

Essex County College College Regulation

REG 2-1 PUBLIC SAFETY AND PARKING SERVICES

Purpose:

To establish guidelines for employee and student use of the Essex County College parking facilities on a "first-come, first-served" basis and to establish a mechanism for the efficient operation and management of such facilities.

Application:

1. All employee and student vehicles eligible to use campus parking facilities shall be registered with the Department of Public Safety. All vehicles must display a properly mounted and valid registration decal.
 - (a) All persons must complete the application and substantiate proof of ownership and insurance coverage. Ownership is defined as a vehicle registered to either the person or to his/her spouse or member of his/her immediate family.
 - (b) If a vehicle is leased, the employee must provide proof of lease.
 - (c) A parking decal is then issued which must be affixed as directed.
 - (d) Parking decals will be assigned different colors for each of the following: (a) Faculty, (b) Professionals, Security, Office Workers and Physical Plant Personnel, (c) Administrative Personnel, Trustees, and others designated by the President (d) Students, Adjunct Faculty and Part-time Employees. Colors and change schedules will be determined by the Public Safety Department.
 - (e) In cases of emergency where an alternate unregistered vehicle is used, prior approval must be obtained from the Department of Public Safety or as specified at the time of application.
2. Essex County College shall not be liable under any circumstances for damage to vehicles or loss of any personal property.
3. The person in whose name a vehicle is registered shall be held responsible for any violations involving said vehicle regardless of who is or was operating the vehicle at the time of the violation.
4. Unregistered vehicles or vehicles parked in unauthorized locations may be towed from the College property at the owner's expense in addition to any penalty for any citations issued.
5. Applications for present and future parking privileges shall not be considered until all outstanding parking violation penalties are satisfied.

Responsible Official(s):

Reference: N.J.S.A. 18A: 64A-12(o)

**Regulation History: App. 12/92,
Rev. 10/01, 7/11, 3/17**

Attachment(s):