



BABSON



Traffic and Parking Regulations

2022-2023

BABSON COLLEGE MOTOR VEHICLE CODE

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To the Members of the Babson Community:

The Public Safety Department would like to take this opportunity to welcome both incoming and returning students, faculty, and staff for the 2022-2023 academic year.

The *Traffic and Parking Regulations* publication is available to all members of the Babson community to inform you of the College's motor vehicle regulations. It is made available to students, faculty, and staff at the time of vehicle registration. The information also is available on the Babson Public Safety website: www.babson.edu/offices-and-services/public-safety-department/.

Whether you maintain a vehicle on the Babson campus throughout the academic year or bring one to campus occasionally, you are required to become familiar with and observe the traffic and parking regulations outlined in this publication. Please be advised that drivers who maintain a motor vehicle on campus for more than three days during the academic year are required to obtain and display a current parking decal, which can be obtained at the Babson Public Safety Department or online at the Babson Public Safety website indicated above. Please encourage your guests who visit the campus to obtain a visitor pass at the Babson Public Safety Department and to adhere to these regulations.

Should you have specific questions related to the motor vehicle code, please contact OneCard & Parking Manager, Meghan Rosenberg, at 781-239-5647 or email parkingclerk@babson.edu.

Best wishes for a successful and productive year.

Erin S. Carcia
Chief of Police/Executive Director
Babson College Public Safety Department

I. OBJECTIVES

The principal objectives of the traffic regulations are to:

- Provide faculty, staff, students and visitors the opportunity to operate and/or park a motor vehicle while attending Babson College
- Ensure that students, employees and visitors have an appropriate place to park their vehicles
- Encourage, in accordance with the College's Facilities Plan, a walking campus and thereby minimize congestion, noise and safety problems in order to maintain Babson's environment
- Ensure safety for pedestrians and vehicular traffic
- Ensure that access for emergency vehicles is maintained at all times
- Protect the rights of all members of the campus community by equitably enforcing these regulations
- Enforce/comply with Massachusetts Motor Vehicle Codes

II. AUTOMOBILE REGISTRATION

A. Campus Registration

All Babson community members who own or use a motor vehicle are required to register it with the Public Safety Department within three days after bringing it on campus, regardless of the length of time it will be on campus. This may be done at the Babson Public Safety Department or online at the Babson Public Safety website, www.babson.edu/offices-and-services/public-safety-department/. Several parking permit options are available for students, staff, faculty, affiliates and guests. Please visit the Babson Public Safety website listed above for updated permit options and fee information.

All decals from previous years should be removed. Current decals must be permanently affixed to the vehicle on the driver's side, backseat window of the car. Please refer to the diagram if needed. Failure to display a current decal while on campus will result in a citation.

Changes in the license plate number of a registered vehicle must be reported to the Babson Public Safety Department immediately. Students may register and maintain only one vehicle on campus. Should a change of vehicle be necessary during the academic year, please email the Babson OneCard & Parking Office at parkingclerk@babson.edu.

Upon approval, a new decal will be issued without charge upon receipt of the old decal from the previous vehicle. If the old decal cannot be produced, an additional charge may be assessed.

Vehicles not registered, improperly registered, or without proper license plates are not allowed on campus without permission from the Babson Public Safety and Department and may be towed without warning.

Decal Placement
Upper right corner
of window behind
driver



B. Student Non-Massachusetts Registration

Massachusetts Motor Vehicle Law, Chapter 90, section 3, paragraph 3: "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 triplicate 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 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, the name and address of the owner, the names and addresses of all insurers providing liability insurance covering the operation of the motor vehicle, the legal residence of such nonresident and his residence while attending such school or college and the college which he is attending. He shall also maintain in full force a policy of liability insurance providing indemnity for or protection to him and to any person responsible for the operation of such motor vehicle with his express or implied consent against loss by reason of the liability to pay damages to others for bodily injuries, including death at any time resulting therefrom, caused by such motor vehicle liability policy as defined in section thirty-four a. The police department with whom such statement is filed in triplicate shall send one copy thereof to the registrar of motor vehicles and one copy to such school or college. Any such nonresident who fails to comply with the provisions of this paragraph shall be punished by a fine of not more than fifty dollars."

Students bringing cars from other states or foreign countries must comply with the Commonwealth of Massachusetts requirements for the registration of automobiles and the licensing of drivers. This must be done 30 days from the date of formal registration at Babson College, and must secure liability insurance to the extent of \$20,000/\$40,000 in Massachusetts unless such insurance already has been taken out in their own states.

Additionally, any student driving a vehicle displaying out-of-state registration plates must obtain a nonresident decal as required by the Massachusetts Registry of Motor Vehicles. This decal can be obtained at no cost by filling out the Nonresident Student Vehicle Information Form available on the Babson Parking website: <https://www.babson.edu/offices-and-services/public-safety-department/parking/>.

C. Employee Motor Vehicle Registration

Employees may only register vehicles that are leased or owned by themselves or a household member.

Employees who reside in Massachusetts may obtain parking decals only for vehicles registered in the state of Massachusetts. The exception is if the vehicle is leased to the employee with out-of-state registration plates issued to the lease company.



According to Massachusetts state law, employees residing in Massachusetts are required to have vehicles they own registered in this state and display Massachusetts license plates within 30 days of residency. New employees moving to Massachusetts from out of state will be issued a temporary Babson College parking decal that will be valid for not more than 30 days, and will not be renewable. A permanent Babson College parking decal will be issued once a Massachusetts registration is obtained.

III. OFF-CAMPUS MOTOR VEHICLE OPERATION

In order to maintain good relationships with our neighbors and to promote safe driving habits, when Babson Public Safety becomes aware of motor vehicle violations off campus, reports will be documented by the Babson Public Safety Department and forwarded to the Office of Community Standards.

IV. MEDICAL DECALS

Students and employees with temporary orthopedic or mobility-related disabilities may apply for a special medical decal through the Babson Public Safety Department. A statement from their personal physician indicating the nature and length of disability is required. Medical decals are valid for a 20 day period and are renewable for a total of 60 days (including the original 20 day period). Applications for medical decals may be subject to review by the Director of Health Services, at which time the personal physician may be contacted. Individuals with orthopedic or mobility-related disabilities that require more than 60 days of special parking privileges are advised to contact the Registry of Motor Vehicles and apply for a state disability placard or disability plate .

Drivers with medical decals are bound by all traffic regulations. Failure to do so may result in the towing of the vehicle at the owner's expense. Medical decals authorize parking in any handicapped space on campus, but do not authorize any form of illegal parking. Tampering with or altering a medical decal will result in the loss of specialized parking privileges and/or disciplinary action.

Disability placards and medical decals must be displayed at all times. Failure to do so may result in ticketing and towing at the owner's expense. Babson College considers unauthorized parking in handicapped areas as a serious and towable offense. Please honor handicapped parking areas.

V. PARKING AREAS

While on campus, students and employees are expected to park in designated lots. The parking policy is in effect throughout the entire calendar year including the summer, and citations are consistently issued in accordance with this policy. A quick reference to designated parking areas is included at the end of this booklet.

A. Undergraduate Students

Students who reside in campus residence halls shall park only in the following: Bryant lot, Woodside lot, Coleman lot, Trim lot, and the Woodland Hill lot.

- On weekdays, students may park in Hollister Lot, Nichols lot, Forest lot and the Knight Lot Monday through Friday from 5 p.m. until 3 a.m. All students must remove their vehicles from these lots by 3 a.m. to allow for employee parking on normal business days. Any remaining vehicles parked after 3 a.m. during the weekday will be subject to a fine. On the weekends, students may park in Hollister Lot, Nichols, Forest, and Knight Lots from Friday after 5 p.m. until 3 a.m. on Monday morning.
- Students are not permitted to park at any time in Lunder lot, Babson lot, Webster lot, Babson Executive Conference Center (BECC) Lower Parking Deck, or in the Westgate Hall area.
- Bryant Hall residents may use the parking lot adjacent to Bryant Hall. No parking is permitted in front of Bryant Hall at any time.
- Publishers Hall residents are not allowed to park on Forest Street or in front of Publishers Hall. Illegally parked vehicles are subject to tow and/or Town of Wellesley citations.
- Woodland Hill residents may park opposite Buildings 1, 2, and 2A, or may park in the Woodland Hill parking lots at any time. No parking is permitted on the grass areas behind the buildings or along any roadway in the Woodland Hill area.

B. Evening Graduate Students

Evening graduate students may park in the following: Lower Bryant lot, Knight lot (after 5 p.m.), Nichols lot (after 5 p.m.), and Trim lot.

Evening students are not permitted to park at any time in Lunder lot, Babson lot, Webster lot, Babson Executive Conference Center (BECC) Lower Parking Deck, or in the Westgate area.

C. Faculty/Staff

If you are a member of the Babson College faculty or staff, you may park in the following parking lots: Hollister lot, Nichols lot, Bryant lot, Trim lot, Knight lot, Sullivan lot, Lunder lot, Webster lot, and Forest lot. Vehicles will be ticketed and/or towed at operator expense for parking in areas not designated for parking.

D. Electric Vehicle Parking

Electric Vehicle charging spaces are located in the Knight lot and the Trim lot. Any vehicle parked in these spaces must be actively charging. Any vehicle not actively charging may be subject to a citation and/or tow from the charging space.

E. **Visitor Parking**

If you have visitors on campus, please obtain a visitor's pass for their motor vehicle. Visitor passes are available at the Public Safety Department, 24 hours a day. With a visitor's pass, your guest may park during the day, in all lots designated as visitor (Forest, Lower Bryant, and Trim).

F. **Pickups and Deliveries**

We realize members of the community occasionally may need to park in close proximity to either their residence hall or office to load or unload heavy personal belongings. The vehicle must not block either emergency or other access to the facility, including fire lanes, hydrants and handicapped spaces. Prior to parking, you must notify the Public Safety Department at 781-239-5555 to indicate your location and type of vehicle. You will be requested to display your four-way flashers and may not park any longer than 15 minutes. Vehicles parked in excess of 15 minutes are subject to ticketing and towing.

VI. **ADDITIONAL PARKING GUIDELINES**

Students on official business or employed in any College office are expected to park in designated student lots and walk to that particular office. This policy is in effect year-round.

All forms of vehicle maintenance are prohibited by students or employees on campus (i.e., oil changes). It is illegal to maintain a vehicle on campus that is inoperable.

• There is no parking in the following areas as these are considered fire lanes and are for the use of emergency vehicles only. Vehicles illegally parked in these areas are subject to ticketing and towing:

- In front of Coleman Hall or Van Winkle Hall
- In the Wellness Center/Goff Suite area
- On the McCullough Roadway
- In front of Putney Hall
- On Knight Annex driveway or in front of Knight Auditorium
- In front of Bryant or Westgate Hall
- On College Drive with the exception of the two short-term parking areas
- On any grass area or sidewalk
- On Park Manor Way next to the Park Manors
- On public streets adjacent to the campus
- In any area fire lane designated by a sign, chain or gate
- On Map Hill Drive with the exception of the short-term parking area
- Electric Vehicle Parking Spaces in the Knight Lot and Trim Lot if the vehicle is not actively charging.

- On the service roads or in loading areas
- On the Computer Center roadway
- On the Webster Center roadway
- In the area around or behind the Reynolds Campus Center, the Sorenson Center for the Arts and the Glavin Family Chapel

It also is illegal to:

- Exceed the posted speed limit or drive recklessly
- Park in a manner that blocks or partially blocks any fire hydrant, fire lane or delivery entrance
- Park in a manner that blocks or partially blocks a crosswalk
- Remove or deface posted traffic signs
- Park in the wrong direction
- Park in an area that is not designated as a parking space
- Attempt to destroy or remove any fire lane gates or chains
- Park in any areas that are restricted by the presence of chains or gates
- Operate a vehicle on sidewalks or any pedestrian walkway
- Operate a motor vehicle on any campus land other than on paved roadways
- Park in an electric charging station with a non-electric vehicle

Motor vehicle operation on campus must be in accordance with Massachusetts statutes. In some instances, Massachusetts citations may be issued in place of Babson College citations.

VII. SNOW REMOVAL

A. Snow Removal Procedures

Handling snow and ice emergencies is a major undertaking and requires cooperation from the entire campus community, including faculty, staff, students and visitors. Please take the following general steps when preparing for a snow or ice storm:

1. Park your vehicle only in an area designated for parking during these conditions (outlined further below). Do not park in fire lanes, in short-term parking areas along College Drive or Map Hill Drive, or in any unauthorized areas around campus buildings.
2. Please park on the perimeter, close to other cars that may be in the lot. The Facilities Services staff can clear lots more effectively if vehicles are not scattered throughout the lot.
3. We recommend that you keep a snow shovel in your vehicle. Students are responsible for shoveling out their own vehicles. Although snow shovels can be borrowed from the Public Safety Department in exchange for a Babson ID, there may not be enough for everyone at peak demand times, therefore we ask that you return the snow shovels promptly.

B. Snow Emergency No-Parking Areas

In order to most effectively clear the campuses of snow, the following areas have been designated as “no-parking areas” during snow emergencies. Notification that a snow emergency is in effect will be given to the campus community by Public Safety via the campus e-mail system. As directed, faculty, staff, students, and visitors will need to park in one of the alternate locations suggested below so that snow can be cleared from these locations. This does not apply to handicapped parking spaces.

*The lower level of the BECC parking garage is a no parking zone. Any vehicles parked in the lower deck due to the snow emergency must be removed to avoid ticketing.

These lots will be posted as “No Parking during Snow Emergencies” from 9 p.m. to 7 a.m.

Lot/Area Closed for Snow Removal

Circle parking areas
Woodland Hill small lot
Knight Lot
Nichols lot
Lunder lot

Suggested Alternative Parking Woodland Hill

Woodland Hill large lot
Lower Bryant lot
Trim lot
Coleman lot

Trim Lot (Aisle ends only, between no-parking signs) Coleman lot

C. Clearing of Coleman and Trim Lots

Occasionally throughout the winter, Facilities Services will request the assistance of the College community in clearing the largest lots. Due to the size of these lots, we cannot request that vehicles relocate during storms, as there is not sufficient space in other lots to accommodate all of the vehicles. During storms, Facilities Services will clear the aisles only (thus the need for no parking at the ends of the aisles to place the snow). Once the storm has ended, in order to clear the Trim and Coleman lots, we will require all vehicles to be removed from the lots. Instructions for where to move vehicles will be sent through the campus e-mail system. The only time this large scale movement of vehicles can be accommodated is late at night or on a weekend. Instructions for such events will be sent to the College community in advance via the college e-mail system. Lots are usually cleared within six hours and vehicles are then allowed to return. Any vehicle not moved will be towed at the owner’s expense.

VIII. DAMAGE OR THEFT

Babson College shall not be responsible for any loss or damage to a vehicle, its accessories, or its contents by reason of theft, accident, fire, or otherwise while on the Babson College campus. The responsibility for a vehicle, its accessories, and contents

while on campus, shall at all times reside with the owner and/or operator of the vehicle. Owners should take precautions such as always locking valuables and vehicles and activating anti-theft devices. Owners should ensure that they have appropriate insurance coverage for this purpose. Vehicle covers that obstruct the license plate are not permitted. Such vehicles are subject to ticketing and towing at the owner's expense.

IX. TOWING

Any motor vehicle parked in violation is subject to towing if deemed necessary by the Public Safety Department. All charges for towing and storage are the responsibility of the owner. Babson College assumes no responsibility for damages to the vehicle either during towing or storage.

Towing may occur in the following situations:

- Vehicles not displaying valid license plates
- Disabled vehicles illegally parked
- Disabled vehicles parked for more than three days
- Vehicles obstructing fire lanes or other emergency access
- Vehicles parked along any College roadway
- Vehicles that receive more than six violation notices will be towed (see section XV. Enforcement)
- Vehicles parked illegally in handicapped parking spaces
- Student and employee vehicles parked illegally in spaces designated for the Office of Undergraduate Admission in the Lunder Lot
- Student and employee vehicles parked illegally in the Babson Hall lot
- Motor vehicles determined to be abandoned on Babson College property
- Vehicles required to be moved for construction, snow removal or maintenance purposes (24-hour advance notice will be provided except for in emergencies)
- Unauthorized vehicles parked in designated car/vanpool parking spaces
- Vehicles impeding pedestrian or vehicular traffic or creating safety hazards

X. ABANDONMENT

Babson College may seek criminal complaints on vehicles left on campus in violation of Massachusetts Motor Vehicle Law, Chapter 90, section 22B.

XI. VACATION PERIODS

The parking policy is in effect throughout the entire calendar year and citations are consistently issued in accordance with this policy. During semester break only, students may leave their vehicles on campus. Students will be informed of designated parking areas via the college e-mail system. Vehicles left outside of the designated parking lot may be towed at the owner's expense. Motor vehicles are left at the students' own risk. Violators will be subject to ticketing and towing at their expense and may incur additional storage fees imposed by the tow company.

XII. MOTORCYCLES, SCOOTERS, AND MOPEDS

Motorcycles, scooters, and mopeds must be registered at Public Safety. A decal will be issued and a list of registered vehicles will be maintained. The OneCard & Parking Office will provide information on the decal fee during the registration process. Operators must abide by all traffic and parking regulations. Failure to do so may result in traffic or parking citations. Any person in violation of the rules and regulations may be subject to an administrative review. Operators must use only campus roads, park in appropriate parking lots and park in a parking space. These vehicles are not allowed to operate on or be parked on the grass areas, sidewalks, walkways, bike racks, in buildings, or under building overhangs. A helmet must be worn at all times pursuant to Massachusetts state law. Gas used to fuel these vehicles is not permitted to be stored on campus.

XIII. BICYCLE REGISTRATION AND REGULATIONS

Every person riding a bicycle on campus shall be subject to all laws of the state of Massachusetts. Bicycle helmets are not required for riding on campus, however, for safety reasons it is strongly recommended. Storage of bicycles shall be in any of the bicycle racks in various locations on campus and are not permitted to be stored in residence halls or other College buildings with the exception of bicycle rooms in specific dorms. All bicycles should be secured with a chain and padlock, U-shape bike lock or other bicycle locking device when left unattended. Gas powered bicycles are NOT permitted to be parked in a bicycle rack or, operate on a sidewalk, be stored in a building or be parked under building overhang. They must be parked in a parking space in an appropriate parking lot.

A. Regulations

- Every person riding a bicycle on campus shall be subject to all the laws of the state of Massachusetts.
- No bicycle shall be used to carry more than one person at a time unless the bicycle is designed for it.
- Every bicycle ridden from sunset to sunrise shall be equipped with a lamp on the front of the bicycle and a reflector on the rear.
- While riding a bicycle on the roadway and sidewalk, pedestrians shall be given the right of way.
- Bicycle helmets are not required for riding on campus; however, for safety reasons it is strongly recommended.
- Any person in violation of the rules and regulations listed above shall be subject to administrative review.

B. Storage of Bicycles

- Storage of bicycles shall be in any of the bicycle racks in various locations on campus. It is prohibited to chain bicycles to trees, poles, stairways, etc.
- Bicycles are not permitted to be stored in resident halls or other College buildings unless in an approved bicycle room.

- All bicycles should be secured with a chain and padlock , U-shape bike lock or other bicycle locking device when left unattended.
- Any unattended bicycle found not in a proper location on campus will be removed and taken to Public Safety.
- After 30 days, any bicycles not claimed by the owner may be disposed of at the discretion of the Executive Director of Public Safety.
- There is no storage of bicycles during the summer months either in designated bicycle racks or in residence halls unless the owner is registered for summer classes or employed at Babson College for the summer.
- If you believe your bicycle has been stolen or is lost, come to the Public Safety Department to file a report.

XIV. LIST OF PENALTIES

A. Parking Violations

Warning.....	\$0
Taking Up More Than 1 Space.....	\$10
Exceeding Time.....	\$20
Restricted Lot.....	\$25
Overnight Parking.....	\$25
Blocking Loading Gate/Service Lane.....	\$25
No Parking.....	\$25
Improper Parking.....	\$25
Parking in Wrong Direction.....	\$25
Engine Running While Car is Unattended.....	\$35
Crosswalk Violation.....	\$50
Obstructing Fire Lane.....	\$50
Obstructing Snow Removal.....	\$50
Obstructing Traffic.....	\$50
Obstructing Building.....	\$50
Improper Disposal.....	\$50
Non-Display of Current Decal.....	\$50
Impeding Emergency Vehicles.....	\$50
Reserved President's Parking.....	\$75
Snow Emergency.....	\$100
Olin College Oval Parking.....	\$100
Improper Handicap Parking.....	\$100

B. Moving Violations

Motor vehicle operation on campus must be in accordance with Massachusetts statutes. In some instances, Massachusetts c. 90 citations may be issued in place of Babson College citations. The following is a list of moving violations and penalties.

Stop Sign Violation.....	\$25
Unsafe Operation.....	\$50
One-Way Violation.....	\$50
Driving On Pedestrian Way/On Grass.....	\$50
Failure to Make Full Stop.....	\$50
Speeding.....	\$75
Driving to Endanger.....	\$100

XV. ENFORCEMENT

Any vehicle that has been issued six parking violation notices between September 1 and August 31 of the following year is subject to the following penalties:

- If the vehicle is owned or operated by a Babson student, after issuance of the sixth parking violation on the Babson College campus, the student shall be subject to disciplinary action through the Office of Community Standards and is required to make an appointment with the Parking Manager.
- If the violator is a faculty/staff member, after issuance of the sixth parking violation on the Babson College campus, the employee's supervisor may be notified in writing so that appropriate corrective action may be taken.
- If a sixth parking violation on the Babson College campus is issued to a vehicle in a year, the vehicle may be towed at the owner's expense. A \$100 fine also will be assessed.
- If the vehicle is owned or operated by a Babson student, after issuance of the sixth parking violation on the Babson College campus, the student shall be subject to disciplinary action, including the loss of on-campus parking privileges for a period of time to be determined by the Executive Director of Public Safety.
- If the violator is a Babson employee, after issuance of the sixth parking violation on the Babson campus, the employee's supervisor and the Office of Human Resources may be notified in writing so that appropriate corrective action may be taken.
- After being towed on the sixth violation, any additional violations may result in the vehicle being towed.

XVI. BILLING FOR VIOLATIONS

You may pay a citation directly through the Babson Parking Portal. If not payment is made after 30 days any outstanding citations will be charged directly to the student account associated with the citation. No appeals for violations may be taken by Student Financial Services, but must be submitted to the Public Safety Department according to the procedure outlined in this handbook. All employee traffic violations are billed directly through Public Safety.

XVII. PARKING/TRAFFIC APPEALS PROCEDURE

A. Appeals

Tickets received may be appealed only if the appeal is registered within 14 days of the violation. All appeals must be submitted online through the Babson Parking Portal. The Parking Manager can answer questions regarding the appeals process at 781-239-5647. Appeals of towing must be made to the Executive Director of Public Safety.



Appeals are reviewed and determined by the Parking Manager. Individuals will receive a reply within two weeks of the ticket review date via email. The Traffic/Parking Violation Review Board will act as a final appeal on parking violations for those individuals desiring further action on denied appeals. All members of the Babson community will follow the same appeal procedure.

B. Traffic/Parking Violation Review Board Final Appeals

The Traffic/Parking Violation Review Board shall meet once a month as needed to hear appeals from members of the Babson community. Anyone wishing to appear before the board must make an appointment within 7 calendar days of the initial denial through the Parking Manager.

At the completion of each hearing, the board shall take all information under advisement and render a decision in writing on each appeal no later than three days from the date of the hearing. No appeals will be adjudicated for individuals who fail to appear before the board at their scheduled time or for individuals who fail to make an appointment to appear in advance of the meeting date.

The decision of the Traffic/Parking Violation Review Board is final.

C. Revocation of Driving Privileges

When a student's privilege to maintain or operate a motor vehicle at Babson is revoked, that student must remove the vehicle from campus for a length of time to be determined by the Executive Director of Public Safety. If the vehicle is parked on campus after the student's privileges have been revoked, it will be towed from campus at the owner's expense. Disobeying a revocation order will result in disciplinary action.

Irresponsible or reckless operation of a motor vehicle or repeated or serious motor vehicle infractions will result in the revocation of driving privileges on campus by the Executive Director of Public Safety.

XVIII. VAN/CARPOOL PARKING PROGRAM REGULATIONS

A. Qualifications

There must be at least two or more members of the Babson community that live in the SAME household traveling together in the same vehicle. These individuals must commute to work together four or more days per week. Each individual member of the pool must complete an application at Public Safety before passes will be issued.

B. Procedure

- Complete an application at Public Safety
- Public Safety will assign you a designated permit
- Obtain your parking permit and display it at all times while parked in a van/ carpool space

C. Regulations

- Facilities Services will erect a sufficient number of signs to accommodate permits issued by Public Safety
- Signs will be erected between May 1 and October 31 due to weather conditions
- Spaces will be reserved between the hours of 7 a.m. and 5 p.m.
- Permit holders may use only designated spaces when van/carpooling
- Permits must be renewed each year
- Each participant registers at least one vehicle to the carpool
- Open to all faculty/staff who commute with household members ONLY and live off campus
- Make a commitment to travel together for a minimum of three months
- Vehicles must be registered with Public Safety and display a current permit
- If carpool arrangements are severed at any time during the year, notification must be made to Public Safety within a seven-day period

D. Not Eligible for Carpool Permits

- An individual who would otherwise travel by bus, bike or on foot
- Students
- Faculty/staff who do not live in the same household

E. Enforcement

- Unauthorized vehicles parked in any van/carpool parking space will be issued a \$25 citation and will be subject to tow at the owner's expense.
- Non-display of a van/carpool parking permit may result in the issuance of a \$25 citation and will be subject to tow at the owner's expense.
- A van/carpool parking permit does not authorize the holder to park illegally even in circumstances when their designated space is being occupied by an illegally parked vehicle. In this case, Public Safety should be notified and will make every effort to have the vehicle removed.
- Failure to comply with van/carpool parking rules and regulations will result in suspension or revocation of van/carpool parking privileges.

All regulations are subject to change and may be amended in the future. Any such changes shall be effective as of the date they are posted on the Public Safety website www.babson.edu/offices-and-services/public-safety-department/.

XIX. Parking Lot Designations

<u>LOT</u>	<u>USAGE</u>
Athletic lot.....	Staff, Faculty, Visitors, Students
Babson lot	Designated Faculty and Staff only Faculty
Bryant lot	Faculty, Staff, Visitors and Students
Woodside lot	Staff and Visitors to BEE, students
BECC Lower Deck.....	No Parking
Coleman lot.....	Students and Visitors
Hollister lot	Staff, Faculty, Visitors, Students after 5pm Monday - Friday
Knight Lot, Nichols Lot and Forest Lot	Faculty, Staff, and Visitors Weekdays: Students after 5 p.m. to 3 a.m. Monday - Friday Weekends: Students from Friday after 5 p.m. until 3 a.m. Monday
Lunder lot.....	Faculty, Staff, and Visitors
Trim lot.....	Faculty, Staff, Visitors, and Students
Webster lot.....	Faculty, Staff, and Visitors
Woodland Hill lot.....	Faculty, Staff, Visitors, and Students

(VISITORS MUST HAVE A PARKING PASS ISSUED FROM PUBLIC SAFETY)



BABSON

08/2022