1. **AUTHORITY**

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**

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**

These regulations, which may be amended from time to time, are applicable to all students, faculty and staff members of the University. These regulations are also applicable to all visitors, contractors and vendors and 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**

A. **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. Persons working 17.5 hours per week or less are considered part-time employees.

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

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

5. **REGISTRATION**

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**

A. **Finding an Authorized Parking Space** - 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. B. **Space Availability** - A parking decal or pass does not guarantee to the holder a 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.

7. **SPECIFIC STUDENT REGULATIONS**

A. Resident freshmen are not allowed to keep or register a motor vehicle on campus. B. **ALL** students who intend to park a motor vehicle on campus must register that vehicle with the Department of Public Safety. Parking decals and passes are issued in accordance with your parking privilege status.

C. Compliance with the parking regulations of the cities of Medford and Somerville is an important element of the relationship between Tufts and its neighbors. Students have a responsibility to obey city regulations and to pay parking fines received on vehicles they own or operate. The policy of the city where the violation occurred must be followed when appealing a traffic fine issued by that city. The University reserves the right to place unpaid city parking fines on the student Bursar bill.

8. **VISITOR, CONTRACTOR, VENDOR PARKING**

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

B. Visitors, contractors, and vendors are required to purchase a pass from the Administrative Services Office. These passes allow these persons to park in any lot that requires a decal or pass. Such passes are not valid at metered spaces. Passes may be purchased in advance, providing the plate number of the visiting vehicle is known.

C. 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. **METERED PARKING**

Metered spaces are available for short-term parking at several campus locations and are reserved for campus visitors only. When using a metered space, proper coins must be deposited in accordance with the instructions on the meter. Vehicles parked at meters with an expired meter clock will be ticketed.

B. **Meter Enforcement** is from 8:00 AM to 1:00 AM weekdays. There is no parking allowed in metered spaces between 1 AM and 8 AM. Vehicles parked at meters during this time period will be cited for No Parking.

C. Staff/students parked at meters with a pass or decal will be cited and/or towed even if the meter clock has not expired or is broken.

10. **VEHICLE REGISTRATION**

A. Any motor vehicle operating on the campus regularly, temporarily or occasionally must display a valid Tufts University decal or pass.

B. Parking decals and passes are issued by the Administrative Services Office in the University Police Station at 419 Boston Avenue in Medford.

C. To apply for a decal, you must present your valid Tufts ID and the vehicle registration. Students with vehicles registered out of state must provide proof of vehicle insurance.

D. 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.

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

F. All out-of-state vehicles must be registered with the Public Safety Office whether or not the vehicle is to be parked on or off campus. Failure to register will result on a $50.00 fine by the Commonwealth (MA General Law Chapter 90, Section 3). Out-of-state decals are available free of charge at the Administrative Services Office and must be affixed to the top center of the front windshield.

G. Possession or use of lost, stolen or forged parking decals or passes will result in a charge of the original value of the decal/pass plus a $50.00 fine and revocation of parking privileges for the remainder of the current and following semester. This matter will also be referred to the appropriate University disciplinary process. 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.

11. **HANDICAP PARKING**

A. Vehicles displaying state-issued plates or permits may park in any HP designated space on campus providing they also have a valid Tufts University decal or pass.

B. Employees or students with a valid decal or pass who require HP status must obtain written authoriza-
18. WINTER REGULATIONS

A. Winter parking regulations are in effect from November 1 to April 1.

B. When a snowfall of two inches or more is forecast, 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. Any citations not paid within this time period will be billed to the student’s Bursar bill. A payroll deduction will be made for employees with unpaid staff fines.

C. Citations may be paid in person at the Administrative Services Office or by mail. Checks are made payable to Trustees of Tufts College. Include the number of closed parking spaces and the vehicle plate number. Once the citation has been billed, payment must be made directly to the Bursar’s Office.

15. APPEAL PROCEDURES

A. All violations must be appealed online within fourteen (14) days of the date of the violation. Appeals can be submitted by visiting publicsafety.tufts.edu/parking and clicking on ‘Appeal a Ticket’ on the right side of the screen. The appeal will be reviewed and processed within 30 business days. The result will be emailed to the appealer.

16. TOWING PROCEDURES

A. The Department of Public Safety is authorized to remove, impound, or immobilize any vehicle from Tufts University property under the following circumstances:

- If a vehicle is left under circumstances that indicate it has been abandoned; i.e. expired/missing license plates.
- If a vehicle is parked in a handicapped space without a HP pass or placard.
- If a vehicle is parked in a handicapped space without a HP pass or placard.
- If a vehicle is parked in a handicap space without a HP pass or placard.

B. When a vehicle is in violation of, or interferes with, snow removal operations or construction projects.

C. Drivers on unpaved areas or sidewalks is prohibited at all times, except for authorized maintenance and emergency vehicles.

D. Motor vehicle accidents that occur on University property must be reported to the Tufts University Department of Public Safety. Accident forms are available upon request for insurance purposes.

E. Motorcycles, motorbikes, and mopeds shall be operated only on motor vehicle thoroughfares. These vehicles must be parked or stored inside any University-owned building. All Tufts University traffic and parking guidelines are applicable to these vehicles.

C. Outstanding fines on towed vehicles will be the responsibility of the owner/operator and will be billed to that person’s Bursar or Payroll account.

D. Towing charges assessed against a vehicle must be paid directly to the tow company. A towed vehicle accumulates daily storage charges in addition to the initial towing fee. These charges must be paid at the time the vehicle is picked up from the tow company. Proper identification from the owner/operator and a release form from the Department of Public Safety are needed to release a towed vehicle.

E. Impounded vehicles not claimed by the owner/operator within 30 days will be considered abandoned and will be disposed of by the tow company per provisions of state law.

F. Tufts University is not responsible for damages to vehicles towed from the premises. Complaints may be made at the Administrative Services Office; however, the towing contractor’s insurance company handles such inquiries.

G. The tow company will assess a drop charge where a properly summoned tow truck arrives, but due to operator intervention, the vehicle is not impounded.

17. TRAFFIC REGULATIONS

A. The Laws of the Commonwealth of Massachusetts relative to operating motor vehicles shall apply on Tufts University property.

B. The maximum speed for motor vehicles on campus, unless otherwise posted, is 20 miles per hour. No person shall operate a motor vehicle at a speed greater than is reasonable and prudent under existing conditions.

C. Driving on unpaved areas or sidewalks is prohibited at all times, except for authorized maintenance and emergency vehicles.

D. Motor vehicle accidents that occur on University property must be reported to the Tufts University Department of Public Safety. Accident forms are available upon request for insurance purposes.

E. Motorcycles, motorbikes, and mopeds shall be operated only on motor vehicle thoroughfares. These vehicles must be parked or stored inside any University-owned building. All Tufts University traffic and parking guidelines are applicable to these vehicles.

F. Motor vehicles must STOP and yield to pedestrians in marked crosswalks.

18. WINTER REGULATIONS

A. Winter parking regulations are in effect from November 1 to April 1.

B. 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, “No Parking 1:00 AM to 8:00 AM”.

C. For snow removal purposes, there will be No Parking allowed on any University street from 6:00 PM to 8:00 AM.

D. Winter 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.

E. Any vehicle in violation of or interfering with snow removal operations will be towed at the owner/operator’s expense.

19. PARKING GARAGE

The garage is available for staff, faculty and commuter students who have purchased a current Tufts University Parking Decal and receive a garage access card. Visitors are allowed to park in the garage but must purchase a token in order to exit the garage. The entrances to the garage are from North Hill Road and from Boston Avenue. The garage is open from 6:00 AM to 12 midnight and closed on occasions. There is NO overnight parking allowed in the garage. Violators will be towed at owner’s expense.

20. MISCELLANEOUS

A. All questions concerning traffic and parking should be directed to the Department of Public Safety Administrative Services Office, at 419 Boston Avenue in Medford. The office business hours are from 7:30 AM to 4:00 PM weekdays. The office telephone is 617-627-3692 or 3692 on a campus phone. These hours will vary during the course of the year. See the University web page for times. The University Police at 617-627-3030 can be called for questions regarding parking after business hours.

B. Tufts University reserves the rights to eliminate, modify, and add to any motor vehicle regulation. Changes are announced via campus newspapers and other notices.

C. Parking of vehicles on the surrounding Medford and Somerville streets requires city-issued parking decals. For additional information, please contact the Parking and Traffic Office of the appropriate city.