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

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. Motor 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 traffic and parking regulations.

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 Parking and Traffic 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

A. 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 Parking and Traffic 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 in a fine of $50.00. Out-of-state decals are available free of charge at the Parking and Traffic 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 semesters. This matter will also be referred to the appropriate University disciplinary process.

H. Penalties for registration 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 authorization.
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, "No Parking 1:00 AM to 8:00 AM" will be posted at 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. MISCELLANEOUS

A. The Tufts University decal must be permanently affixed to the driver’s left side window towards the rear of the vehicle. Do not affix the decal to the back windshield.

B. Remove any old decals with a single-edged razor.

C. The backing from the decal and affix to the inside of the window.

D. The window displaying the decal must be in the up position and the decal number must be clearly visible when the vehicle is parked on campus.

E. Do not change the position of the decal after it has been affixed. It is not recommended that decals be affixed on a vehicle if the temperature is below the freezing point.

21. PARKING DECAL TYPES

A. Staff Decals
   i. Employee, Staff, Faculty - Reserved for staff/faculty and allows parking in any staff parking lot. Persons working 17.5 hours per week or less are considered part-time employees.
   ii. TAB Employment - Reserved for TAB building employees only.
   iii. 4 Colby - Reserved for staff/faculty and allows working at the Science Technology Building at 4 Colby Street in Medford.

B. Student Decals
   i. Resident Decals - Allows overnight parking on campus. Freshmen are not eligible for resident parking and sophomores have certain lot restrictions that may change at any time by the authority of the Department of Public Safety.
   ii. Commuter Decals - Allows daytime parking only between the hours of 8:00 AM and 1:00 AM. Commuters cannot park overnight on campus.

C. Other Parking Passes
   i. Day and Evening Passes - May be purchased at the Parking and Traffic Services Office, 24 hours a day. Students/staff who have a vehicle on campus occasionally may choose to purchase day passes instead of a decal. Day passes are issued in accordance with the proper parking privilege status.
   ii. Motorcycle Decals - Passes are needed and these vehicles must park the same as a motor vehicle.

14. TRAFFIC FINES

A. The Traffic and Parking regulations are in effect year round, even when school is not in session.

B. Traffic Fine Payment - 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 billed to the student’s Bursar bill. A four-day dejection will be made for employees with unpaid staff fines.

C. Citations may be paid in person at the Parking and Traffic Services Office or by mail. Checks are made payable to Trustees of Tufts College. Include the number of the citation 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 in writing within fifteen (15) days of the date of the violation. The Parking and Traffic Services Office provides the forms for appeals. The appeal will be reviewed and processed within 5 days. The result will be phoned to the appeal.

16. TOWING PROCEDURES

A. The Department of Public Safety is authorized to remove, impound, or immobilize at the owner/operator’s expense any vehicle from Tufts University property under the following circumstances:
   i. When a vehicle is parked in a handicap space without a HP pass or placard.
   ii. When a vehicle is parked in a handicap space without a HP pass or placard.
   iii. When a vehicle is in violation of, or interferes with snow removal operations or construction progress.
   iv. 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.

B. Excessive Fines - Any vehicle not registered with the University that receives three or more violations, whether paid, unpaid or voided for non-registration or meter violation, will be towed at the owner/operator’s expense. Persons, who receive an excessive amount of citations, whether paid or unpaid, are subject to being towed and/or additional fines being assessed.

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 can be made at the Parking and Traffic 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 that are reported to the Tufts University Department of Public Safety. Accident forms are available upon request for insurance purposes.

E. Motorcycle, 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.

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 or broadcast, 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 parking 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 have requested and received a space on the 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 holidays. 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 Parking and Traffic Services Office at 419 Boston Avenue in Medford. The office business hours are from 7:30 AM to 4:00 PM ... telephone is 617-627-3692 or 7-3692 on a campus phone. These hours will vary during the course of the year. See the University Police program for questions about 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 newspaper and others as necessary for general announcements.

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.