces	Jul 1–Jun 30
Smith Faculty & Staff	Service/Orange	\$50	Orange- or White-lined spaces	Jul 1–Jun 30
Smith Faculty & Staff	Carpool (mobile)/Tan	\$10	Carpool or White-lined spaces	Jul 1–Jun 30
Smith Faculty & Staff	Rental/Red	\$10	Assigned Rental spaces	Jul 1–Jun 30
Smith Faculty & Staff	Motorcycle (bike decal)	\$50	White-lined spaces	Jul 1–Jun 30
Smith Community/Non-Smith	Handicap Placard	NA	Handicap or White-lined spaces	NA
Alumnae	Alumnae/Silver	\$25	Ainsworth, ITT or Scott Lots (white lines)	Jul 1–Jun 30
Visitors	Visitor Pass Needed, Monday–Friday, 7 a.m.–5 p.m.	NA	To be determined by Parking Office, Limitations apply	TBD
Visitors	No decal/pass required in visitor marked spaces	NA	6 visitor spaces in Dickenson/10 in Parking Garage	2-hour limit

TBD* - Exact dates shall be determined by the Parking Coordinator, however are typically mid to late August after the School for Social Work term has ended.

Replacement decals are available, however fees may apply.

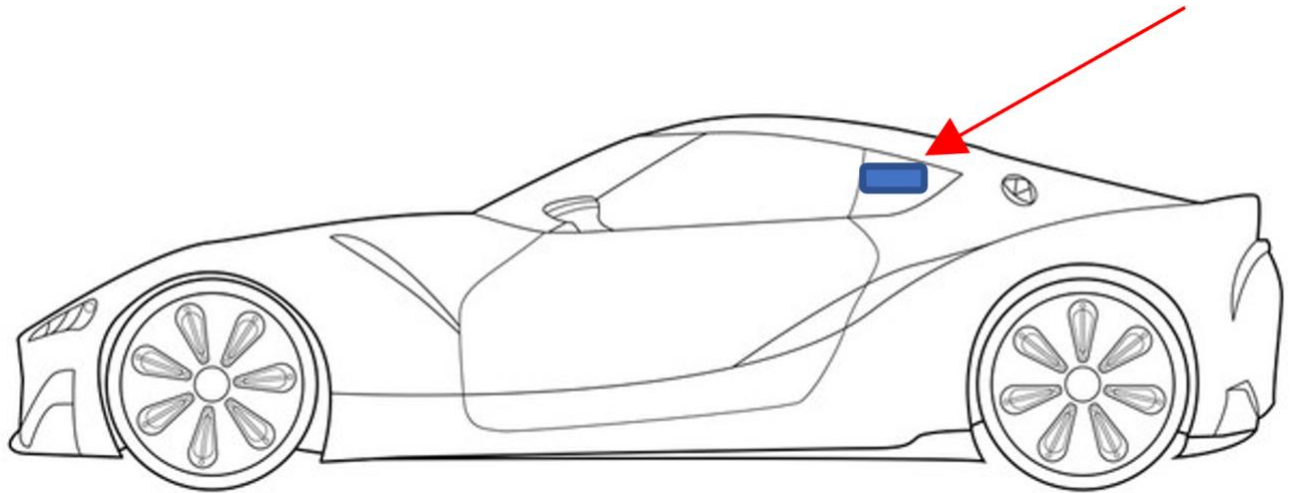


Figure 1: Proper placement of decal on a sedan

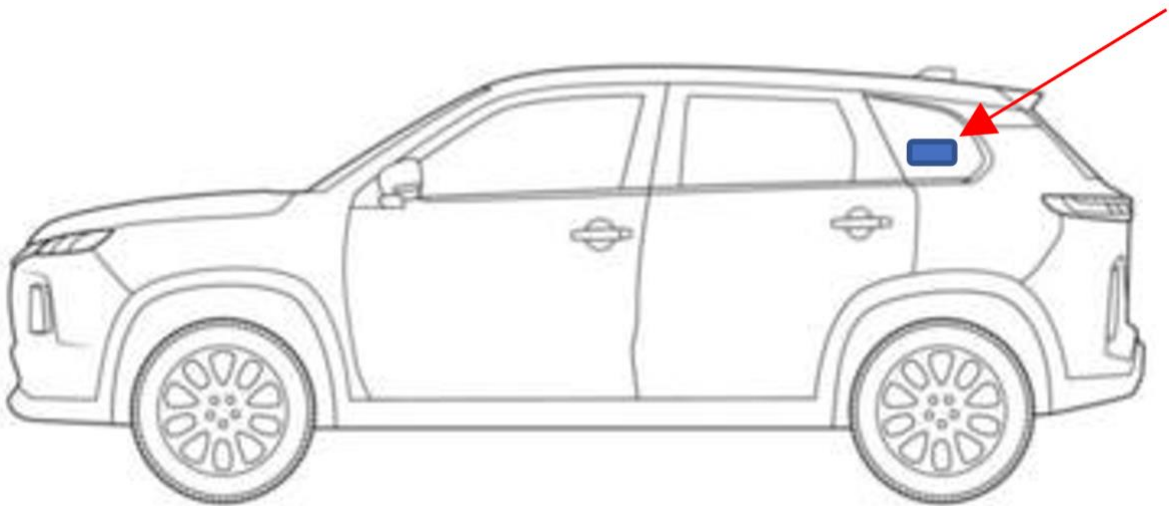


Figure 2: Proper placement of decal on a utility vehicle

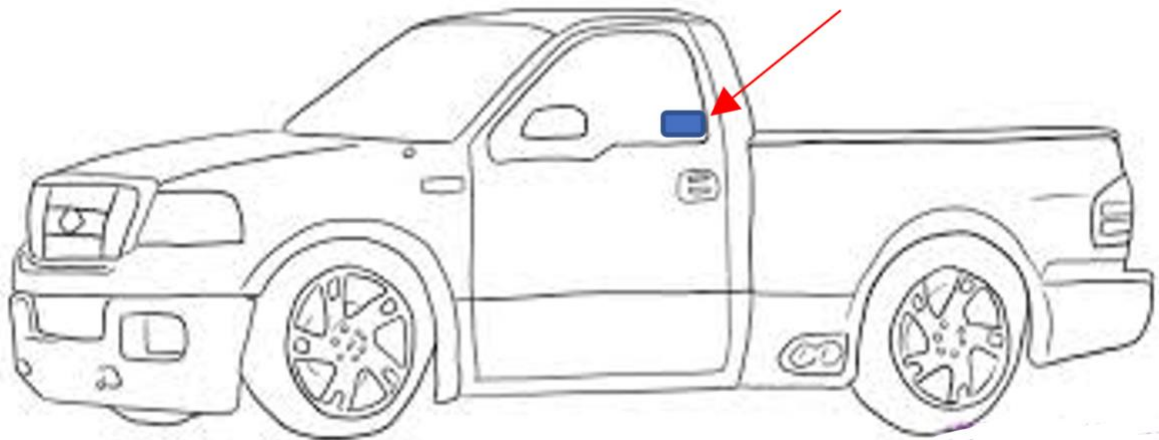


Figure 3: Proper placement of decal on a truck

Applying a transferable Parking Decal

1. Remove any expired parking permits by peeling or scraping them off.
2. Remove the backing from the new decal and affix it to the rear driver's side window inside. Decals displayed in other places or taped on to the vehicle window will be considered unregistered and may be ticketed.
3. The mobile decal can be easily transferred from one vehicle to another by peeling up one edge, slowly pulling the decal away from the window and sticking it on to the other vehicle that is registered with Campus Safety Parking Office.
4. If the decal at any point in time loses its adhesiveness, bring it to the Parking Office for a free replacement.
5. When a new vehicle is purchased, remove the decal from your old car, and place it in your new vehicle and then register your new car with the Campus Safety Parking Office at no charge.

Applying Non-transferable Parking Decal

1. Remove all expired decals. A single-edged razor blade works best.
2. Remove the backing from the new decal and affix it to the rear driver's side window inside. Decals displayed in other places or taped on to the vehicle window will be considered unregistered and may be ticketed.
3. Remove air bubbles with the edge of a stiff card.
4. When a new vehicle is being purchased, remove the decal from your old car, bring it to the Parking Office and a free replacement will be issued. You can register your new car at the same time.

Vehicles without decals permanently affixed are considered unregistered and will be ticketed and are subject to immobilization and/or towing. Exemptions for not permanently applying a decal are available for victims of crimes where personal safety is in danger. In these situations, a Campus Safety report of the crime(s) must be completed and a request must be made to the Chief of Campus Safety who will review the request. The decision of the Chief or his/her designee is final.

Refund Policy

Students who turn in parking decals in the first week of the fall semester will receive a refund with the subtraction of a \$10 processing fee taken by the parking decal vendor. After the first week of the fall semester, students will be ineligible for a refund.

ARTICLE IV. EXTENT OF PRIVILEGES

General

Possession of a parking decal or permit does not guarantee a parking space. Parking spaces in the core of campus are more convenient and popular and therefore are at a premium. The parking lots on the perimeter of the campus may provide the only opportunity for parking.

Authorized parking areas can be found using the [campus interactive map](#).

Parking on campus is restricted to marked parking spaces only, and with the proper permits. All vehicles parking on campus are required to register with the Campus Safety Parking Office. Parking outside of the marked lines, in fire lanes, or in areas that block emergency vehicle access may result in the issuance of citations, booting, and towing.

Disabled Vehicles

Improperly parked disabled vehicles must be reported to Campus Safety at 413-585-2490 immediately, along with plans for their removal. Vehicle owners must have improperly parked disabled vehicles removed within twelve (12) hours or will be subject to ticketing and/or towing. Area towing services are available 24 hours a day to assist. Campus Safety is not able to recommend particular companies. Campus Safety reserves the right to tow a vehicle if it blocks fire access or is a safety concern.

Unused or Abandoned Vehicles

The college will use reasonable and prudent judgment in attempts to locate the owners of unused or abandoned vehicles. Vehicles with evidence of nonuse left in parking lots, streets, highways, driveways, or any unauthorized areas of the campus or other lands of the college shall be towed away and disposed of. Expenses of this hauling and disposal will be charged against the registered owner. The owner of any vehicle so removed and towed under the provisions of this section shall also be subject to the penalties provided in Massachusetts General Laws, Chapter 90, Section 228. Any vehicle without a valid license plate will be considered an abandoned vehicle and will be removed from college property by direction of the Chief of Campus Safety or their designee. The owner will be responsible for the care or protection of, or damage to, any such vehicle or its contents. The removal of any vehicle by authorization of the Chief of Campus Safety or their designee will in no way reduce the liability of the owner for all violations incurred until then.

Long -Term Parking Policy

Faculty, staff and students who need long-term parking (for example during sabbatical leave, traveling on college business or going abroad for the semester) should contact the Campus Safety Parking Office to make parking arrangements. There is no long-term parking in the Parking Garage for people that are going away on personal business. Faculty and staff vehicles that are left in the Parking Garage with evidence of long-term parking will be contacted and asked to relocate their vehicle to the approved storage lot within twenty-four (24) hours if not parked on official college business.

Service Vehicle Spaces

Service vehicle spaces are for the sole use of authorized college service vehicles bearing the college's logo or a service decal. Outside contractors must have a service vehicle pass to use these spaces issued by the Campus Safety Parking Office. All others are prohibited from using service vehicle spaces. There is a time limit of two hours for usage.

Student Parking

Students whose vehicles are properly registered may park in designated student spaces only. This applies twenty-four (24) hours a day, seven (7) days a week with no exceptions; the same rules are in effect during the break period, holidays, January and summer term.

A student parking permit allows parking in a designated student space on a first-come, first-served basis. Because of limited space, when a student lot becomes full, students must park in the next available student lot. Students should not expect to park right outside of their housing assignment. Commuters always park in red lined spaces or on the top level of the Parking Garage in the uncovered area.

Handicapped Parking

Vehicles bearing either a state-issued HP permit or temporary disability permit from the Accessibility Resource Center may be parked in designated spaces (see page 5) only if operated by the person for whom the pass or permit is valid, or if the person for whom the pass or permit is issued is being transported in the vehicle. Other use subjects the vehicle to ticketing and/or towing. Only the person for whom the pass/permit is issued may register a vehicle with a HP pass. If a registered owner of a vehicle bearing an HP pass/permit lends the vehicle to another driver, the person borrowing the car must obtain a regular visitor pass.

Purchasing a Smith decal is not required for those with a state-issued HP Placard and parking is allowed in handicap as well as white lined spaces.

Faculty and Staff Parking

A faculty/staff parking permit allows parking in faculty/staff lots on a first-come, first -served basis in white lined spaces. Because of limited space, when a faculty/staff lot becomes full, faculty and staff must park in the next available employee lot. Faculty/Staff members should not expect to be able to park right outside of their assigned work area.

Motorcycle Parking

Motorcycles must be registered with the Campus Safety Parking Office to park on campus. Motorcycles with a properly affixed motorcycle decal may park in their designated spaces, i.e. faculty/staff, student, etc. Motorcycles may not park in buildings, on grass, next to buildings, at bicycle parking racks, etc.

Snow Emergencies

Due to the unpredictability of weather during the winter months, snow emergencies and parking bans can be declared at any time by Facilities Management or their designee. It is incumbent on vehicle owners to be alert for snow parking bans that may be issued by the Facilities Management office via e-mail. See Article XI for further information about this topic.

Student Summer Parking

Students who remain on campus during the summer and whose vehicles are registered with the Campus Safety Parking Office may obtain a free temporary parking pass to park on campus. There is no parking available for students who do not remain on campus. Vehicles may not be stored on campus at any time. Vehicles displaying evidence of non-use will be ticketed and towed. The Campus Safety Parking Office will make reasonable attempts to contact the owner prior to towing.

Summer Programs / Conference Parking

Participants in summer programs and/or conferences are required to abide by the college parking regulations. The Summer Programs Office will provide directors of summer programs/conferences with these regulations. The Summer Programs office will work with the Campus Safety Parking Office to provide each program and conference attendee with parking permits, which include vehicle registration information, for the length of their programs.

Residential participants are assigned to specific parking lots or the Smith College Parking Garage according to the length of their program and housing assignment and may park in white lined spaces only. Participants at programs/conferences that are held on weekends (between Friday at 5 p.m. and Monday at 7 a.m.) do not have assigned parking and may park in any white lined space in any lot throughout the campus. There is no cost for summer programs/conference parking.

Holidays / Break Periods

Parking rules and regulations are in full effect at all times. All decaled student vehicles must park in student lots at all times. Additionally, during the winter season, vehicles left on campus must be moved to the designated snow lots in order not to interfere with snow removal operations prior to a predicted snowstorm. The snow lots for students with green and yellow decals are: Stables lot, Pasture lot, Tennis Court Dr. (left side only). The Smith Parking Garage is available for students with green-decaled vehicles. Parking is allowed in the green lined spaces only on level one. Vehicles that are left on campus in lots other than these during holiday periods will be towed at the owner's expense.

School for Social Work Faculty

SSW faculty summer parking permit allows parking in any faculty/staff lot on a first-come, first-served basis in white lined spaces. Because of limited space, when a faculty/staff lot becomes full, faculty must park in the next available lot.

School for Social Work Students

SSW student summer parking permit allows parking in green lined spaces. This applies twenty-four (24) hours a day, seven (7) days a week with no exceptions.

ARTICLE V. PARKING REGULATIONS AND FINES

It is not possible to mark all areas where parking is prohibited. However, every valid parking space is outlined. Each violation carries at minimum a fine, and any infraction may result in the vehicle being towed or immobilized. Fines for

the first through fourth violations are listed below. For the fifth and each subsequent violation, the fine is \$50. Once an individual's parking privileges are revoked, each time their vehicle is found on campus property, it will be booted or towed. The following rules and regulations will be strictly enforced:

Parking Regulations

- Do not park on campus without properly displaying a valid decal, temporary pass, or a one-day visitor pass.
- Do not double-park.
- Do not park in handicapped spaces without displaying the proper permit; do not use a handicapped permit that was not issued to you. Expired handicapped passes are considered invalid.
- Do not park or idle in a no parking zone.
- Do not block fire lanes, fire exits, or entrances to parking areas; do not park within ten feet of a fire hydrant or otherwise impede public safety. All roadways and lanes must be kept clear for fire apparatus and other emergency vehicles.
- Do not park more than twenty-four (24) inches from the curb.
- Do not block doorways, stairways, building entrances, or garage entrances.
- Use flashers in loading zones. When actively loading or unloading, if there is no loading dock nearby, you may park in any legal space with flashers on for no more than ten minutes. If the vehicle is not parked in an area to which the vehicle has been assigned and if the vehicle is not being actively loaded or unloaded, officers will issue a ticket.
- Do not park in a loading zone or within a posted tow zone.
- Do not park in service entrances, construction sites or spaces reserved for service vehicles.
- Do not park in areas or spaces closed by barricades or other traffic control devices, including college employees directing traffic.
- Do not park in front of any barricade erected temporarily or permanently to close a way to vehicular traffic.
- Do not park in areas where permits are invalid.
- Do not park against or impede the flow of traffic.
- Leave a clear and unobstructed lane at least ten feet wide for passing traffic.
- Do not park on the lawn, turf, sidewalks, crosswalks or parking lot driveways; do not straddle painted lines.
- Do not park on land not designed for vehicular traffic, such as walks, lawns, and open fields.
- Do not park in front of a gateway or entrance to any field or open area.
- Do not park in any bus stop.
- Do not park in any area reserved for fire, police, ambulance or other emergency vehicles.
- Do not park in parking lots, areas, stalls or spaces designated as visitor parking if you are not a bona fide visitor. Visitor parking is limited to two hours with no visitor pass required.
- Do not park in any parking area or space designated "Official Parking" or "For Official Vehicles Only" or "Reserved Parking."
- Do not park where there are no painted lines.
- During the winter season, do not park overnight on any part of any traveled way or in any parking lot in such a manner as to impede the removal of snow and ice.
- First year students may not park on campus
- Pursuant to Massachusetts General Law Chapter 90 Section 16a no vehicle shall be idling more than 5 minutes unless it is being serviced or it is being used to deliver or accept goods where engine assisted power is necessary.

Fines

First year student violation of college parking policy will be referred to the Smith College Judicial Board for sanctions.

Group A - \$100 Fine

- Parking in a handicapped area without the proper permits
- Using a handicapped parking permit that was issued to another person

Group B - \$50 Fine

- Parking with an altered, stolen, or invalid decal or pass
- Parking after the fifth(5th) unpaid parking violation

Group C - \$25.00 Fine

- Registered vehicle in an unauthorized area without proper permit
- Parking within ten (10) feet of a hydrant, or fire exits
- Preventing emergency vehicle access
- Parking in violation of snow regulations
- Parking within a posted tow zone/fire lane
- Parking in a service space without the proper permit
- Parking in violation of the Opt-Out policy
- Unregistered vehicle with Campus Safety Parking
- Expired decal
- Obstructing a gate, sidewalk, dumpster, or entrance way
- Parking within a no parking zone
- Parking against the flow of traffic or impeding the flow of traffic
- Parking on a sidewalk or crosswalk, grass, ground, etc.
- Not parking within the marked lines
- Unauthorized parking in a visitors' area
- Parking beyond the allotted time
- Parking more than twenty-four (24) inches from the curb or edge of the road
- Improper decal location / not affixed
- Improper use of an EV space

Responsibility for Violations

The person whose name is on the registration and/or parking permit will be held responsible for parking violations by any vehicle bearing that registration or permit except college-owned vehicles, for which the operator will be held responsible. This includes vehicles leased by a student.

Possession or use of a lost, stolen, forged, or altered parking permit, decal, or temporary pass will result in a fine of \$50.00, and parking privileges will be revoked for the remainder of the academic year. Falsely reporting a lost or stolen decal will result in the loss of parking privileges for one calendar year from the date of discovery.

All owners of vehicles, including those that are not registered with the Campus Safety Parking Office, are responsible for paying their fines within thirty (30) days of the violation being issued. Vehicles that accumulate five (5) or more college parking violations are subject to being towed or immobilized and will not be released until all outstanding fines and penalties are paid at the Campus Safety Parking Office. The owner's copy (blue) of the tow release form will be issued at the Campus Safety Parking Office and must be obtained before going to the tow company to retrieve their vehicle.

Fines are payable by credit/debit card at <https://portal.permitsales.net/driverportal/smith/>, by check during regular business hours at the Campus Safety Parking Office, or by mail. DO NOT MAIL CASH. Checks are made payable to: *Smith College*. The Parking Office does not accept cash.

Visitors or vehicle owners who bring their vehicles to campus will remain responsible for any previous tickets incurred. Once all outstanding tickets are paid, the vehicle may be registered with the Campus Safety Parking Office and may start the new academic year with a clean slate.

Any vehicle towed from campus or booted/immobilized, will not be released until all outstanding fines are collected at the Campus Safety Parking Office.

Continued Violations of Parking Regulations

Persons who have their vehicles registered with the Campus Safety Parking Office and repeatedly violate college regulations and/or accumulate more than five (5) tickets (this applies to both registered and unregistered vehicles) will be fined \$50 for every subsequent ticket. In addition, receipt of an eighth ticket on a student registered vehicle will result in the vehicle owner(s) forfeiting student parking and the automatic loss of parking privileges for the remainder of the fiscal year.

Vehicles that have accumulated five (5) or more tickets are placed on a list to be towed if the vehicle is parked on campus. Vehicles that are towed will only be released when all outstanding parking fines are paid. The owner's copy (blue) of the tow release form will be issued at the Campus Safety Parking office and must be obtained before going to the tow company to retrieve their vehicle. The vehicle must also be registered with the college. If the vehicle receives an eighth ticket, the vehicle will be towed and banned from campus. It will no longer be possible for such a vehicle to obtain any type of parking pass and it will be towed each time it is on campus even if it is parked legally. This status will remain in effect until fines are paid, and the ban is lifted by the Chief of Campus Safety or their designee. All requests to have the ban lifted must be submitted in writing to the Chief of Campus Safety..

Altering, mutilating, or otherwise tampering with a parking decal or ticket legally issued by Campus Safety Officers constitutes a serious violation of college policy which may result in loss of parking privileges or other discipline (applies to students, faculty, and staff) and trespassing for visitors.

Loss of Parking Privileges for Students

After a registered vehicle receives an eighth parking ticket the vehicle owner will lose student residential campus parking privileges. Anytime a member of the community loses campus parking privileges, that individual may not park any personally owned vehicle on the campus or park anyone else's vehicle on campus property. Once a vehicle has been banned from the campus due to the owner losing parking privileges, the owner's vehicle may not be registered by anyone else. Vehicles that are borrowed, leased, rented, owned, etc., that are parked on campus property by someone who has lost parking privileges will be towed at the owner's expense.

Unregistered vehicles and visitor vehicles lose their privileges upon receipt of a sixth ticket and will be towed from the campus. Any vehicle on the list for towing will be towed if illegally parked. Subsequently when the vehicle returns to campus, a parking pass must be displayed for any temporary or overnight parking unless parking privileges have been revoked.

ARTICLE VI. APPEALS OF PARKING TICKETS

Anyone wishing to appeal a parking ticket must file an appeal online with the Campus Safety Parking office within seven (7) calendar days of the date issued at <https://portal.permitsales.net/driverportal/smith/>. The Parking Appeals Committee will not consider appeals that are submitted more than seven (7) days from the date the ticket was issued. Note: Vehicles that are on the list to be towed are subject to ticketing and towing even if legally parked on campus. The appeals committee does not review the loss of parking privileges. Those appeals may be made to the Chief of Campus Safety.

The parking coordinator will review the appeal and bring it before the Appeals Committee for a decision. The committee meets approximately once a month. Appealers will only be notified if they have been approved, downgraded, or denied from parkingdecals@smith.edu. The appeals process is done solely via <https://portal.permitsales.net/driverportal/smith/> and, due to the large volume of appeals, the committee is not able to offer individual personal meetings. Once an appeal is denied the decision is final and cannot be appealed a second time.

ARTICLE VII. PARKING VIOLATIONS SUBJECT TO TOWING OR IMPOUNDING

General

The Campus Safety Department is authorized to remove, tow, impound, or immobilize, at the owner's expense, vehicles on the college's property if they are in violation of the provisions of this section, except by those specifically exempted by law. The owner of the vehicle so removed or towed shall be liable for the cost of such removal and storage.

If a vehicle is being towed and the violator appears, the towing company, by statute, is entitled to half the normal towing charge.

The provisions of this article are in effect twenty-four (24) hours a day, year-round. Signs shall be deemed to have been properly erected and placed even if vandals deface or abscond with them. During snow periods it becomes the liability of the owner to read all signs even if falling snow adheres to them.

The college is not responsible for damage to vehicles towed because of violation of these regulations. The college is also not responsible for damage to a vehicle during booting or towing.

Infractions Subject to Towing

The Campus Safety Department may authorize the removal from campus of any vehicle parked illegally under Article V. In addition, no one shall stand or park or allow, permit, or suffer any vehicle registered in her or his name to stand or park on any of the ways, parts, or areas described in these regulations. An unattended vehicle shall be considered parked. Vehicles abandoned or disabled for more than twenty-four (24) hours are subject to towing.

Registered vehicles that lose their parking privileges due to continued violations of parking regulations will be towed at the owner's expense.

Vehicles accumulating five (5) college parking violations will be placed on a list to be booted or towed at the owner's expense should they receive a sixth ticket for illegal parking. Such a vehicle can be booted or towed and held until all outstanding fines and penalties are paid at the Campus Safety Parking office and the vehicle is registered. Upon registration of the vehicle, the tickets acquired while unregistered are transferred to the owner's parking record. If a vehicle continues to receive parking citations, it will be banned from parking on campus. This means that the owner is no longer eligible for any type of parking permit and that the vehicle will be towed each and every time it is on campus regardless of whether it is parked in a legal space or not.

Replacement of any vehicle by another vehicle registered or used by the same person, once the person has lost parking privileges is a violation of this section and the vehicle will be towed. All tickets, even those received prior to registration, are counted and valid (with the exception of voided or successfully appealed tickets).

Anyone who parks a vehicle in an area, space, lot, or on other lands of the college contrary to the directions of an employee of the Campus Safety or the Parking Office who is directing parking will be ticketed and towed at the owner's expense.

Vehicles towed from campus will not be released by the towing company until all outstanding fines are paid at the Campus Safety Parking office or at <https://portal.permitsales.net/driverportal/smith/> and a copy of the tow release form (blue) is presented to the towing company. The owner's copy of the tow release form will be issued at the Campus Safety Parking office and must be obtained before going to the towing company to retrieve a vehicle.

Record-keeping

The Campus Safety Parking Office shall keep a record of all vehicles towed or removed under the provisions of this article. Such records shall be retained for one year and shall contain:

- the registration number of the vehicle if a legible license plate is properly affixed
- the location from which it is towed, and the time and date of the tow order
- the location to which it was removed
- the name of the towing contractor, if any
- the name of the person who authorized the towing
- the reason for towing

Towing Charges

The towing charges assessed against a vehicle include storage for one (1) day. An additional daily charge for storing will be added for each day thereafter. Towed and impounded vehicles not claimed by their owner within thirty (30) days will be considered abandoned and will be disposed of in accordance with Massachusetts statutes.

Impounded vehicles will be released only upon proper identification of the owner and/or operator and the presentation of a receipt for the payment of assessed charges, including all fines.

ARTICLE VIII. AUTHORITY

General

The Chief of Campus Safety and other officers shall enforce the provisions of these rules and regulations. To expedite traffic or safeguard pedestrians in the event of fire or other emergencies or special events, officers of the police or fire department may direct or control traffic as conditions may require, notwithstanding the provisions of these rules and regulations.

Temporary Parking

The Chief of Campus Safety or their designee is authorized temporarily to permit or prohibit parking or vehicular movement on any parking lot, fire lane, land, street, highway, or driveway, or part thereof, for any reason whatsoever, when, in their opinion, such action is necessary because of a temporary exigency. When practical, prior notice of such circumstances will be posted.

Closing of Streets , Highways, Driveways , or Parking Lots

The Chief of Campus Safety or their designee is authorized to temporarily close any college street, highway, driveway, parking lot, or other college lands, when, in their opinion, such action is necessary because of a temporary exigency. When practical, prior notice of such circumstances will be posted.

ARTICLE IX. REGULATORY SIGNAGE

General

The Chief of Campus Safety, or their designee, is authorized to coordinate the placement and maintenance of all official traffic and parking signs, signals, markings, and safety zones required on the campus and other lands of the college including the placement of temporary signs and markings as may be specifically required by emergencies. The Facilities Management Department will arrange for regulatory sign purchase and installation according to Campus Safety guidelines. No change in parking space designation will occur without the review of the Chief of Campus Safety, or their designee, and only after a work order request has been submitted.

Interference with Signs

Any person who willfully, intentionally, and without right, defaces or otherwise damages, removes, interferes with, or destroys any traffic or parking sign or device lawfully erected or placed on campus or other lands of the college shall be subject to a fine under the applicable statute.

ARTICLE X. TRAFFIC REGULATIONS

The maximum speed for vehicles on college property is fifteen (15) miles per hour, except as otherwise posted and for vehicles engaged in emergency work. At no time shall any vehicle be operated upon land or ways not specifically designed, intended, or designated for vehicular traffic. All drivers of vehicles operated on college roads and property must follow the Massachusetts motor vehicle rules, regulations, policies and laws.

No one shall operate a vehicle faster than is reasonable and prudent under existing conditions.

No one shall operate a vehicle under the influence of intoxicating liquor or drugs while on college property. Vehicles operated on college property where the operator is suspected by Campus Safety officers or other law enforcement officers to be under the influence of either alcohol or drugs are subject to both criminal and college sanctions (college sanctions only apply to members of the Smith community).

All vehicles, including motorcycles, motorbikes, and mopeds, shall be operated on paved vehicle thoroughfares only. Driving on the grass or sidewalk is prohibited except for emergency vehicles and authorized service vehicles.

Vehicular accidents on college property must be reported to the Campus Safety Department. Accident report forms are available upon request for insurance purposes. All accidents involving college vehicles must be reported

immediately to Campus Safety.

Vehicles must stop and yield the right-of-way to a pedestrian in a properly marked crosswalk.

Motor vehicles parked on any college property must be kept in such condition of mechanical repair that they can be removed at any time under their own power.

At no time shall any vehicle be operated with passengers sitting, lying, or standing on any exterior part of the vehicle or other parts not designed for passenger transportation.

All vehicles must be operated in accordance with all posted signs, signals, and markings.

Vehicles with revoked plates or that have no registration plates may not be parked on campus. Officers may boot or tow such vehicles (see Abandoned Vehicles).

Violation of college traffic regulations can result in loss of the driver's campus parking privileges for minor violations. Major violations may result in criminal charges being brought or the prohibition of operating a vehicle on campus.

ARTICLE XI. SNOW EMERGENCIES

The Associate VP for Facilities Management or their designee is authorized to implement parking regulations for snow emergencies. The snow emergency parking rules are in effect throughout the winter season of each year. The regulations include, but are not limited to, a parking ban on the main campus, faculty/staff lots, student lots and campus roads during the day and overnight. Once a snow parking ban has been implemented in anticipation of a forecasted storm, vehicle owners-students, faculty, and staff-must remove their vehicles from the main campus lots to the snow lots.

Snow parking bans will always include the prohibition of overnight parking on campus roads and in faculty/staff spaces and lots. Snow parking bans are announced via e-mail from Facilities Management.

During a snow emergency, visitors are not allowed to park anywhere on campus, which includes Smith's Parking Garage at 50 West Street. Vehicles will be towed at the owner's expense for unauthorized parking on campus. There is free overnight parking during a city snow emergency in the Northampton parking lot on Armory Street except from 8-10 a.m. and 6-8 p.m. to allow snow plowing. Overnight parking is available in the John E. Gare city parking garage at all hours, on a space-available basis. There is a fee for overnight parking. For the city's complete winter parking rules [refer to the city's website](#).

The Facilities Management department will determine the time and occasion when parking lots must be free of cars for plowing operations and designate temporary areas where cars may be left in the interim to allow for such plowing.

Student parking lots will be used for storage of student vehicles while the roads are being plowed. There will be no parking by students, staff or visitors on any campus road or in faculty/staff parking spaces or lots at these times. Any vehicle in violation of snow removal procedures or interfering with snow removal operations will be towed at the operator's expense.

Once the roads and faculty/staff parking areas have been cleared of snow, student parking lots will be plowed. Any vehicle found in the lots at these times will be towed at the owner's expense. It is the responsibility of each vehicle owner to move vehicles from the designated snow emergency lots back to their proper lots by the deadline time announced in the e-mail. Vehicles that are left in lots after four (4) hours past the ban period will be subject to enforcement including ticketing, booting or towing.

The Facilities Management department will designate a portion of the Stables lot for students during vacations. Vehicles may be left in this area during snowstorms. Vehicles left in other campus lots during vacations may be towed in order to remove snow or in anticipation of a forecasted snowstorm. Vehicle owners are responsible for all towing and storage charges.

City of Northampton Snow Parking Bans

Northampton may call a snow emergency for extended days and also when there is not a snow emergency at Smith. **Students, faculty and staff are responsible for informing their visitors and guests of snow parking bans** for both Smith and the city of Northampton. For information on a Northampton snow emergency and related parking bans you may call the Winter Information Line at 413-586-6969 or [subscribe to their e-mail alert system](#). Scroll down and on the left click on Code Red Reverse 911. Enter your contact information.

If you do not have a Smith parking decal, follow the instructions in the Northampton parking ban. If you have a Smith parking decal, follow the instructions in the Smith parking ban sent via e-mail from Facilities Management.

ARTICLE XII. DEFINITIONS

Campus resident. A person currently residing on the campus or other college lands.

Citation. A notice-a warning, civil violation, or a criminal violation-upon which a duly appointed police officer records violations of the Massachusetts Motor Vehicle Laws (a moving violation).

Crosswalk. The part of a roadway at an intersection included within the connections of the lateral lines of the sidewalks on opposite sides of the street or highway measured from the curbs or, in the absence of curbs, from the edge of the traversable and/or designated roadway. Also, any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by lines or other markings on the surface.

Commuter (Day) Student. A person enrolled in courses at Smith College who does not reside in a campus residence house but commutes to the campus. Students enrolled as another member of the Five College System who commute to Smith College are not considered day students.

Dispatch/Security Officer. Massachusetts General Laws, Chapter 147, Section 10f, adopted by the Board of Trustees on November 7, 1993, provides for the appointment of parking control officers. All Dispatch/Security Officers employed by Smith College are appointed as parking control officers.

Driveway. The entire width of land devoted to the use of vehicles for passage yet not designated as a street or highway.

Employee. Faculty, staff, administration, and all other personnel similarly associated with the college, as well as employees of any governmental agency having offices on campus or other land of the college and all persons hired under any grant or special appropriation of funds (including temporary employees). Regular full-time and part-time staff members (who are on the employee payroll system) that are enrolled in one or more courses are considered to be employees for purposes of these regulations.

Fire Lane; Fire Zone. An area or areas of the campus designated by a yellow painted curb or other clearly recognizable markings.

Intersection. The area embraced within the prolongation or connection of the lateral curb lines, or two streets or highways that join at, or approximately at, right angles, or the area within which vehicles traveling upon different streets or highways joining at any other angle may come in conflict. Also, where a street or highway includes two (2) roadways thirty (30) feet or more apart, every crossing of each roadway of such divided street or highway by an intersecting street or highway shall be regarded as a separate intersection. In the event that such intersecting street or highway also includes two (2) roadways thirty (30) feet or more apart, then every crossing of two (2) roadways of such street or highway shall be regarded as a separate intersection.

Loss of Parking Privileges. Owners or drivers of vehicles may lose campus parking privileges as a result of excessive parking tickets (5 tickets or more). The loss of privileges extends to any vehicle owned by the party who has lost privileges and any other vehicle (including ones not owned by them) they are parking on the campus. Once a person has lost campus parking privileges, any vehicle that person parks on campus will be ticketed and towed at the owner's expense. Their vehicle(s) cannot be registered by another student or employee unless ownership is legally transferred.

Parking. The standing of a vehicle, occupied or not, other than temporarily: for the purpose of and while actually engaged in loading or unloading; or in obedience to an officer or traffic sign or signals; or while making emergency repairs; or, if disabled, while arrangements are being made for its removal.

Parking Lot. An area or areas of the campus or other college land set aside and clearly designated by authority of the Board of Trustees for the purpose of providing space for the parking of vehicles duly registered to park thereon.

Parking Violation Notice. A warning or ticket upon which a police officer or parking control officer shall record a violation of one or more parking rules or regulations.

Parking Violation Record. A copy of the form, written or electronic, for a parking violation on campus. Parking fines that are incurred by vehicles in violation of the college's parking rules and regulations enforced under Massachusetts General Law Chapter 147, Section 10f, as adopted by the Board of Trustees, allows for enforcement and collection activity under Chapter 90, Section 20A1/2 including action that may result in the non-renewal of the license to drive and the registration of registered owners who have outstanding fine balances with the college. The official record is kept by the parking coordinator. Fines, if assessed, are payable to Smith College and may be remitted to the Campus Safety Parking Office.

Police Officer. A sworn officer of the Campus Safety Department (or other police officer) authorized to direct or regulate traffic and parking and to make arrests for violation of the Massachusetts General Laws.

Roadway. The portion of a street or highway between the regularly established curb line or that part exclusive of shoulders, improved and intended to be used for vehicular traffic on the campus or other land of the college.

Sidewalk. That portion of a street or highway between the curb lines, or the lateral sides of a roadway, and the adjacent property lines, intended for use by pedestrians. Also, that portion of land designated as a walkway connecting buildings, other walks, streets, or highways.

Standing. The temporary parking of a vehicle while occupied by a person other than while actually engaged in loading or unloading, or in obedience to an officer or traffic signs or signals, or while making emergency repairs or, if disabled, while arrangements are being made to move such vehicle.

Street; Highway. The entire width between the boundary lines of every way publicly maintained when any part thereof is open to the public for vehicular travel.

Student. Any person enrolled in one or more academic courses or programs at Smith College, including students enrolled in graduate studies. Students working on campus during the summer remain classified as students, however must obtain a summer parking pass from the Parking Coordinator.

Tenant. A non-student who rents an apartment on Smith College campus, college owned lands, or buildings owned by Smith College.

Vacation Periods. Days during which the college does not hold classes.

Vehicle. Every device in, upon, or by which any person or property is or may be transported or drawn upon a driveway, street, or highway, except bicycles without a motor.

Visitor. Any person, other than an employee, campus resident, enrolled student, contractor (employed on a campus project), or commercial vendor who parks a vehicle on the campus or other college property with no formal affiliation with Smith College

ARTICLE XIII. AMENDMENTS

The college reserves the right to change these regulations at any time. Normally, changes in the regulations will be announced via eDigest.

Northampton

Vehicles parked on City of Northampton streets are subject to Northampton bylaws and enforcement procedures. The Northampton police will ticket or tow vehicles parked on either side of city streets depending on signage. There are further restrictions during the snow season. The college requests and strongly encourages all students, faculty and staff to purchase a Smith College parking decal and to park in campus lots rather than on the residential streets surrounding the campus.

Questions

All questions concerning parking should be directed to the Campus Safety Parking Office at 126 West Street, 413-585-2277 or by e-mailing parkingdecals@smith.edu.

Parking Office Normal Business Hours

Monday – Friday, 8:30 a.m. – 4 p.m., Closed on holidays and breaks

Important Phone Numbers

Campus Safety is open 24 hours/day, 7 days/week

Dial extension 2490 from a campus phone

Dial 413-585-2490 from a cell phone

Emergencies Only

Dial 5555 from a campus phone

Dial 413-585-5555 from a cell phone