1. AUTHORITY
1.1 These regulations have been adopted pursuant to the authority conferred by the laws of the Commonwealth of Massachusetts, upon the Board of Trustees of Tufts College to govern the use of property owned, used or occupied by Tufts University.

2. PURPOSE
2.1 The Trustees of Tufts College deem it necessary to make and enforce these regulations for the safety and welfare of students, employees and visitors, and for the efficient operation of the University.

3. APPLICATION
3.1 These regulations, which may be amended from time to time, are applicable to all students, faculty, staff members, visitors, contractors and vendors of the University. These regulations shall be deemed part of the terms and conditions of permission to enter the grounds of Tufts University and to operate a motor vehicle on the streets, driveways and parking lots of the campus.

4. DEFINITIONS
4.1 Employee - Any person who is employed temporarily or permanently, full or part time by the University, in any capacity other than a student employee. This includes but is not limited to members of the faculty, administration, professional, clerical or service staff.

4.1.1 Persons working 17.5 hours per week or less are considered part time employees. Persons working the full academic year only are still considered full time employees.

4.2 Student - Any person enrolled in any undergraduate or graduate course(s) at the University, including any person holding a fellowship.

4.3 Motor Vehicle - Any self-propelled conveyance required to have a license and having two or more wheels.

5. REGISTRATION
5.1 Motor vehicles that are operated or parked on the Tufts University campus by a student or employee must do so in accordance with these regulations. Any vehicle parked on campus is parked at the risk of the owner/operator.

6. DRIVER RESPONSIBILITY
6.1 The responsibility of finding an authorized parking space rests with the driver. Lack of a parking space, inclement weather, mechanical difficulties, and other disabilities are not valid excuses for failure to comply with any traffic and parking regulation.

6.2 A parking permit or pass does not guarantee to the holder access to parking space. Spaces in prime locations tend to fill up first. Depending upon time of arrival, perimeter lots may be the best choices for parking.

6.3 There is NO parking on university roadways, employee parking lots and commuter parking lots from 1 AM - 8 AM (unless otherwise posted).

6.4 Parking outside of color designated parking areas is allowed weekdays from 6 PM - 1 AM (unless otherwise posted) and on weekends from 6 AM - 1 AM (unless otherwise posted) for vehicles displaying a valid Tufts University parking permit or parking pass.

6.5 From November 1st - April 1st, winter parking regulations take precedence over all other parking rules and regulations.

7. SPECIFIC STUDENT REGULATIONS
7.1 Resident students who intend to park a motor vehicle on campus must register that vehicle with the Department of Public Safety. Parking permits and passes are issued in accordance with your parking privilege status.

7.2 Compliance with the parking regulations of the cities of Medford and Somerville is an important element of the relationship between Tufts and its neighbors.

7.3.1 Students have a responsibility to obey city regulations and to pay parking fines received on vehicles they own or operate.

7.3.2 The policy of the city where the violation occurred must be followed when appealing a traffic fine issued by that city.

7.3.3 The University reserves the right to place unpaid city fines on the student Bursar bill.

8. VISITOR, CONTRACTOR, VENDOR PARKING
8.1 A visitor, contractor or vendor to the campus is defined as a person who is not affiliated with the University as a staff/faculty member or student and who operates or parks a vehicle on campus.

8.2 Visitors, contractors, and vendors are required to purchase a pass from the Public Safety Administrative Services Office. These passes allow these persons to park in any lot that requires a parking permit/pass. Passes may be purchased in advance, provided the plate number of the visiting vehicle is known. In some instances, visitors, contractors and vendors may be restricted to parking in specific parking lots. This strategy would most often be employed during large, long term projects that may impact Tufts community members.

8.3 University departments may purchase Guest Passes for their visiting lecturers, speakers, conferences, etc. Any temporary or permanent staff/faculty or student cannot use these passes.

9. VEHICLE REGISTRATION
9.1 Any motor vehicle operating on the campus regularly, temporarily or occasionally must display a valid Tufts University parking permit or pass.

9.2 Parking permits and passes are issued by the Public Safety Administrative Services Office in the University Police Station at 419 Boston Avenue in Medford, or the Campus Police Office in the Central Services Building at 200 Westboro Rd. in Grafton.

9.3 When applying for a parking permit, a valid U.S. driver’s license, passport or Tufts ID must be presented along with the current vehicle registration. Students with vehicles registered out of state must provide proof of vehicle insurance.

9.4 Registration of a motor vehicle is limited to the vehicle owner or relative. If the registered owner is not a member of the immediate household (same home address) as the applicant, a letter of permission and proof of vehicle insurance, listing the applicant as an authorized operator, is required.

9.5 If vehicles are changed during the parking permit period, the old parking permit must be returned before a replacement will be issued. Lost and/or unreturned parking permits will be reissued at the full purchase price.

9.6. Students operating out-of-state registered vehicles in Massachusetts for more than six consecutive months are required to fill out a Non-Resident Student Vehicle Information Form at the beginning of each school year.

9.6.1. The form is available free of charge at the Public Safety Administrative Services Office and the corresponding Commonwealth of Massachusetts Non-Resident sticker must be affixed to the top center of the front windshield.

9.6.2. Any out-of-state vehicles not registered with Public Safety Administrative Services, regardless of whether the vehicle is to be parked on or off campus, may be subject to a $200.00 fine by the Commonwealth of Massachusetts (MA General Law Chapter 90, Section 3).

9.7. Possession or use of lost, stolen or forged parking permits or passes will result in:

9.7.1. A charge of the original value of the parking permit/pass plus a $50.00 fine and revocation of parking privileges for the remainder of the current and following semester.

9.7.2. Referral to appropriate University disciplinary process.

9.7.3. Penalties for registration for another person by means of false statements also include revocation of parking privileges for one-year, a $50.00 fine, and referral to the appropriate University disciplinary process.

10. HANDICAP PARKING
10.1. Vehicles displaying state-issued HP plates or parking permits may park in any HP designated space on campus providing they also have a valid Tufts University parking permit or pass.

10.2. Employees and students with a valid parking permit or pass who require temporary HP status must obtain written authorization from Health Services. Once the length of disability has been determined, the Public Safety Administrative Services Office will issue a temporary HP pass. Vehicles with temporary Tufts issued HP passes may park in any HP parking space, except in spaces posted as “Wheelchair Access Only.” Any unauthorized vehicle parked in a HP space will be subject to being fined and toed.

11. PARKING PERMIT REGISTRATION
11.1. The Tufts University parking permit must be permanently affixed to the driver’s left side window towards the rear of the vehicle.
11.1.1. The following recommendations should be followed when affixing a Tufts University parking permit to the vehicle it is registered to: Do not affix the parking permit to the back windshield. Remove any expired parking permits with a single-edged razor. Peel the backing from the parking permit and affix to the inside of the window. The window displaying the parking permit must be in the up or closed position. Parking permit is clearly visible when the vehicle is parked on campus.

11.1.2. Do not change the position of the parking permit after it has been affixed.

12. EMPLOYEE PARKING PERMIT TYPES
12.1. Staff Parking Permits are reserved for Staff/faculty and allows parking in any staff parking lot.
12.1.1. Persons working 17.5 hours per week or less are considered part time employees.
12.1.2. Persons working the academic year only are still considered full time employees.
12.2. TAB Employee parking permits are reserved for employees working in the TAB Building.
12.2.1. TAB parking permits are also valid in all staff parking lots on campus.

13. STUDENT PARKING PERMIT TYPES
13.1. Resident Parking Permits allows overnight parking on campus in Residential parking lots only.
13.1.1. Freshmen are not eligible to purchase Resident Parking Permits.
13.2. Sophomores are not eligible to purchase Resident Parking Permits.
13.3. All Commuter Parking Permits allows daytime parking only between the hours of 8:00 AM and 1:00 AM unless otherwise posted. Commuters cannot park overnight on campus.
13.4. Commuter Event Only Permits do not allow for overnight parking on campus.

14. GUEST/ VISITOR PARKING PASSES
14.1. Day and Evening Passes - May be purchased at the Public Safety Administrative Services Office, 24 hours a day. Students/staff who have a vehicle on campus occasionally may choose to purchase day passes instead of a parking permit. Day passes are issued in accordance with the proper parking privilege status.

15. TRAFFIC FINES
15.1. Traffic and Parking regulations are in effect year-round, even when school is not in session.
15.2. Fines must be paid or appealed within fourteen (14) days of the date of violation. Any citations not paid within this time period will be transferred to the student’s Bursar account, or in the case of employees, to payroll deduction.
15.3. Citations may be paid in person at the Public Safety Administrative Services Office or by mail. Checks are made payable to Trustees of Tufts College. Include the number of the violation and the vehicle plate number. Once the citation has been transferred to the student’s Bursar account, payment must be made directly to the Bursar’s Office.

16. APPEAL PROCEDURES
16.1. All violations must be appealed online or in writing within fifteen (15) days of the date of the violation. The Public Safety Administrative Services Office provides the forms for appeals. Online appeals can be submitted by navigating to publicsafety.tufts.edu, clicking the ‘Appeal a Ticket’ link on the right hand section of the screen. The appeal will be reviewed and processed within 10 business days. The result will be emailed to the appealee.

17. TOWING PROCEDURES
17.1. The Department of Public Safety is authorized to remove, impound, or immediately dispose of the owner/operator vehicle from Tufts University property under the following circumstances:
17.1.1. When a vehicle is left under circumstances that indicate that it has been abandoned; i.e. expired/missing license plates.
17.1.2. When a vehicle is parked in a handicap space without a HP pass or placard.
17.1.3. When a vehicle is in violation of, or interferes with snow removal operations or with posted/secured spaces for construction projects.
17.1.4. When a vehicle is parked in such a way as to constitute a hazard to vehicular or pedestrian traffic, or to the movement or operation of emergency equipment.
17.2. Any vehicle registered with the University that receives more than three citations, whether paid, unpaid or voided, is subject to being cited and/or towed at the owner/operator’s expense.
17.3. Any vehicle registered with the university that receives more than three citations within a single semester for the same offense, whether paid or unpaid, is subject to being cited and/or towed at the owner/operator’s expense.
17.4. Accident forms are available upon request for insurance purposes.
17.5. Motorcycles, motorbikes, and mopeds shall be operated only on motor vehicle thoroughfares. These vehicles must park in regular parking spaces. Such vehicles are not allowed to park within ten feet of a building or be parked or stored inside any University owned building. All Tufts University traffic and parking guidelines are applicable to these vehicles.
17.6. Motor vehicles must STOP and yield to pedestrians in marked crosswaks.

19. WINTER REGULATIONS
19.1. Winter parking regulations are in effect from November 1 to April 1.
19.2. When a snowfall of two inches or more is forecast, it is the responsibility of the owner/operator to remove motor vehicles from areas marked, “3:00 AM to 6:00 AM” and “No Parking 3:00 AM to 6:00 AM.”
19.3. For snow removal purposes, there will be No Parking allowed on any University street/roadway from 11:00 PM to 6:00 AM.
19.4. When the University is closed due to snow, there will be No Parking on any University street/roadway. Parking in the Dowling Hall Garage is encouraged at these times.
19.5. Snow regulations allow parking in certain campus lots/locations. Please check with the Department of Public Safety for the locations where parking is permissible during declared Snow Emergencies. Please dial 617-627-INFO for closings or information.
19.6. Any vehicle in violation of or interfering with snow removal operations may be subject to a citation and be towed at the owner/operator’s expense.

20. SUMMER PARKING EXCEPTIONS
20.1. Summer Parking Exceptions are in effect from June 1 to August 31.
20.2. While Summer Parking Exceptions are in effect:
20.2.1. Parking will not be allowed in the Lower Campus Road parking garage.
20.2.2. Overnight parking will be allowed in the Cohen lot for students with Residential, Commuter, and Summer Session Parking Permits.

21. PARKING GARAGE
21.1. The Dowling Hall Parking Garage is available for staff, faculty and commuter students who have purchased a current Tufts University Parking permit and have requested and received a garage access card. Visitors are allowed to park in the garage but must purchase a token in order to exit the garage. The entrance to the garage is located at the intersection of North Hill Road and from Boston Avenue. The garage is open from 6:00 AM to 11:00 PM. The exit from the garage must be on weekends. There is NO overnight parking allowed in this garage. Violators will be subject to being fined and towed at owner/operator expense.
21.2. The Lower Campus Road Garage is available for students who have purchased a current Tufts University Resident Parking Permit and have requested and received a garage access card.
22. MISCELLANEOUS
22.1. All questions concerning traffic and parking should be directed to the Department of Public Safety or the Public Safety Administrative Services Office, at 419 Boston Avenue in Medford. The office is open weekdays from 9:00 AM to 5:00 PM. The office is closed on university holidays. The office telephone is 617-627-3692 or 7-3692 on a campus phone. Outside of office business hours please contact the University Police at 617-627-3030 for question regarding parking.
22.2. Tufts University reserves the rights to eliminate, modify, and add to any motor vehicle regulation. Changes are announced via campus newspapers and other appropriate media.
23. Parking of vehicles on many of the sampling Medford and Somerville streets requires city-issued parking permits. For additional information, please contact the Parking and Traffic Office of the appropriate city.