2019-2020

Student

Traffic & Parking

Regulations

Department of Campus Safety

On Campus: Ext. 1403     Off Campus: 717.815.1403
Emergency: 911 or 717.815.1403

campussafety@ycp.edu

http://www.ycp.edu/campussafety
ALL PARKING AT YORK COLLEGE IS BY PERMIT ONLY

• **Time-Limited parking spaces** are for temporary use and are monitored all year long, to include evenings, weekends, holidays, semester breaks, reading days, during final exams, snow days, etc.

• **Handicapped parking spaces** are not temporary parking spaces.
  • If you do not have a handicap permit or plate, do not park in these spaces.

• Do not park in roadways, turn lanes, or fire lanes unless directed by emergency services personnel.

• ALWAYS ensure your parking permit is displayed on the rear view mirror.

• Permits are only valid on the vehicle to which it is registered. Obtain a temporary permit if operating a different vehicle, such as a rental.
  • Available online at http://bit.ly/TempPermitYCP

• West Campus permit holders are restricted from parking on the main campus between 7:00 a.m. and 5:00 p.m., Monday through Friday.

• Faculty and staff parking spaces/lots are restricted to faculty and staff only, between 7:00am and 5:00pm, Monday through Friday.
  • If you need to load/unload your vehicle, activate your vehicle’s 4-way flashers to indicate temporary parking (15-minute max).

• Pay attention to lot signage and traffic control devices.

• Visitor parking is for visitors only and students will be cited for parking in them.

• Ensure your visitors/guests obtain visitor permits. YOU are responsible for any citations they receive. Visitor permits are available at the Campus Information Center (CIC) in the Student Union until 11:30 pm every night of the week and allow for parking in student parking areas.
  • Also available online at http://bit.ly/YCPVisitorPermit

• **ALWAYS** yield to pedestrians in crosswalks and come to a complete stop at stop signs on campus.

• Speed limit on all campus roadways is 15 mph.
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1. Welcome to York College of Pennsylvania - Whether you are a student, faculty member, staff member, one of our many visitors or guests, or a vendor or contractor conducting business on the campus, we are glad you are here.

The Department of Campus Safety at York College of Pennsylvania is responsible for enforcing traffic and parking regulations on all College property.

Regulations must be observed at all times, including evenings, weekends, during class registration periods, exam and reading days, holidays, semester breaks, and during periods of inclement weather. Failure to comply with the traffic and parking regulations constitutes a violation subject to traffic or parking fines (by means of a citation) and/or referral to the Office of Student Conduct.

In addition to College policies, all traffic and parking policies regulated by the Commonwealth of Pennsylvania apply and are enforced.

The operation of a motor vehicle on campus is a privilege and the College reserves the right to restrict, suspend or revoke this privilege for just cause. Having a personal vehicle on campus is not a prerequisite of any College program and students and visitors shall park and operate vehicles at their own risk. The College is not responsible for vehicles, or for personal possessions left in vehicles, while parked on campus property; however, any theft or accident that does occur on campus should be reported to Campus Safety immediately.

2. Traffic Regulations - The speed limit on campus roadways is 15 miles-per-hour. Pedestrian traffic has the right-of-way at all times.

2a. Enforcement - York College Campus Patrol Officers are authorized by the Pennsylvania Motor Vehicle Code (Title 75 Section 6113) to regulate and enforce all Campus traffic rules and regulations. York College Campus Safety Officers are appointed Private Police on Campus and authorized under Pennsylvania Title 22 Chapter 5 Section 501 and shall severally possess and exercise all powers of a police officer in this Commonwealth, in and upon, and in the immediate and adjacent vicinity of the property of York College.

Traffic & Parking regulations are in effect seven-days-a-week, 24-hours a day, all year long.

2b. Traffic Violations and Fines - Anyone operating a motor vehicle contrary to these designations or in a negligent manner may be issued a traffic citation from Campus Safety. Any offense can result in a judicial hearing if the circumstances of the case warrant. York College officials have the discretion to revoke the privilege of operating a motor vehicle on campus. York College Campus Patrol Officers have the authority, if the traffic offense is a violation of Pennsylvania Motor Vehicle Code, to request the assistance of a local police department for enforcement actions.

Driving Under Influence of Alcohol or Controlled Substance - (PA Vehicle Code Title 75, Section 3802) An individual may not drive, operate or be in actual physical control of the movement of a vehicle: after imbibing a sufficient amount of alcohol such that the individual is rendered incapable of safely driving, operating or being in actual physical control of the movement of the vehicle.
If the individual is under the influence of a controlled substance (schedule I, II, and/or III drug) or a combination of a drug or drugs and alcohol such that the individual is rendered incapable of safely driving, operating or being in actual physical control of the movement of the vehicle.

**Failure to Stop for Campus Safety Official or other Emergency Vehicle** - Any driver of a vehicle on campus who willfully fails or refuses to bring his/her vehicle to a stop, or who otherwise flees or attempts to elude a campus safety official when given visual (red and/or blue) and audible (police siren) signals to bring the vehicle to a complete stop may result in a traffic citation and/or campus judicial action.

<table>
<thead>
<tr>
<th>Violation Description</th>
<th>Fine Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUI / Impaired Driving</td>
<td>*Jud. Ref</td>
</tr>
<tr>
<td>Failure to Stop for Campus Safety Official or other Emergency Vehicle</td>
<td>$75.00</td>
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<tr>
<td>Reckless Driving</td>
<td>$50.00</td>
</tr>
<tr>
<td>Careless Driving</td>
<td>$40.00</td>
</tr>
<tr>
<td>Driving Vehicle at Unsafe Speed</td>
<td>$35.00</td>
</tr>
<tr>
<td>Disregarding Traffic Control Device</td>
<td>$30.00</td>
</tr>
<tr>
<td>Illegal Turn</td>
<td>$30.00</td>
</tr>
<tr>
<td>Other</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

*Penalty for DUI/Impaired Driving will be determined during Campus judicial process.

Table 1: Traffic Citation Violations and Fines

Upon being approached by emergency vehicles, individuals operating a vehicle on campus shall yield the right-of-way and shall immediately drive to a position parallel to, and as close as possible, to the right-hand edge of the roadway or curb, clear of any intersection and stop until the emergency vehicle has passed; except when otherwise directed by a campus safety official or other uniformed personnel.

Failure to stop for or yield the right-of-way may result in a traffic citation and/or campus judicial action.

**Reckless Driving** - Any person operating a vehicle on campus in an intentional or wanton disregard for the safety of persons or property may be cited for reckless driving and referred for campus judicial action.

**Careless Driving** - Any person operating a vehicle on campus in careless disregard for the safety of persons or property may be cited for careless driving and referred to campus judicial action.

**Driving Vehicle at Unsafe Speed** - The speed limit on all campus roadways is 15 Miles per Hour (MPH). No person shall operate a vehicle at a greater speed than is reasonable and practical under existing conditions.
Students and visitors are to drive with caution and adhere to this speed limit. Drivers are required to obey all traffic signs, signals, devices and instructions from authorized persons directing traffic.

**Traffic Control Device** - Unless otherwise directed by a uniformed police officer or other uniformed personnel authorized to direct, control or regulate traffic, the driver of any vehicle shall obey the instructions of any applicable official traffic control device. Traffic control devices include stop signs, stop bars painted on the surface of the roadway, yield to pedestrian signs, painted and unpainted crosswalks. Failure to abide by a traffic control device may result in the vehicle operator receiving a citation for the violation.

**Illegal Turn** - No person, while operating a vehicle on campus roadways, should turn their vehicle so as to proceed in the opposite direction unless the movement can be made in safety and without interfering with other traffic.

Left-hand turns are prohibited from the main College entrance onto Country Club Road between 7:00 a.m. and 9:00 a.m. and from 3:00 p.m. and 6:00 p.m., Monday through Friday.

**2c. Pedestrian Traffic** - Pedestrians have the right-of-way at all times. The driver of any vehicle must yield the right-of-way to any pedestrian in a marked crosswalk or within any unmarked crosswalk at an intersection.

Pedestrians must exercise care when entering any crosswalk. Do not suddenly leave a curb or other place of safety and walk or run into the path of a vehicle, which is so close as to constitute a hazard.

The driver of any vehicle that is approaching an intersection or a marked crosswalk may not pass a vehicle that is stopped to permit a pedestrian to cross the roadway.

Vehicle operators who do not yield to pedestrian traffic may be cited for disregarding a traffic control device.

**2d. Motor Vehicle Crashes** - York College property is private property and all accidents are considered to be non-reportable and Campus Safety will investigate all vehicle crashes on campus. If you are involved in a vehicle accident on campus and wish to file a report, you must do so immediately; do not leave the scene of the accident. Vehicles involved in minor accidents occurring in roadways may be moved so that traffic can flow unimpeded. Please note that leaving the scene of an accident to which you are a part of is against the law in the State of Pennsylvania.

**3. York College Parking Permits** - Registration with the College is required for automobiles, sport utility vehicles (SUVs), trucks, vans, mopeds, scooters, and motorcycles that will be parked on College property. Bicycles must also be registered with Campus Safety (no fee). Bicycle registration may be done online at [http://bit.ly/YCPbikeReg](http://bit.ly/YCPbikeReg).

**Note:** The student, or a member of the student’s immediate family, must own the vehicle registered by a student to be considered as a qualifying vehicle. A valid vehicle registration (owner’s) card, valid financial responsibility (insurance) card, and a valid Driver’s License are required. Students may not register another student’s vehicle.

By obtaining a parking permit, you are agreeing to abide by the College’s traffic and parking regulations as put forth in this document. It is a contract between you and the College.
Because parking on campus is limited, registration of a vehicle does not ensure that a parking space for a registered vehicle will always be available in the most convenient location. The inability to find a convenient parking space, however, is not sufficient cause for violation of any parking regulation.

**To Register a Motor Vehicle Online:** Students can pre-register vehicles and purchase parking permits online from the convenience of their computers or mobile devices. Log onto the College portal and click on the Parking Icon. To begin the process, you will need the vehicle registration, for the vehicle being registered, and a major credit card. Follow the instructions for printing the receipt and temporary parking permit (note: temporary permit does expire).

**To Register a Motor Vehicle Over-the-Counter:** Payment by cash or check can be made in person at the Business Office, during business hours, which is located in the lower level of the Ray A. Miller Administration building. After payment has been made, take receipt, vehicle registration and photo ID to the Campus Safety office to register the vehicle.

<table>
<thead>
<tr>
<th>PERMIT TYPE</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUTER</td>
<td>$50</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>RESIDENT</td>
<td>$100</td>
<td>$50</td>
<td>$25</td>
</tr>
<tr>
<td><strong>Permits On Sale</strong></td>
<td><strong>August 1&lt;sup&gt;st&lt;/sup&gt;</strong></td>
<td><strong>December 1&lt;sup&gt;st&lt;/sup&gt;</strong></td>
<td><strong>May 1&lt;sup&gt;st&lt;/sup&gt;</strong></td>
</tr>
</tbody>
</table>

*Permits purchased in the fall are valid for the spring and summer semesters. Permits purchased in the spring are also valid for the summer semesters.*

*Table 2: Parking Permit Fees*

By obtaining a parking permit, you are agreeing to abide by the College’s traffic and parking regulations as put forth in this document. It is a contract between you and the College.
3a. Main Campus Resident Underclass – Resident freshmen and sophomores (59 or fewer earned credits) living on the main campus are eligible to register one qualifying vehicle and may obtain one parking permit. Resident freshmen and sophomores are restricted to west campus resident parking areas (western side of the Rail Trail lot along West Campus Drive or the lot north of Richland Hall/Little Run Lodge). West campus permit holders are not permitted to park vehicles on the main campus, Monday through Friday, from 7:00 a.m. to 5:00 p.m. The west campus permit color is red and corresponds with the color of west campus resident parking lots on the parking map issued with the permit.

Residents of the main campus with a west campus permit may temporarily park on the main campus (15-minute maximum) for the purpose of loading or unloading their vehicle. The vehicle hazard lights (4-way flashers) must be on and flashing and the vehicle must be parked in a valid parking space; not in a handicap parking space, turn lane, fire lane, or in a roadway.

The student, or a member of the student’s immediate family, must own the vehicle to be considered as a qualifying vehicle. Vehicle registration (owner’s) card, valid and current financial responsibility (insurance) card, and a current driver’s license is required.

By obtaining a parking permit, you are agreeing to abide by the College’s traffic and parking regulations as put forth in this document. It is a contract between you and the College.

Vehicles without a permit properly displayed and visible are considered to be unregistered.

The responsibility for displaying the parking permit rests with the individual who was issued the permit. The permit must be hanging from the rearview mirror with the permit number facing the front of the vehicle and visible from outside the vehicle and void of any obstruction. The fine for improper display is $10.

Vehicles not registered with the College may be identified through State Motor Vehicle departments or a private service. The fine for unregistered vehicles is $50, which includes the fee for having to perform this service. Vehicle changes should be promptly reported to the Campus Safety office.

• A parking permit is valid only for the vehicle to which it is registered and use by anyone other than the registrant or on any vehicle other than to which it is registered is prohibited. The fine for Unauthorized Use of Permit is $15.

• Visit the Campus Safety office to update or change vehicle information promptly. Vehicle registration and ID will be required.

• Permit holders are not permitted to lend, resell, rent or give away the parking permit issued to them.

Traffic & Parking regulations are in effect seven-days-a-week, 24-hours a day, all year long.

Main campus resident freshmen and sophomores must park in resident parking on the west campus between 7:00am and 5:00pm, Monday through Fridays.
3b. Northside Commons Residents – Residents of Northside Commons are eligible to register one qualifying vehicle and may obtain one parking permit. Residents of Northside Commons are restricted to north campus resident parking areas (between Tyler Run Apartments and W. Jackson Street) and west campus resident parking areas (western side of the Rail Trail lot along West Campus Drive or lot north of Richland Hall/Little Run Lodge) and are not permitted to park vehicles on the main campus or in the Kinsley Engineering Center parking lot from 7 a.m. to 5 p.m., Monday through Friday. The Northside Commons resident permit color is brown and corresponds with the color of the Northside resident parking lot on the parking map issued with the permit.

The student, or a member of the student’s immediate family, must own the vehicle to be considered as a qualifying vehicle. Vehicle registration (owner’s) card, valid and current financial responsibility (insurance) card, and a current driver’s license is required.

Residents of the north campus with a Northside Commons permit may temporarily park in the Kinsley Engineering Center’s faculty/staff parking lot (15-minute maximum) for the purpose of loading or unloading their vehicle. The vehicle hazard lights (4-way flashers) must be on and flashing and the vehicle must be parked in a valid parking space; not in a handicap parking space, turn lane, fire lane, or in a roadway.

By obtaining a parking permit, you are agreeing to abide by the College’s traffic and parking regulations as put forth in this document. It is a contract between you and the College.

Vehicles without a permit properly displayed and visible are considered to be unregistered. The responsibility for displaying the parking permit rests with the individual who was issued the permit. The permit must be hanging from the rearview mirror with the permit number facing the front of the vehicle and visible from outside the vehicle and void of any obstruction. The fine for improper display is $10.

Vehicles not registered with the College may be identified through State Motor Vehicle departments or a private service. The fine for unregistered vehicles is $50, which includes the fee for having to perform this service. Vehicle changes should be promptly reported to the Campus Safety office.

• A parking permit is valid only for the vehicle to which it is registered and use by anyone other than the registrant or on any vehicle other than to which it is registered is prohibited. The fine for Unauthorized Use of Permit is $15.

• Visit the Campus Safety office to update or change vehicle information promptly. Vehicle registration and ID will be required.

• Permit holders are not permitted to lend, resell, rent or give away the parking permit issued to them.

Traffic & Parking regulations are in effect seven-days-a-week, 24-hours a day, all year long.

Northside Common’s residents may park in resident parking lots on the west campus, if the Jackson Street parking lot is full.
3c. West Campus Residents – Residents of West campus (Country Club Manor, Spring Garden Apartments, Little Run Lodge, Brockie Commons, and Richland Hall) are eligible to register one qualifying vehicle and may obtain one parking permit. Residents of West campus are restricted to west campus resident parking areas and are not permitted to park vehicles on main or north campuses, Monday through Friday, from 7 a.m. to 5 p.m. The west campus permit color is red and corresponds with the color of west campus resident parking lots on the parking map issued with the permit.

The vehicle must be parked in a valid parking space and not in a turn lane, fire lane, or in a roadway.

The student, or a member of the student’s immediate family, must own the vehicle to be considered as a qualifying vehicle. Vehicle registration (owner’s) card, valid and current financial responsibility (insurance) card, and a current driver’s license is required.

By obtaining a parking permit, you are agreeing to abide by the College’s traffic and parking regulations as put forth in this document. It is a contract between you and the College.

Vehicles without a permit properly displayed and visible are considered to be unregistered. The responsibility for displaying the parking permit rests with the individual who was issued the permit. The permit must be hanging from the rearview mirror with the permit number facing the front of the vehicle and visible from outside the vehicle and void of any obstruction. The fine for improper display is $10.

Vehicles not registered with the College may be identified through State Motor Vehicle departments or a private service. The fine for unregistered vehicles is $50, which includes the fee for having to perform this service. Vehicle changes should be promptly reported to the Campus Safety office.

- A parking permit is valid only for the vehicle to which it is registered and use by anyone other than the registrant or on any vehicle other than to which it is registered is prohibited. The fine for Unauthorized Use of Permit is $15.
- Visit the Campus Safety office to update or change vehicle information promptly. Vehicle registration and ID will be required.
- Permit holders are not permitted to lend, resell, rent or give away the parking permit issued to them.

Traffic & Parking regulations are in effect seven-days-a-week, 24-hours a day, all year long.

West Campus residents must park in resident parking on the west campus between 7:00am and 5:00pm, Monday through Fridays.
3d. Resident Houses – Residents living in Arnold, Curry, Kieffer, Newberry, Pershing, Springettsbury, and Wenger houses are eligible to register one qualifying vehicle and may obtain one parking permit. This permit entitles the house resident to park in the lot provided for that house only, as well as any resident parking space on the main and west campuses (yellow or red colored areas on the map). The resident house permit color is purple and corresponds with the color of the resident house parking lots on the parking map issued with the permit.

Due to the limited number of parking spaces available at the afore-mentioned houses, parking is limited to residents of the houses only. Non-residents (visitors and other students) will need to park in accordance with regulations that apply to them.

The vehicle must be parked in a valid parking space and not in a turn lane, fire lane, or in a roadway.

The student, or a member of the student’s immediate family, must own the vehicle to be considered as a qualifying vehicle. Vehicle registration (owner’s) card, valid and current financial responsibility (insurance) card, and a current driver’s license is required.

**By obtaining a parking permit, you are agreeing to abide by the College’s traffic and parking regulations as put forth in this document. It is a contract between you and the College.**

Vehicles without a permit properly displayed and visible are considered to be unregistered. The responsibility for displaying the parking permit rests with the individual who was issued the permit. The permit must be hanging from the rearview mirror with the permit number facing the front of the vehicle and visible from outside the vehicle and void of any obstruction. **The fine for improper display is $10.**

Vehicles not registered with the College may be identified through State Motor Vehicle departments or a private service. **The fine for unregistered vehicles is $50, which includes the fee for having to perform this service.** Vehicle changes should be promptly reported to the Campus Safety office.

- A parking permit is valid only for the vehicle to which it is registered and use by anyone other than the registrant or on any vehicle other than to which it is registered is prohibited. **The fine for Unauthorized Use of Permit is $15.**
- Visit the Campus Safety office to update or change vehicle information promptly. Vehicle registration and ID will be required.
- Permit holders are not permitted to lend, resell, rent or give away the parking permit issued to them.

**Traffic & Parking regulations are in effect seven-days-a-week, 24-hours a day, all year long.**

Due to the limited number of parking spaces available at the aforementioned houses, parking is limited to residents of the houses only.
3e. Main Campus Resident Upper-class – Resident Juniors and seniors (60 or more earned credits) of the main campus are limited to resident parking lots on the main campus and in resident parking lots on the west campus. Main campus resident parking is located along the curb south of Penn, Codorus, and Susquehanna Halls; just west of Penn Hall; and in the spaces to the north and south of Tyler Run apartments. This does not include any lot reserved for Resident House parking. The main campus resident permit color is yellow and corresponds with the color of the main campus resident parking lots on the parking map issued with the permit.

The vehicle must be parked in a valid parking space and not in a turn lane, fire lane, or in a roadway.

The student, or a member of the student’s immediate family, must own the vehicle to be considered as a qualifying vehicle. Vehicle registration (owner’s) card, valid and current financial responsibility (insurance) card, and a current driver’s license is required.

By obtaining a parking permit, you are agreeing to abide by the College’s traffic and parking regulations as put forth in this document. It is a contract between you and the College.

Vehicles without a permit properly displayed and visible are considered to be unregistered.

The responsibility for displaying the parking permit rests with the individual who was issued the permit. The permit must be hanging from the rearview mirror with the permit number facing the front of the vehicle and visible from outside the vehicle and void of any obstruction. The fine for improper display is $10.

Vehicles not registered with the College may be identified through State Motor Vehicle departments or a private service. The fine for unregistered vehicles is $50, which includes the fee for having to perform this service. Vehicle changes should be promptly reported to the Campus Safety office.

- A parking permit is valid only for the vehicle to which it is registered and use by anyone other than the registrant or on any vehicle other than to which it is registered is prohibited. The fine for Unauthorized Use of Permit is $15.
- Visit the Campus Safety office to update or change vehicle information promptly. Vehicle registration and ID will be required.
- Permit holders are not permitted to lend, resell, rent or give away the parking permit issued to them.

Traffic & Parking regulations are in effect seven-days-a-week, 24-hours a day, all year long.

Main Campus residents may also park in resident parking on the west campus.
3f. Commuter – Students who reside off-campus are eligible to register up to two (2) qualifying vehicles and may obtain no more than two parking permits, the first of which has a fee; there is no fee for the second permit. The commuter permit is blue in color and corresponds with the color of commuter lots indicated on the parking map issued with the permit. The vehicle must be parked in a valid parking space and not in a turn lane, fire lane, or in a roadway.

The student, or a member of the student’s immediate family, must own the vehicle to be considered as a qualifying vehicle. Vehicle registration (owner’s) card, valid and current financial responsibility (insurance) card, and a current driver’s license is required.

Commuter students are able to park in any commuter parking lot on the main or west campus. This includes both levels of the parking garage, the commuter parking bays north of Tyler Run creek, and between the creek crossing and the softball fields on the main campus; and in the eastern side of the Rail Trail lot along West Campus Drive on the west campus.

By obtaining a parking permit, you are agreeing to abide by the College’s traffic and parking regulations as put forth in this document. It is a contract between you and the College.

Vehicles without a permit properly displayed and visible are considered to be unregistered.

The responsibility for displaying the parking permit rests with the individual who was issued the permit. The permit must be hanging from the rearview mirror with the permit number facing the front of the vehicle and visible from outside the vehicle and void of any obstruction. The fine for improper display is $10.

Vehicles not registered with the College may be identified through State Motor Vehicle departments or a private service. The fine for unregistered vehicles is $50, which includes the fee for having to perform this service. Vehicle changes should be promptly reported to the Campus Safety office.

- A parking permit is valid only for the vehicle to which it is registered and use by anyone other than the registrant or on any vehicle other than to which it is registered is prohibited. The fine for Unauthorized Use of Permit is $15.
- Visit the Campus Safety office to update or change vehicle information promptly. Vehicle registration and ID will be required.
- Permit holders are not permitted to lend, resell, rent or give away the parking permit issued to them.

Traffic & Parking regulations are in effect seven-days-a-week, 24-hours a day, all year long.

Commuter students may obtain two parking permits (one permit per vehicle); no fee for the second permit. Online registration for the second vehicle is completed in the same manner as the first.
3g. Temporary Parking Permits – A temporary parking permit may be requested online by completing the application at [http://bit.ly/TempPermitYCP](http://bit.ly/TempPermitYCP). The permit will then be sent to the email of the applicant and must be displayed on the vehicle dashboard to be valid.

**Obtaining temporary permits to circumvent the purchase of a regular parking permit is not allowed.**

Temporary parking permits may also be obtained at the Campus Information Center (CIC) and cannot be issued longer than 3 days. Students requiring a temporary permit for a longer period (maximum two-weeks) will need to visit the Campus Safety office. These permits will be displayed from the rearview mirror. A paper application for the temporary permit is available online at [http://bit.ly/YCPTempPermit](http://bit.ly/YCPTempPermit).

All Temporary permits authorize the same parking privileges as the registrant’s regular parking permit. Temporary permits are not valid beyond the expiration date printed on the permit and continued use may result in a fine for expired permit, which is $20.

3h. Visitor and Guest Permits - Parking for visitors is limited and designated spaces are few. Visitor spaces are reserved for visitors unaffiliated with the College. Students found parking in visitor spaces will be ticketed.

Visitors and guests may request visitor permits online by completing the application at [http://bit.ly/YCPVisitorPermit](http://bit.ly/YCPVisitorPermit). The permit will then be sent to the email of the applicant and must be displayed on the vehicle dashboard to be valid.

Visitor permits, which may also be obtained at the Campus Information Center, located in the Student Union or in the Campus Safety office, which is located in Manor Northeast, will not be issued longer than three days unless approved by the Parking Manager of Campus Safety. These permits will be displayed from the rearview mirror. A paper application for the visitor permit is available online at [http://bit.ly/YCPVisitor](http://bit.ly/YCPVisitor).

Students are not authorized to obtain and/or display a guest or visitor permit for themselves or for their own vehicle(s).

1. All guest vehicles must park in student parking lots and are subject to the same traffic and parking policies as students. It is the responsibility of the student to inform his or her guest of traffic and parking policies.

2. Students may be held accountable for fines imposed upon their visitors for any parking offenses incurred. In the absence of student information, the registered owner of the vehicle may be held accountable for any parking offenses incurred.

3. Guests are not authorized to park in the parking lot west of the Grumbacher Sport & Fitness center between 2:00 a.m. and 6 a.m.

Visitors are required to come to the Campus Safety office, in person, with driver’s license and vehicle registration to discuss parking citations. Students cannot discuss parking citations on behalf of visitors.

3i. Temporary Handicap Parking Permits - Students needing temporary handicap parking due to temporary physical difficulties must complete the Request for Temporary Handicap Parking application and have their physician complete the Physician’s Statement; once completed, the
form should be returned to the Campus Safety office. Requests for a temporary handicapped parking permit may be denied if other options for parking exist.

Anyone requiring a temporary handicap permit must have a valid and current York College parking permit. This temporary handicapped permit is valid only on campus property and is only for handicapped parking spaces and will not be issued for more than one semester.


3j. Additional Permit Information - The purchase of a parking permit or obtaining any temporary, visitor or guest permit constitutes an agreement between the driver and the College that the driver will comply with the terms set forth in this document.

Information about how to obtain any of York College’s parking permits may be found under the section “Permit Registration Process” on the Campus Safety webpage. For more information, please visit [http://bit.ly/YCPVehicle](http://bit.ly/YCPVehicle).

Motorcycles must affix the permit decal securely to the windscreen or front fork.

- The misuse of any parking permit by a student may result in fines, parking revocation and referral to the Office of Student Conduct.
- Students whose parent or spouse are faculty or staff members of York College, or an employee of a contracted vendor of the College, are not entitled to use the permit issued to their parent or spouse.
  - Students using a faculty, staff or contract services parking permit will be subject to a citation and referral to the Office of Student Conduct.
- Alteration to or fabrication of a parking permit will result in campus judicial action and revocation or suspension of parking privileges.
- Permit hangtags are the property of York College and must be surrendered upon request of Campus Safety personnel.
- Fraudulently registering a vehicle may result in campus judicial action. This includes:
  - Purchasing a permit in another person’s name.
  - Registering a vehicle which will be used by a person not authorized for campus parking.
  - Registering a vehicle that belongs to another student.
  - Misrepresenting eligibility (including local address, class status or vehicle ownership) to obtain a parking permit.
- Use of a wheel locking device may be used on the vehicle to aid in resolving these issues.
- **Lost or stolen permits:** Permits which are stolen or which have been lost or misplaced may be replaced at half the rate of the current permit fee. It is the responsibility of the registrant to report lost or stolen permits immediately.
- Any person found in possession of a lost or stolen parking permit will be issued a citation and referred to the Office of Student Conduct for disciplinary action. They also face the possibility of having criminal charges filed against them under the most appropriate section(s) of the Pennsylvania Crimes Code.
• It is also a violation of Pennsylvania law for a person to make a false report to law enforcement authorities. Violators may be prosecuted under section 4906 of the Pennsylvania Crimes Code: False Reports to Law Enforcement Authorities and referred to the Office of Student Conduct for disciplinary action.

• **Damaged Permits:** If the original permit is presented for replacement, there is no charge.

3k. **Appeal of the Parking Permit Eligibility Policy** - Students requesting a permit other than what they are eligible for must complete the Appeal of the Parking Permit Eligibility Policy. Students must demonstrate a compelling need for main campus parking. Allow up to two (2) weeks for a decision.

  • Supporting documentation is required and any applications without it will be denied.
  • You must have a valid and current parking permit to be considered.

This application may be downloaded from [http://bit.ly/PermitAppeal](http://bit.ly/PermitAppeal).

3l. **Disabled Vehicle** - Disabled vehicles must be reported to Campus Safety immediately (717)815-1314. Disabled and/or abandoned vehicles will be removed from the campus property at the owner’s expense. Removal of the license plate does not absolve the owner of the responsibility for proper removal of a vehicle. Having a disabled vehicle does not absolve the owner of the responsibility of paying a parking citation, if the vehicle is illegally parked.

3m. **Towing** - As a private institution, York College reserves the right to tow vehicles from its property, at our discretion, for violations of the campus parking regulations, to remove abandoned vehicles, or during weather or other emergencies. York College is not responsible for any damage that might occur as a result of having a vehicle towed.

  • Cost of such removal, and any subsequent storage fees, are at the owner/operator’s expense and are payable directly to the towing company, Darrah’s Towing, 535 Prospect Street, York, PA. (717) 845-9679.

3n. **Parking Permit Refunds** – Students issued a parking permit during the fall semester will be eligible for a refund equal to 50% of the purchase price if the permit is returned to the Campus Safety office before December 31st.

4. **Parking Lot Information** - Parking is a limited resource at York College and these regulations were established to provide for the effective use of parking areas and the safe movement of pedestrian and motor vehicle traffic on campus.

York College reserves the right to regulate the use of any and all of its vehicle parking facilities for the exclusive use of designated individuals, groups or campus events. Your cooperation is most appreciated.

**Definition of a valid parking space:** A valid parking space at York College is defined as a space bound by two white lines. If parking in the lower level of the parking garage, the eastern most side of the lot (closest to the creek crossing) is parallel parking.

Parking at York College is by permit only and all vehicles parking on campus must be registered with the College through Campus Safety.

All students are permitted to have motor vehicles on campus with certain restrictions for resident underclass, North Campus, and West Campus residents. All students, faculty, staff and
visitors who operate a vehicle on campus are required to register with Campus Safety. Permits
are color-coded to match parking areas on the parking map distributed with the permit.

4a. Faculty/Staff Parking Lots are restricted to faculty and staff use between 7 a.m. and 5 p.m.,
Monday through Friday. After 5 p.m., faculty and staff parking lots are open for students to use,
however, vehicles must be registered with Campus Safety and must display a valid and current
York College parking permit.

- This entitlement does not apply to parking spaces specifically reserved for:

<table>
<thead>
<tr>
<th>Visitors</th>
<th>Senior Administrators</th>
<th>Contract Services Lot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heath Services Spaces</td>
<td>Mail Carrier Spaces</td>
<td>Butler Avenue Staff Lot</td>
</tr>
<tr>
<td>Reserved Spaces Outside</td>
<td>Resident House</td>
<td>Time-Restricted Parking Spaces</td>
</tr>
<tr>
<td>Residence Halls</td>
<td>Parking Lots/Spaces</td>
<td></td>
</tr>
</tbody>
</table>

- All students must remove their vehicles from faculty and staff lots by no later than 7:00 a.m.
Failure to do so will result in receiving a parking citation for the infraction.

- Student employees of the campus are not entitled to faculty/staff parking permits or to utilize
faculty and staff parking areas between 7:00 a.m. and 5:00 p.m., Monday through Friday.

4b. Visitor Parking Lots – Visitor parking spaces are reserved for visitors to the campus
(individuals who are not affiliated with the College). Students, and their guests, who park in
these spaces may receive a parking citation for the infraction.

Guests of students will be directed to park in student parking areas.

4c. Commuter Parking Lots – Commuter parking lots are restricted to commuter parking only
between 7 a.m. and 5 p.m., Monday through Friday. After 5 p.m., commuter lots are open to
resident parking, however, vehicles must be registered with Campus Safety and display a valid
York College parking permit. Note: All resident student permit holders must vacate all
commuter parking lots no later than 7:00 a.m. Failure to do so may result in receiving a parking
citation for the infraction.

4d. Time-Limited Parking Spaces – There are several parking spaces on campus that have time
limits associated with them. The vehicle’s 4-way flashers must be turned on when using these
parking spaces.

These spaces are monitored all year long, to include weekends, holidays, reading days, during
final exams, semester breaks, snow days, etc. Vehicles found parking in these parking spaces
longer then the time allotted may be cited for the infraction. Previously cited vehicles that have
not been moved after an eight-hour period may be cited again for the same infraction.

4e. Grumbacher Sport & Fitness Center Parking – Parking for the Grumbacher Sport & Fitness
Center (GSFC) can be found on the west side of the facility. Permit-holding students and visitors
may utilize this lot between the hours of 6:00 a.m. and 2:00 a.m. however; all vehicles must be
registered with Campus Safety and display a valid College parking permit.

- There is no parking in the GSFC parking lot between the hours of 2:00 a.m. and 6:00 a.m.
without prior approval from the Director of Campus Safety. Vehicles found parking in this lot
during the restricted time will be cited for the infraction ($25) and may be towed from the area.
This restriction includes weekends, holidays, semester breaks, reading days, during final exams,
snow days, etc.
4f. Admissions Parking Lot – The first parking lot on the right when entering campus from Country Club Road (west of the Miller Administration building) is reserved for use by prospective students and their families only; these visitors are provided visitor permits by the Admissions office. Faculty, staff, students, and other visitors must not park in this location and are subject to receiving a parking citation.

4g. Motorcycles – There are a few designated parking spaces for motorcycle parking. Parking vehicles, other than motorcycles in these spaces may result in receiving a parking citation for the infraction; motorcycle operators may also utilize regular parking spaces. Motorcycle operators must adhere to the same College regulations as any other motor vehicle. To discourage theft, a permit decal is used for motorcycles instead of a hangtag, which must be affixed to the right front fork or windscreen.

4h. Handicapped Parking – Use of a handicapped parking space is restricted, by law, to vehicles occupied by persons who are handicapped and which display an authorized handicapped plate, placard, or permit.

4i. Compact Car Parking – There are several parking spaces around campus that are designated for compact car parking only. They are designated as such because parking larger vehicles in these spaces can prohibit safe vehicular traffic in the area. Parking larger vehicles in these spaces may result in receiving a parking citation for the infraction.

4j. Electric Car Charging Station - There are two electric vehicle charging stations on the southwest corner of the parking garage. These are not parking spaces and are only to be used to charge vehicles. Once charged, it must be moved to an appropriate parking space. Contact the Campus Safety office for information about using the charging station.

4k. Break/Field Trip Parking - Students needing to leave vehicles on campus during semester breaks or during field trips must request to do so through Campus Safety.

- The request to leave a vehicle on campus may be made through the Campus Safety portal or webpage: http://bit.ly/breakParking.
- Unless otherwise indicated, vehicles will be parked in the lower level of the parking garage on the main campus.
- Vehicles found parked on campus during breaks, which are not registered or in properly designated lots, may be issued a parking citation; and may also be towed to another location on campus (at owner’s expense).

4l. Summer Parking – Students who reside in campus housing over the summer semesters may utilize commuter parking, provided the vehicle is properly registered with the College.

5. Parking Violations and Fines - Any violation of the traffic and parking regulations may result in a traffic or parking citation. Traffic & Parking regulations are in effect seven-days-a-week, 24-hours a day, all year long. Any offense can result in a judicial hearing if the circumstances of the case warrant. York College officials have the discretion to revoke the privilege of parking on campus.

5a. Paying Traffic and Parking Citations - Payment of traffic and parking citations may be made through EBill on the College portal, by mail, or at the Business office in the Miller Administration building. The citation should be included with payments by mail. Checks should be made payable to York College and should include the student’s name and the citation.
Cash should never be sent through the mail. Payment by credit card must be done through EBill.

Traffic and parking citations are added to the student billing account. A student with an unpaid account balance will have grades and transcripts withheld. Registration for future semesters will not be permitted. Any collections costs or legal fees are the responsibility of the student.

<table>
<thead>
<tr>
<th>Violation Description</th>
<th>Fine Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning:</td>
<td>$0</td>
</tr>
<tr>
<td>Improper Display of Permit</td>
<td>$10</td>
</tr>
<tr>
<td>Excessive Time in Time-Restricted Parking Space</td>
<td>$15</td>
</tr>
<tr>
<td>Occupying More Than One Space</td>
<td>$15</td>
</tr>
<tr>
<td>Parking in a No Parking Zone or Restricted Area</td>
<td>$15</td>
</tr>
<tr>
<td>Parking in Roadway / Blocking Lane of Travel/Dumpster</td>
<td>$15</td>
</tr>
<tr>
<td>Parking Violation: Other</td>
<td>$15</td>
</tr>
<tr>
<td>Unauthorized Use of Permit</td>
<td>$15</td>
</tr>
<tr>
<td>Expired Parking Permit</td>
<td>$20</td>
</tr>
<tr>
<td>Habitual Violator</td>
<td>$25</td>
</tr>
<tr>
<td>Parked in Grumbacher Lot During Restricted Hours</td>
<td>$25</td>
</tr>
<tr>
<td>Parked on Grass</td>
<td>$25</td>
</tr>
<tr>
<td>Parked on Main Campus during Restricted Hours</td>
<td>$25</td>
</tr>
<tr>
<td>Parking in a Loading Zone or Dock</td>
<td>$25</td>
</tr>
<tr>
<td>Parking in Faculty/Staff Space</td>
<td>$25</td>
</tr>
<tr>
<td>Parking in Fire Lane</td>
<td>$25</td>
</tr>
<tr>
<td>Parking in Visitor Space</td>
<td>$25</td>
</tr>
<tr>
<td>Failure to Register Vehicle with York College</td>
<td>$50</td>
</tr>
<tr>
<td>Fraudulent/Altered Parking Permit</td>
<td>$50</td>
</tr>
<tr>
<td>Illegal Parking in Handicapped Space</td>
<td>$50</td>
</tr>
<tr>
<td>Parking in Violation of Weather Emergency</td>
<td>$50</td>
</tr>
</tbody>
</table>

*Figure 3: Common Parking Citation Violations and Fines*

5b. Appealing a Citation - Students may file a written appeal to contest traffic or parking citations upon presenting a receipt showing proof of payment at the Campus Safety office. The citation being appealed must first be paid within ten (10) business days from the date that the citation was issued. Once this deadline has passed, appeals are not eligible for review and your right to appeal will be forfeited.
• The appellant should set forth reasons for contesting the citation on the appeal form. The statement should include clear and convincing evidence.

• Any supporting documentation or evidence (such as photographs, medical documentation, auto repair receipts, etc.) may be attached to further substantiate claims.

• Appeals are reviewed and resolved by the Ticket Appeals group of the Student Senate’s Operations and Security Committee.

• Appeals may be fully or partially granted, denied completely, or a reduction in fine imposed. All decisions are e-mailed to the appellant and are final.

6. Habitual Violators - Any vehicle owner/operator who receives five or more parking citations during the course of an academic year is subject to an additional $25.00 penalty imposed upon them for any subsequent parking violations during that academic year. Students may also be referred to the Office of Student Conduct for a Code of Conduct violation. Continued violations of the traffic and parking regulations may result in having the vehicle towed from campus and/or parking privileges restricted or revoked.

7. Weather Emergencies - Snow emergencies and storm alerts – When a snow emergency is declared at York College, all parallel and perpendicular roadway parking is prohibited. Persons with vehicles parked on campus should tune in to the College Cable TV channel 7, College Radio Stations AM 640 and FM 99.7, or observe the signs that will be placed in building lobbies. Notices will also be published under Campus Announcements of the college portal and as an email message. During a snow emergency, overnight parking is only permitted in the lower level of the parking garage by residents with a Main Campus permit. Certain areas will be closed at different times to allow for proper snow removal. Vehicle owners will be informed as to the specific locations.

• Vehicles that violate this policy will receive a $50 fine and will be towed to another area of the campus. The vehicle owner will also be responsible for all towing charges.

Flood Zone – The first three (3) parking bays on the western side of the commuter parking bays on Main Campus are prone to flooding during heavy rains; refer to the parking map issued with this document.

Students should pay attention to weather conditions and choose alternate commuter parking when the potential for flooding exists. Parking is at your own risk. The College is not responsible for any damage due to flooding.

8. Emergency Call Boxes - Emergency call boxes are located in various locations on campus. Emergency call boxes are easily identifiable by a blue light located at the top of the call box pole. These call boxes can be utilized 24 hours-a-day to contact Campus Safety.

9. Campus Escorts - On-campus escorts are available through Campus Safety. Escorts are available 24 hours-a-day by calling extension 1314 from a campus phone or 717-815-1314 from an off-campus phone.

10. Alternative Modes of transportation
• Bicycles - The use of bicycles on College roadways are subject to the same policies and laws regarding the operation of a motorized vehicle under the Pennsylvania Motor Vehicle Code (Title 75).
All bicycles are required to be registered with Campus Safety. Students will be provided with a decal (at no charge) which must be affixed to the bicycle. Registration is easy and can be completed online: http://bit.ly/YCPbikeReg. You will need to know make, model, serial number and color and can include other information, as well as upload a photo of the bicycle.

Unregistered bicycles found on campus are subject to being seized by Campus Safety. Anyone operating a bicycle contrary to the Pennsylvania Motor Vehicle Code or in a negligent manner may be issued a traffic citation from Campus Safety. Any offense can result in a judicial hearing if the circumstances of the case warrant.

Any bicycles unclaimed after 3 months will be considered to be abandoned and will be destroyed or donated.

Bicycles are to be parked in bike racks only. Fastening bicycles to trees, signs, or any other objects is prohibited and may be removed.

- **Skateboarding, Skating, and Scooters** - skates and skateboards may not be operated on campus roadways at any time.

Skateboards, skates, and stunt bikes may be used on campus sidewalks as long as their use does not interfere with or endanger pedestrian traffic and/or property. Anyone found in violation of the skateboard or skating policy may receive a code of conduct citation which will result in a referral to the Office of Student Conduct.

All individuals operating bicycles, skates, and skateboards on campus are expected to use the equipment in a manner which is appropriate and considerate of others.

- **Hover Boards** - Hover boards will not be permitted in any campus buildings, including residence halls, and their use on campus roads, sidewalks, parking lots and fields is prohibited. The term “Hover boards” includes, but is not limited to self-balancing scooters, battery operated scooters, hands-free Segway’s & electric powered skateboards.
## HELPFUL TIPS

1. Parking Permits are only valid for one Academic Year (August 21st through August 10th of the following year). The expiration date is printed on the permit.

2. All students (full-time, part-time, evening, graduate, commuter, summer, etc.) are required to register vehicles and obtain a parking permit, even if classes are after 5:00 p.m.

3. Parking permits must be displayed at all times when the vehicle is parked on York College property.

4. Are you driving a temporary vehicle or a rental vehicle for a few days? Obtain a temporary parking permit from the Campus Information Center or Campus Safety office.

5. Ensure you register your guest or visitor's vehicles, or have them register their vehicles. Visitor permits are available in the Campus Information Center (Student Union) or in the Campus Safety office. You are ultimately responsible for your visitors! You wouldn't want them to get a citation, would you?

6. Visitors and guests are required to come to the Campus Safety office, in person, with their driver's license and vehicle registration, to discuss parking citations. Students cannot discuss parking citations on behalf of their visitors and visitors. This instruction is printed on the reverse side of the citation.

7. If your vehicle breaks down on campus, contact Campus Safety immediately to report the problem. You may also check out a battery jump pack (with air compressor) from the Campus Information Center or the Campus Safety office, to jump-start a dead battery or inflate a low tire. A valid ID card is required.

8. York College is a pedestrian campus and all pedestrians have the right-of-way at all times.

9. Observe and obey all traffic control devices. Stop completely at stop signs and observe one-way designations on campus. Traffic laws are enforced on campus.

10. Obtain and keep an extra copy of this brochure and a campus parking map in your vehicle to use as a reference when traveling or parking on campus.

11. Report vehicle accidents occurring on campus right away. Any delay in reporting accidents may lead to issues with your insurance company.

*Figure 4: Helpful Tips*

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*The following information is provided as a service to the campus community and not as an endorsement for products or services offered!*

- Anderson's Service Center (AAA) - 717.854.6890 - Towing and roadside service.
- Henry's Key and Lock Service - 717.848.1704
- Jiffy Auto Entry & Roadside Assistance - 717.788.1222 - Lockouts and roadside service.