Rutgers Department of Transportation Services (DOTS)

Parking Rules & Regulations

2016 – 2017

This brochure provides important information pertaining to the rules and regulations governing the use of Rutgers provided parking permits.

TABLE OF CONTENTS

Contents

I. GENERAL INFORMATION 2
II. GENERAL RULES AND REGULATIONS 3
III. ENFORCEMENT 7
Violation Listing for RBHS and Rutgers New Brunswick 7
Violation Listing for Rutgers Newark 8
Violation Listing for Rutgers Camden 8
Fine Payments 8
Appeals 9
Towing of Vehicles 9
IV. EMPLOYEE SERVICES 10
Rutgers and RBHS Employee Permits 10
University Hospital Employee Permits 10
Newly Hired Employees 10
Motorcycles, Mopeds and Scooters 11
Parking Cards for Gated Lots and Decks 11
Employee Refund Policies for Rutgers Legacy Employees Only 11
Service Permits 11
V. STUDENT SERVICES 12
Student Permits 12
Student Refund Policies 12
Full Refunds 12
Partial Refund 12
Additional Parking 12
Visitor Permits 13
Temporary Permits 13
Winter/Summer Session Students 13
VI. PROPER DISPLAY OF PERMIT 13
VII. ADDITIONAL SERVICES 14
Rented Vehicles 14
Lost or Stolen Hangtags 14
Handicapped Parking 14

I. GENERAL INFORMATION

Department of Transportation Services (DOTS) New Brunswick Office:

Address: 55 Commercial Avenue, 1st Floor – College Avenue Campus
New Brunswick, NJ 08901 – 1182
Phone: 848-932-7744
Fax: 732-932-1450
Website: http://rudots.rutgers.edu
Bus Schedules and Information: 848-932-7817
Questions: Email info@aps.rutgers.edu
Bus Questions: Email buses@aps.rutgers.edu
Office Hours: 8:30 am – 5 pm Monday through Friday

Department of Transportation Services (DOTS) Newark Office:

Address: 249 University Avenue
Blumenthal Hall Suite 105
Newark, NJ 07102
Phone: 973-353-1839
Fax: 973-353-5873
Website: http://rudots.rutgers.edu
Bus Schedules and Information: 848-932-7817
Questions: Email info@aps.rutgers.edu
Bus Questions: Email buses@aps.rutgers.edu
Office Hours: Monday through Friday 9 am to 3:30 pm*
* Open Wednesdays during the Fall and Spring semesters until 5pm

Department of Transportation Services (DOTS) Camden Office:

Address: 409 N 4th Street
Camden, NJ 08102
Phone: 856-225-6137
Website: http://rudots.rutgers.edu
Questions: Email info@aps.rutgers.edu
Office Hours: 8:30 am – 4 pm Monday through Friday

Parking Overview
The university maintains various parking facilities to meet the needs of faculty, staff, students, and visitors. These include parking lots and decks, metered parking spaces, valet parking, access-controlled lots and restricted lots.

Areas of Jurisdiction
The information contained within applies to all university properties, lots, and roadways. The city streets and city meters are not Rutgers property and their restrictions and regulations apply in these locations.

II. GENERAL RULES AND REGULATIONS

Parking on Rutgers University property is by permit only on university business, at all times. Parking rules and regulations are in effect 24 hours every day, seven days a week, 365 days a year. Violators are subject to ticketing and/or towing at owner's expense, forfeiture of all fees paid, revocation of parking privileges and/or judicial action.

a. Registration
Registration and display of a valid Rutgers provided parking permit is required at all times for all vehicles parked within the jurisdictional areas of Rutgers University. Faculty, staff, and students must register any vehicle they intend to bring on campus.

b. Vehicle Registration
Vehicle registration with DOTs is a personal obligation. Vehicles are to be registered for an individual's personal use only. Registering a vehicle for another person's use through false information constitutes fraud. One student cannot register another student's vehicle, in addition one faculty/staff cannot register another student's or faculty/staff vehicle. There is no refund for a permit obtained fraudulently.

c. Parking on University Property
Parking on university property is permitted for university business only. The purchase of a parking permit provides the privilege of parking on campus. Availability of parking stalls is not guaranteed with a parking permit. Non-availability of space in specific stalls or lots does not excuse illegal or improper parking. Legal alternatives should be sought in other lots. Other illegally

parked, non-ticketed vehicles do not excuse illegal parking and do not indicate that parking rules are not in effect.

d. Marked Stalls

Parking on Rutgers property is allowed only in marked stalls (between two painted lines) with a valid Rutgers provided parking permit. Marked stalls are provided in all lots. All vehicles must be parked entirely within a marked stall. Absence of stall marking indicates "no parking".

e. Responsibility For University Parking Violations

The person who has registered the vehicle with Rutgers University, regardless of the driver or owner of the vehicle, assumes responsibility for all outstanding university parking violations issued to a vehicle. Violations on a vehicle not registered with Rutgers University DOTs will be investigated through state motor vehicle agencies. Any vehicle that is found to be registered to a relative of a current or previous permit holder will become the responsibility of that permit holder, unless the registered owner takes responsibility for the parking violations by making payment in full. When no current or previous permit holder is found, the registered owner of the vehicle as reported from the state motor vehicle agencies will become responsible for the vehicle.

f. Uncovering Vehicles

Security officers have the right to uncover vehicles (i.e., motorcycle covers) to determine whether they are registered with DOTs and are displaying a valid parking permit.

g. State Registration Laws

State registration laws must be abided by while parked on university property. Permits are issued for registered vehicles only. Use of a permit on an unregistered vehicle, or a vehicle registered solely to another person, is invalid. Rutgers University Police Department (RUPD) will tow vehicles without valid state license plates or inspection stickers.

h. Vehicles With Unpaid Tickets

Vehicles with unpaid tickets are subject to towing without notice at the owner's expense. Parking privileges may also be revoked. Unpaid parking tickets will result in denial of the right to register a vehicle to park on campus; for students, a hold may be placed on records including transcripts, diplomas and/ or academic registration. Unpaid tickets will eventually be sent to a collection agency to ensure payment.

i. **Restricted Parking**
No parking is permitted from 2:00 am to 6:00 am in some areas. Please check the RUDOTS website for complete regulations since there are areas that are 24 hour parking.

j. **Signs and Markings**
Signs and markings are provided in the interest of parking control and life safety and must be obeyed. Removal or damage of such signs or markings is illegal. Perpetrators are subject to arrest and prosecution.

k. **Restrictions in Gated Lots**
Restrictions in gated lots are in effect at the times indicated on our website, even when gate arms are in the "up" position.

l. **Change in Status**
Change in status (i.e., from resident to commuter or from student to staff or faculty) must be reported to the DOTs office immediately. A review will be made to determine the need for change of parking assignment. If a change in parking assignment requires additional fees to be paid, those fees are the responsibility of the customer to resolve prior to issuance of a new permit.

m. **Disabled Vehicles**
Disabled vehicles must be reported to the university police. Disabled vehicles should not obstruct traffic flow or endanger safety. The vehicle must be removed as soon as possible, no longer than 24 hours after the vehicle became disabled. Permission may be obtained from RUPD to leave the vehicle for longer periods, but that permission must be renewed every 24 hours. Disabled vehicles not reported or re-reported will be towed.

n. **Storage of Vehicles or Trailers**
Registered or unregistered trailers (storage containers), vehicles or vehicles involved in motor vehicle accidents causing the vehicle to be inoperable shall not be stored on university property. All will be removed from university property at the owner's expense.

o. Park and Ride

University property shall not be used for commuting by public transportation for non-university business (Park and Ride). Violators will be ticketed and / or towed from university property.

p. Parking Permits

Parking permits remains the property of Rutgers. If altered or duplicated, the permit will be retrieved from the vehicle by the RUPD.

q. Use of Counterfeit or Altered Permits

Use of counterfeit or altered permits is prohibited. Vehicles displaying counterfeit or altered permits will be subject to ticketing and towing at owners expense. If a permit is counterfeit or altered it will be retrieved from the vehicle by the RUPD.

r. Metered Stall

Metered stalls are provided for the convenience of visitors to the university. Meters are in effect 24 hours a day.

s. Temporary Closure of Parking Areas and Roadways

The temporary closure of a parking area is a right the university reserves for reasons of a large event, repair or safety. Vehicles found parked in areas that have been closed by barricades, signs, or notifications are subject to towing at the owner's expense.

t. Snow Removal Operations

Snow removal operations are announced via campus media, emails, signs, on our website and social media during snow accumulation conditions. Instructions regarding time and alternate locations to which vehicles are to be moved should be followed. Vehicle operators refusing to move their vehicles may be ticketed and towed at the owner's expense. Digging out of vehicles is the responsibility of the owner of the vehicle.

u. Notes of Explanation

Notes of explanation left on vehicles to excuse illegal parking are not honored.

v. Parking in Handicapped Stalls

Parking in handicapped stalls requires registration with DOTs and the display of proper identification from a state motor vehicles service and DOTs at all times. Striped aisles adjacent to the parking stall are part of the stall and carry

the same penalty for misuse. Vehicles illegally parked in handicapped stalls will be subject to ticketing and towing and at the owner's expense.

w. Parking in Loading Zones

Parking in loading zones is prohibited. Loading/unloading approvals must be obtained by DOTs prior to using a loading zone. Active loading/unloading must be performed with the vehicle leaving soon thereafter.

III. ENFORCEMENT

Parking regulations are enforced **24 hours, seven days a week**. Enforcement in problem areas is especially rigorous. Ticket payments are due upon receipt.

Violation Listing for RBHS and Rutgers New Brunswick

Violation	Fine
R2 - Expired meter	$ 20
R5 - Failure to obey signs/ markings	$ 20
R6 - Restricted parking 2 am – 6 am	$ 75
R14 - No Rutgers permit displayed	$ 75
R16 - Failure to move	$ 25
R20 - Unauthorized campus	$ 50
R23 - Outside of marked stall	$ 30
R42 - Parked in fire zone	$150
R45 - Driving/parking in prohibited area	$ 20
R78 - Fraudulent use of permit	$100
R79 - Display of altered permit	$250
R85 - Unauthorized lot	$ 25
R86 - Parked in handicapped stall	$250
R87 - Fraudulent registration	$100
R88 - Display of lost or stolen permit/hangtag	$300
R89 - Counterfeit permit/hangtag	$300
R90 - Rutgers hangtag not displayed	$ 25

Violation Listing for Rutgers Newark

Violation	Fine
NWK79 - Counterfeit/stolen permit	$300
NWK6 - Fraudulent registration	$250
NWK86 – Parking in a handicapped stall	$250
NWK1 – Fraudulent use of a permit	$100
NWK42 – Parked in a fire zone	$100
NWK3 – Boot vehicle fee	$ 50
NWK14 – No permit displayed	$ 25
NWK5 – Failure to obey signs and markings	$ 25
NWK7 – Failure to move vehicle	$ 25
NWK8 – Unauthorized overnight parking	$ 25
NWK85 – Parking in an unauthorized lot	$ 25
NWK23 – Outside of a marked stall	$ 10
NWK24 – Parked in two stalls	$ 10
NWK90 – Hangtag not displayed	$ 5

Violation Listing for Rutgers Camden

Violation	Fine
P02 – Parking Loading Zone	$ 15
P10 – Unauthorized Vehicle	$ 15
P90 – Hangtag Not Displayed	$ 25
P85 – Unauthorized Lot	$ 25
P23 – Outside of Marked Stall	$ 25
P42 – Parked in Fire Zone	$ 25
P45 – Parked in Prohibited Area	$ 25
P14 – No Valid Permit	$ 50
P05 – Failure to Obey Signs/Markings	$ 50
P79 – Counterfeit/stolen permit	$250
P86 – Parked in handicapped stall	$250
P87 – Fraudulent Registration	$250
PBT – Boot Vehicle Fee	$ 50

Fine Payments

Payments for parking fines may be made online at https://gobble.rutgers.edu/payonline.shtml. Fines may also be paid by mail with a check or money order made payable to Rutgers, the State University of New Jersey. Mailed payments must be postmarked within 20 days of the date the ticket was issued. A late

fee of $5 is charged if payment is received after 20 days but before 30 days. A late fee of $10 is charged if payment is made after 30 days from ticket issuance.

Please send the actual ticket with the payment. Payments may also be made at the cashiering area at either the Newark, or New Brunswick offices using cash, check, money order, MasterCard, Visa, Discover, or the RU Express card (only in person). The Camden office only accepts cash payments in person.

Appeals

Tickets may be appealed within ten days of the date the ticket was issued. After ten days, the right to appeal is lost and the violator is responsible for all fines associated with the ticket. Towing costs may not be appealed.

All appeals must be submitted online at http://rudots.rutgers.edu/tickets.shtml. A separate appeal is required for each ticket. The hearing officer is empowered to reduce, adjust, remove, or uphold any penalties/ fines associated with each ticket. The hearing officer's decision is binding. An appeal may be resubmitted, but will only be considered if new evidence is provided which may serve to alter or reverse the original decision. The hearing officer will decide whether to accept or deny any resubmissions.

Student holds will be released temporarily from appealed citations pending the appeal officer's decision. If a decision is made to deny an appeal or reduce the original citation the hold will be reinstated.

Appeals will not be considered for the following reasons:

- Lost ticket
- Parking illegally for a short time
- Ignorance of regulations
- Inconvenience of assigned parking area
- Unread or misunderstood signs
- Financial hardship
- Expired meter

Towing of Vehicles

Vehicles are subject to towing at the owner's expense for any violation of university parking or registration rules. Towable offenses include, but are not limited to:

- Parking in marked fire zones
- Parking in handicap stalls
- Outstanding balance of $300 or more due for unpaid tickets
- Use of a counterfeit/ lost/ stolen or altered permit

- Use of a Rutgers provided parking permit obtained from anyone other than DOTs
- Use of a permit obtained from DOTs by fraud
- Refusal to remove vehicle during snow removal operations
- Refusal to remove vehicle from a closed lot during a scheduled event
- Violation of rules and regulations as outlined on the DOTs website

Private companies contracting with the university provide towing. Cost of towing and storage is paid directly to the tow company. The university does not benefit monetarily from the towing of vehicles. By law, after the tow mechanism is attached, the tow company is responsible for the vehicle even if it has not yet been removed from university property. Tow companies are expected to treat everyone professionally and courteously. All claims for damage must be made to the tow company directly.

IV. EMPLOYEE SERVICES

Rutgers and RBHS Employee Permits

Registration is conducted online typically staring in December (permit year begins January 1). All eligible employees on active payroll should register via the internet. Payments may be made by credit card or payroll deduction. Faculty and staff with a record of unpaid tickets will not be issued a permit until tickets are paid. Permits are valid only until the date of expiration on hangtag, regardless of date of purchase. Coadjutants and teaching assistants will not receive fall registration materials automatically and should apply via the internet once payroll has been updated. Temporary parking may be obtained in person at the DOTS administrative office.

University Hospital Employee Permits

Registration is conducted typically staring in December (permit year begins January 1). All eligible employees on active payroll should register their vehicles. All payments for parking are through payroll deduction only. Anyone with a record of unpaid tickets will not be issued a permit until tickets are paid. Permits are valid only until the date of expiration on hangtag, regardless of date of purchase.

Newly Hired Employees

Newly hired faculty and staff should contact their departmental benefits representative to obtain temporary parking. Written verification of employment, along with vehicle information must be submitted to DOTS administrative office prior to parking on campus. Newly hired faculty staff will be granted 30 days temporary parking, and must apply for a permit once payroll has been updated.

Motorcycles, Mopeds and Scooters

Each motorcycle, moped or scooter requires a separate permit. Motorcycles, mopeds or scooters that are used as primary vehicles are charged full permit fee. Motorcycles, mopeds or scooters that are used as an additional vehicle will not have a fee. Motorcycles, mopeds or scooters must park in valid parking lot and are not permitted to park on sidewalks or in bicycle racks. If you are registering a motorcycle please email this information to info@aps.rutgers.edu.

Parking Cards for Gated Lots and Decks

Gate cards for assigned gated lots and gate cards for common gated lots have a fee. If a gate card is no longer working a new gate card must be purchased. Parking cards for the three decks at RBHS/UH Newark can be obtained from Deck P2/Bergen at the cashier office. Your Rutgers provided parking hangtag must be shown to obtain a parking card. This card will give you access to decks P1/Norfolk, P2/Bergen and P3/DOC. At Rutgers University Newark surface gates lots access is granted through an employee ID card. Should you want access to those surface lots please send a request to info@aps.rutgers.edu. To request access to a New Brunswick deck, email waitlist@aps.rutgers.edu include name, your employee "A" number and the deck you are requesting. Please be advised access is limited. You must have a valid Rutgers parking permit to be granted access. If your permit expires and you do not purchase/renew your permit, your card will be deactivated and you will be required to pay a $15.00 reactivation fee. Any deposit funds will be forfeited if you do not have a valid permit. If you lose or damage your access card for a parking deck there is a $15 replacement fee.

Employee Refund Policies for Rutgers Legacy Employees Only

Requests for refunds must be submitted in writing to the DOTS office and must be accompanied by documented evidence of departure from the university. The hangtag must be returned as well. Refund request forms are available at the DOTS office, as well as at http://rudots.rutgers.edu/refunds.shtml Refund requests for gate cards will not be accepted.

Service Permits

Contractors / Vendors providing a service at the University, who are not affiliated with the University, are sold service permits. A letter from the employing department and/ or business card is necessary to register the vehicle and receive a service permit.

V. STUDENT SERVICES

Student Permits

Mass registration occurs in the summer, students may register online. The permit year begins September 1st of the academic year. Students with a record of unpaid tickets will not be issued a permit until tickets are paid. Resident student parking assignments are made to specific lots according to a student's on-campus residence. Commuter students parking zone assignments are made, by the student, when the permit is purchased. Visit the RUDOTS website for information regarding your specific parking assignment and the specific parking restrictions on the permit.

Student Refund Policies

Requests for refunds must be submitted in writing to the DOTS office and must be accompanied by documented evidence of withdrawal or graduation from the university. Hangtag must be returned. Refund request forms are available at the DOTS, as well as http://rudots.rutgers.edu/refunds.shtml

Full Refunds

Requests may be made under the following condition:

- Withdrawal from all classes completed within two weeks of the beginning of the fall semester. A written refund request must be made within those first two weeks.

Partial Refund

Requests may be made under one of the following conditions:

- Withdrawal from all classes completed two weeks after the beginning of the fall semester and until the second week of the spring semester. A written refund request must be made no later than February 1st of the current year.
- Attending only the fall semester of the academic year. A written refund request must be made no later than February 1st of the current year.
- Refund requests for keycards will not be accepted.

Additional Parking

For students who have a valid parking permit and are requesting additional parking privileges due to extenuating circumstances additional parking may be purchased. All additional parking requests will be reviewed on an individual basis and issuance is not guaranteed. Request for a medical reason must be submitted with a completed Certification of Medical Need form signed by your physician. All medical requests are subject to review by the university physician. Requests submitted with incomplete forms and lack of supporting documentation will not be reviewed.

Visitor Permits

Students may request a visitor permit for visitors staying one to two days. Visitors are defined as persons not affiliated with Rutgers in any way. Either student or visitor must request visitor permits, with the visitor's name, address, and license plate number. Visitors may not necessarily be given the same parking assignment as their student host. There is a charge per day for these visitor-parking passes. Visitor permits can be purchased online http://rudots.rutgers.edu/visitorspermit.shtml or in person at the DOTs office in either Newark or New Brunswick

Temporary Permits

Students who are eligible, but do not normally have a vehicle on campus, may purchase a temporary permit for short periods. All tickets must be paid on the vehicle(s) that the temporary permit is being issued to. Students who are abusive with their temporary permit purchases may lose their permit privileges. Students may purchase up to three temporary permits equaling five days or less each per semester

Winter/Summer Session Students

Students whose permits expire August 31st do not need to register for Winter or Summer Session parking. Students who did not register a vehicle prior to Winter or Summer Session may do so during the reading period.

VI. PROPER DISPLAY OF PERMIT

A Rutgers provided parking permit is a hangtag (to be suspended from the rearview mirror). Registrants may register as many additional vehicles as needed but only one hangtag. Multiple registered vehicles may not be on campus at the same time. The hangtag must be transferred to whichever vehicle will be used on campus that day. The hangtag must be displayed on the vehicle.

Hangtags

Hook the tag to a part of the rearview mirror with the number/ colored side facing out. If the hangtag cannot be fully viewed from the rearview mirror, you must drop the hangtag down using a piece of string or rubber band. The permit must be able to be seen from the front of the car.

Dashboard Permits

Dashboard permits must be displayed on the drivers' side of the dash and legible through the windshield.

Soft-Top Jeeps Convertibles and Motorcycles (Bumper Sticker)

If the vehicle is a motorcycle or a soft-top vehicle, place bumper sticker on the left side of fork or left side of rear bumper.

VII. ADDITIONAL SERVICES

Rented Vehicles

Permit holders needing to bring rented or borrowed vehicles on campus for one day, due to service of their registered vehicle, should contact the DOTs office. A short-term rental (less than 2 weeks) requires an electronic notification issued from our office. Rentals over two weeks must be registered with our office. Unreported vehicles are subject to ticketing. Please email this information to info@aps.rutgers.edu. Include your name, license plate state and number, make and model of the vehicle along with how long you will be driving the rental vehicle.

Lost or Stolen Hangtags

The university is not responsible for lost or stolen hangtags. Lost or stolen hangtags should be reported to DOTs immediately. Vehicles found using a permit, which has been reported as lost or stolen will be towed, even if used by the original permit holder. There is a hangtag replacement fee.

Handicapped Parking

A Rutgers parking permit must be purchased in order to receive handicapped or other parking privileges for medical reasons. Handicapped parking is available on all campuses. Please submit a copy of a handicapped placard and ID card to receive a handicap sticker. These are requested to ensure a sufficient number of accessible spaces are available in appropriate locations. **Handicapped parking sticker is issued to the Rutgers registrant only.** Additional parking is available for temporary medical conditions. Registrants must submit a Certification of Medical Need form (http://rudots.rutgers.edu/PDF/MEDICAL_FORM_2006.pdf) that has been completed and signed by physician, which includes the time limit of the condition that impairs mobility.