

# **2023-2024 STUDENT TRAFFIC AND PARKING REGULATIONS**

## **DEPARTMENT OF CAMPUS SAFETY**

**On Campus: Ext. 1403**

**Off Campus: 717.815.1403**

**Emergency: 911 or 717.815.1314**

**campussafety@ycp.edu**

**<http://www.ycp.edu/campussafety>**



# PARKING RULES

## ALL PARKING AT YORK COLLEGE IS BY PERMIT ONLY

- Regulations must be observed at all times, including evenings, weekends, during class registration periods, exam and reading days, holidays, semester breaks, and during periods of inclement weather.
- Left-hand turns are prohibited from the main College entrance onto Country Club Road between 7 a.m. and 9 a.m. and from 3 p.m. and 6 p.m., Monday through Friday.
- **Time-Limited parking spaces** are for **temporary** use and monitored all year long, to include evenings, weekends, holidays, semester breaks, reading days, during final exams, snow days, etc.
- **Handicapped parking spaces** are not temporary parking spaces. If you do not have a handicap permit or plate, do not park there.
- Do not park in roadways, turn lanes, or fire lanes unless directed by emergency services personnel.
- **ALWAYS** ensure that you display your parking permit on the rear view mirror.
- A Permit is only valid on the vehicle to which it is registered. Obtain a temporary permit if operating a different vehicle, such as a rental.

Available online at <http://bit.ly/TempPermitYCP>

- West Campus permit holders are restricted from parking on the Main Campus between 7 a.m. and 5 p.m., Monday through Friday.
- Faculty and staff parking spaces/lots are restricted to faculty and staff only, between 7:00am and 5:00pm, Monday through Friday.
- If you need to load/unload your vehicle, activate your vehicle's 4-way flashers to indicate temporary parking (15-minute maximum).
- Pay attention to parking lot signs and traffic control devices.
- **Visitor parking is for visitors only**, and students will be cited for parking in these spaces.
- Ensure your visitors/guests obtain **visitor permits**. YOU are responsible for any citations they receive. Send your visitors/guests the following link so that they can print out their visitor permit prior to arriving on campus: <http://bit.ly/YCPVisitorPermit>.
- **ALWAYS** yield to pedestrians in crosswalks and come to a complete stop at stop signs on campus.
- Speed limit on all campus roadways is 15 mph.

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**1. Welcome to York College of Pennsylvania** – Whether you are a new or returning student, a full-time or part-time student, an undergraduate, graduate or doctoral student, we are glad that you are here.

The [Department of Campus Safety](#) at York College of Pennsylvania is responsible for enforcing traffic and parking regulations on all College property.

Regulations must be observed at all times, including evenings, weekends, during class registration periods, exam and reading days, holidays, semester breaks, and during periods of inclement weather. Failure to comply with the traffic and parking regulations constitutes a violation subject to traffic or parking fines (by means of a citation) and/or referral to the Office of Student Conduct.

In addition to College policies, all traffic and parking policies regulated by the Commonwealth of Pennsylvania apply and are enforced.

The operation of a motor vehicle on campus is a privilege and the College reserves the right to restrict, suspend or revoke this privilege for just cause. Having a personal vehicle on campus is not a prerequisite of any College program and students and visitors park and operate vehicles at their own risk. The College is not responsible for vehicles, or for personal possessions left in vehicles, while parked on campus property; however, any theft or accident that does occur on campus should be reported to Campus Safety immediately.

**2. Traffic Regulations** - The speed limit on campus roadways is 15 miles-per-hour. Pedestrian traffic has the right-of-way at all times.

**2a. Enforcement** - York College Campus Police Officers are authorized by the Pennsylvania Motor Vehicle Code (Title 75 Section 6113) to regulate and enforce all Campus traffic rules, regulations, and the PA motor vehicle codes. York College Campus Police Officers are appointed Private Police on Campus and authorized under Pennsylvania Title 22 Chapter 5 Section 501 and shall severally possess and exercise all powers of a police officer in this Commonwealth, in and upon, and in the immediate and adjacent vicinity of the property of York College.

Traffic & Parking regulations are in effect seven-days-a-week, 24-hours a day, all year long.

**2b. Traffic Violations and Fines** - Anyone operating a motor vehicle contrary to these designations or in a negligent manner may be issued a traffic citation from Campus Safety. Any offense can result in a

judicial hearing if the circumstances of the case warrant. York College officials have the discretion to revoke the privilege of operating a motor vehicle on campus.

**Driving Under Influence of Alcohol or Controlled Substance** - (PA Vehicle Code Title 75, Section 3802)

An individual may not drive, operate or be in actual physical control of the movement of a vehicle: after imbibing a sufficient amount of alcohol such that the individual is rendered incapable of safely driving, operating or being in actual physical control of the movement of the vehicle.

If the individual is under the influence of a controlled substance (schedule I, II, and/or III drug) or a combination of a drug or drugs and alcohol such that the individual is rendered incapable of safely driving, operating or being in actual physical control of the movement of the vehicle.

**Failure to Stop for Campus Safety Official or other Emergency Vehicle** - Any driver of a vehicle who willfully fails or refuses to bring his/her vehicle to a stop, or who otherwise flees or attempts to elude a campus safety official.

The command to stop includes visual (red and/or blue) and audible (police siren) signals to bring the vehicle to a complete stop. Failure to stop may result in a traffic citation and/or campus judicial action.

Upon being approached by emergency vehicles, individuals operating a vehicle on campus shall yield the right-of-way and shall immediately drive to a position parallel to, and as close as possible, to the right-hand edge of the roadway or curb, clear of any intersection and stop until the emergency vehicle has passed; except when otherwise directed by a campus safety official or other uniformed personnel.

Failure to stop for or yield the right-of-way may result in a traffic citation and/or campus judicial action.

**Reckless Driving** - Any person operating a vehicle in an intentional or wanton disregard for the safety of persons or property may be cited for reckless driving and referred to the Office of Student Conduct.

Violation Description	Fine Amount
DUI / Impaired Driving	*Jud. Ref
Failure to Stop for Campus Safety Official or other Emergency Vehicle	\$75.00
Reckless Driving	\$50.00
Careless Driving	\$40.00
Driving Vehicle at Unsafe Speed	\$35.00
Disregarding Traffic Control Device	\$30.00
Illegal Turn	\$30.00
Other	\$25.00

\*Penalty for DUI/Impaired Driving will be determined during Campus judicial process.

Table 1: Traffic Citation Violations and Fines

**Careless Driving** - Any person operating a vehicle on campus in careless disregard for the safety of persons or property may be cited for careless driving and referred to the Office of Student Conduct.

**Driving Vehicle at Unsafe Speed** - The speed limit on all campus roadways is 15 Miles per Hour (MPH). No person shall operate a vehicle at a greater speed than is reasonable and practical under existing conditions.

Students and visitors are to drive with caution and adhere to this speed limit. Drivers are required to obey all traffic signs, signals, devices and instructions from authorized persons directing traffic.

**Traffic Control Device** - Unless otherwise directed by a uniformed police officer or other uniformed personnel authorized to direct, control or regulate traffic, the driver of any vehicle shall obey the instructions of any applicable official traffic control device. Traffic control devices include stop signs, stop bars painted on the surface of the roadway, yield to pedestrian signs, painted and unpainted crosswalks. Failure to abide by a traffic control device may result in the vehicle operator receiving a citation for the violation.

**Illegal Turn** - No person, while operating a vehicle on campus roadways, should turn their vehicle so as to proceed in the opposite direction unless the movement can be made in safety and without interfering with other traffic.

Left-hand turns are prohibited from the main College entrance onto Country Club Road between 7 a.m. and 9 a.m. and from 3 p.m. and 6 p.m., Monday through Friday.

**2c. Pedestrian Traffic** - Pedestrians have the right-of-way at all times. The driver of any vehicle must yield the right-of-way to any pedestrian in a marked crosswalk or within any unmarked crosswalk at an intersection.

Pedestrians must exercise care when entering any crosswalk. Do not suddenly leave a curb or other place of safety and walk or run into the path of a vehicle, which is so close as to constitute a hazard.

The driver of any vehicle that is approaching an intersection or a marked crosswalk may not pass a vehicle that is stopped to permit a pedestrian to cross the roadway.

Vehicle operators who do not yield to pedestrian traffic may be cited for disregarding a traffic control device.

**2d. Motor Vehicle Crashes** - Campus Safety will investigate all vehicle crashes on campus. If you are involved in a vehicle accident on campus and wish to file a report, you must do so immediately; do not leave the scene of the accident. Vehicles involved in minor accidents occurring in roadways may be moved so that traffic can flow unimpeded. Please note that leaving the scene of an accident to which you are a part of is against the law in the State of Pennsylvania.

**3. York College Parking Permits** - Registration with the College is required for automobiles, sport utility vehicles (SUVs), trucks, vans, mopeds, scooters, and motorcycles that will be parked on College property. Bicycles must also be registered with Campus Safety (no fee), which can be completed online at <http://bit.ly/YCPBicycles>.

**ALL** permits issued for the 2023-2024 academic school year will expire on August 15, 2024.

**Note:** The student, or a member of the student's immediate family, must own the vehicle registered by a student to be considered as a qualifying vehicle. A valid vehicle registration (owner's) card, valid financial responsibility (insurance) card, and a valid Driver's License are required. Students may not register another student's vehicle.

By obtaining a parking permit, you are agreeing to abide by the College’s traffic and parking regulations as put forth in this document. This is a [contract](#) between you and the College.

Because parking on campus is limited, registration of a vehicle does not ensure that a parking space for a registered vehicle will always be available in the most convenient location. The inability to find a convenient parking space, however, is not sufficient cause for violation of any parking regulation.

**To Register a Motor Vehicle Online:** Log onto the [College portal](#) and click on the Parking Icon. To begin the process, you will need the vehicle registration for the vehicle being registered, and a major credit card. Follow the instructions for printing the receipt and temporary parking permit (note: temporary permit does expire).

PERMIT TYPE	FALL	SPRING	SUMMER
COMMUTER	\$50	\$25	\$10
RESIDENT	\$100	\$50	\$10
<i>Permits On Sale</i>	<i>August 1<sup>st</sup></i>	<i>December 1<sup>st</sup></i>	<i>May 1<sup>st</sup></i>

Table 2: Parking Permit Fees

*Permits purchased in the fall are valid for the spring and summer semesters. Permits purchased in the spring are also valid for the summer semesters.*

**To Register a Motor Vehicle Over-the-Counter:** Payment by cash or check can be made in person at the Business Office, during business hours, which is located in the lower level of the Ray A. Miller Administration building. After payment has been made, take receipt, vehicle registration and photo ID to the Campus Safety office to register the vehicle.

**3a. Permit Distribution:**

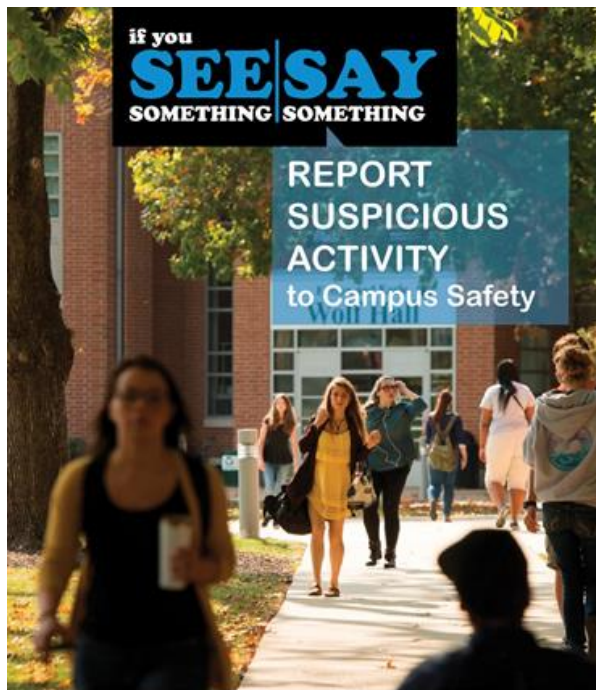
**Fall Semesters:**

All Commuter parking permits will be mailed to the home address on file with the College until 1 week after classes start. Permits ordered on or after Sunday, August 25th, will be picked up at the Campus Safety office. *Be prepared to stand in line, with your student ID card or your driver’s license!*

All Resident parking permits will be placed in on-campus mailboxes until the day prior to move-in day. Permits ordered on or after Friday, August 16th, will be picked up at the Campus Safety office. *Be prepared to stand in line, with your student ID card or your driver’s license!*

**Spring/Summer Semesters:**

All permits will be picked up at the Campus Safety office.



**Call 717.815.1314**



**3b. Main Campus Underclass Resident** – Resident freshman and sophomores (59 or fewer earned credits) living on the Main Campus are eligible to register one qualifying vehicle and may obtain one parking permit. Resident freshman and sophomores are restricted to [West Campus resident parking areas](#) (western side of the Rail Trail lot along West Campus Drive or Readco lot north of Richland Hall/Little Run Lodge). Persons with this permit are not permitted to park vehicles on the Main Campus, Monday

**This permit does not allow for parking in the west campus resident parking area on the main campus (adjacent to the softball field).**

through Friday, from 7 a.m. to 5 p.m. The West Campus permit color is red and corresponds with the color of West Campus resident parking lots on the parking map issued with the permit.

Residents of the Main Campus with this permit may **temporarily park** on the Main Campus (15-minute maximum) for loading or unloading their vehicle. The vehicle hazard lights (4-way flashers) must be on and flashing, and the vehicle must be parked in a valid parking space, not in a handicap parking space, turn lane, fire lane, or in a roadway.

By obtaining a parking permit, you are agreeing to abide by the College's traffic and parking regulations as put forth in this document. This is a [contract](#) between you and the College.

Vehicles without a permit properly displayed and visible are considered to be unregistered.

The responsibility for displaying the parking permit rests with the individual who was issued the permit. The permit must be hanging from the rearview mirror with the permit number facing the front of the vehicle and visible from outside the vehicle and void of any obstruction. The fine for improper display is \$10.

Vehicles not registered with the College may be identified through State Motor Vehicle departments or a private service. The fine for unregistered vehicles is \$50, which includes the fee for having to perform this service.

- A parking permit is valid only for the vehicle to which it is registered. Use by anyone other than the registrant or on any vehicle other than to which it is registered is prohibited. The fine for Unauthorized Use of Permit is \$15.
- Visit the Campus Safety office to update or change vehicle information promptly. Vehicle registration and ID will be required.
- It is not permissible for permit holders to lend, resell, rent or give away the parking permit issued to them by the College.

Traffic & Parking regulations are in effect seven-days-a-week, 24-hours a day, all year long.

**Residents, with a valid permit, may use faculty, staff, and commuter parking between 5 p.m. and 7 a.m., Monday through Friday and all-day Saturday and Sunday, unless reserved for a campus event.**

**Note:** This provision does not include parking areas that are specifically reserved for an individual, such as spaces for visitors, emergency vehicles, senior administrators, contract services, reserved spaces outside residence halls, time-restricted parking spaces, health services, mail carrier spaces, resident house spaces, and the Butler Avenue staff lot.

**Main Campus residents with this permit are not permitted to park vehicles on the Main or North Campuses Monday through Friday, from 7 a.m. to 5 p.m.**





**3c. Northside Commons Residents** – Residents of Northside Commons are eligible to register one qualifying vehicle and may obtain one parking permit. Residents of Northside Commons are restricted to [North Campus resident parking areas](#) (between Tyler Run Apartments and W. Jackson Street) and [West Campus resident parking areas](#) (western side of the Rail Trail lot along West Campus Drive or the Readco lot north of Richland Hall/Little Run Lodge). The Northside Commons resident permit color is brown and corresponds with the color of the Northside resident parking lot on the parking map issued with the permit.

Parking on the Main Campus or in the Kinsley Engineering Center parking lot is not permitted from 7 a.m. to 5 p.m., Monday through Friday. However, holders of this permit may **park temporarily** in the Kinsley Engineering Center’s faculty/staff parking lot (15-minute maximum) for loading or unloading their vehicle. The vehicle hazard lights (4-way flashers) must be on and flashing and the vehicle must be parked in a valid parking space, not in a handicap parking space, turn lane, fire lane, or in a roadway.

By obtaining a parking permit, you are agreeing to abide by the College’s traffic and parking regulations as put forth in this document. This is a [contract](#) between you and the College.

Vehicles without a permit properly displayed and visible are considered to be unregistered.

The responsibility for displaying the parking permit rests with the individual who was issued the permit. The permit must be hanging from the rearview mirror with the permit number facing the front of the vehicle and visible from outside the vehicle and void of any obstruction. The fine for improper display is \$10.

Vehicles not registered with the College may be identified through State Motor Vehicle departments or a private service. The fine for unregistered vehicles is \$50, which includes the fee for having to perform this service.

- A parking permit is valid only for the vehicle to which it is registered. Use by anyone other than the registrant or on any vehicle other than to which it is registered is prohibited. The fine for Unauthorized Use of Permit is \$15.
- Visit the Campus Safety office to update or change vehicle information promptly. Vehicle registration and ID will be required.
- It is not permissible for permit holders to lend, resell, rent or give away the parking permit issued to them by the College.

Traffic & Parking regulations are in effect seven-days-a-week, 24-hours a day, all year long.

**Residents, with a valid permit, may use faculty, staff, and commuter parking between 5 p.m. and 7 a.m., Monday through Friday and all day Saturday and Sunday, unless reserved for a campus event.**

**Note:** This provision does not include parking areas that are specifically reserved for an individual, such as spaces for visitors, emergency vehicles, senior administrators, contract services, reserved spaces outside residence halls, time-restricted parking spaces, health services, mail carrier spaces, resident house spaces, and the Butler Avenue staff lot.

**Parking on the Main Campus or in the Kinsley Engineering Center parking lot is not permitted from 7 a.m. to 5 p.m., Monday through Friday.**



**3d. West Campus Residents** – Residents of West Campus (Country Club Manor, Spring Garden Apartments, Little Run Lodge, Brockie Commons, and Richland Hall) are eligible to register one qualifying vehicle and may obtain one parking permit. Residents of West Campus are restricted to [West Campus resident parking areas on West Campus](#) and in the [West Campus resident parking area on Main Campus next to the softball field](#); refer to the parking map (red areas on West Campus and orange areas on Main Campus) for further guidance. The West Campus Resident permit color is orange and corresponds with the color of the main campus resident parking area on the parking map issued with this permit.

The vehicle must be parked in a valid parking space and not in a turn lane, fire lane, or in a roadway.

By obtaining a parking permit, you are agreeing to abide by the College's traffic and parking regulations as put forth in this document. This is a [contract](#) between you and the College.

Vehicles without a permit properly displayed and visible are considered to be unregistered.

The responsibility for displaying the parking permit rests with the individual who was issued the permit. The permit must be hanging from the rearview mirror with the permit number facing the front of the vehicle and visible from outside the vehicle and void of any obstruction. The fine for improper display is \$10.

Vehicles not registered with the College may be identified through State Motor Vehicle departments or a private service. The fine for unregistered vehicles is \$50, which includes the fee for having to perform this service.

- A parking permit is valid only for the vehicle to which it is registered. Use by anyone other than the registrant or on any vehicle other than to which it is registered is prohibited. The fine for Unauthorized Use of Permit is \$15.
- Visit the Campus Safety office to update or change vehicle information promptly. Vehicle registration and ID will be required.
- It is not permissible for permit holders to lend, resell, rent or give away the parking permit issued to them by the College.

Traffic & Parking regulations are in effect seven-days-a-week, 24-hours a day, all year long.

**Residents, with a valid permit, may use faculty, staff, and commuter parking between 5 p.m. and 7 a.m., Monday through Friday and all day Saturday and Sunday, unless reserved for a campus event.**

**Note:** This provision does not include parking areas that are specifically reserved for an individual, such as spaces for visitors, emergency vehicles, senior administrators, contract services, reserved spaces outside residence halls, time-restricted parking spaces, health services, mail carrier spaces, resident house spaces, and the Butler Avenue staff lot.

**Special Note:** Parking in the West Campus resident parking lot on the Main Campus is limited and is on a first come, first served basis. If you arrive at the parking lot and find that it is full, you have the choice of waiting for a space to open up or returning your vehicle to the West Campus resident parking area. Parking anywhere else may result in a citation.

**THERE IS NO OVERNIGHT PARKING IN THIS LOT.**



**3e. Resident Houses** – Residents living in Arnold, Curry, Keiffer, Newberry, Pershing, and Wenger houses are eligible to register one qualifying vehicle and may obtain one parking permit. This permit entitles the house resident to [park in the lot provided for that house](#) only, as well as any resident parking space on the main and west campuses (yellow or red colored areas on the map). The resident house permit color is purple and corresponds with the color of the resident house parking lots on the parking map issued with the permit.

Due to the limited number of parking spaces available at the aforementioned houses, parking is limited to residents of the houses only. Non-residents (visitors and other students) will need to park in accordance with regulations that apply to them.

The vehicle must be parked in a valid parking space and not in a turn lane, fire lane, or in a roadway.

By obtaining a parking permit, you are agreeing to abide by the College’s traffic and parking regulations as put forth in this document. This is a [contract](#) between you and the College.

Vehicles without a permit properly displayed and visible are considered to be unregistered.

The responsibility for displaying the parking permit rests with the individual who was issued the permit. The permit must be hanging from the rearview mirror with the permit number facing the front of the vehicle and visible from outside the vehicle and void of any obstruction. The fine for improper display is \$10.

Vehicles not registered with the College may be identified through State Motor Vehicle departments or a private service. The fine for unregistered vehicles is \$50, which includes the fee for having to perform this service.

- A parking permit is valid only for the vehicle to which it is registered. Use by anyone other than the registrant or on any vehicle other than to which it is registered is prohibited. The fine for Unauthorized Use of Permit is \$15.
- Visit the Campus Safety office to update or change vehicle information promptly. Vehicle registration and ID will be required.
- It is not permissible for permit holders to lend, resell, rent or give away the parking permit issued to them by the College.

Traffic & Parking regulations are in effect seven-days-a-week, 24-hours a day, all year long.

Due to the limited number of parking spaces available at the aforementioned houses, parking is limited to residents of the houses only.

**Residents, with a valid permit, may use faculty, staff, and commuter parking between 5 p.m. and 7 a.m., Monday through Friday and all day Saturday and Sunday, unless reserved for a campus event.**

**Note:** This provision does not include parking areas that are specifically reserved for an individual, such as spaces for visitors, emergency vehicles, senior administrators, contract services, reserved spaces outside residence halls, time-restricted parking spaces, health services, mail carrier spaces, resident house spaces, and the Butler Avenue staff lot.

**Parking in any faculty, staff, visitor parking areas or any commuter parking areas is not permitted from 7 a.m. to 5 p.m., Monday through Friday.**



**3f. Main Campus Resident Upperclass** – Resident Juniors and seniors (60 or more earned credits) of the Main Campus are eligible to register one qualifying vehicle and may obtain one parking permit. This permit holder is limited to resident [parking lots on the Main Campus and in resident parking lots on the west campus](#). Main Campus resident parking is located along the curb south of Penn, Codorus, and Susquehanna Halls; just west of Penn Hall; and in the spaces to the north and south of Tyler Run apartments. This does not include any lot reserved for Resident House parking. The Main Campus resident permit color is yellow and corresponds with the color of the Main Campus resident parking lots on the parking map issued with the permit.

The vehicle must be parked in a valid parking space and not in a turn lane, fire lane, or in a roadway.

By obtaining a parking permit, you are agreeing to abide by the College's traffic and parking regulations as put forth in this document. This is a [contract](#) between you and the College.

Vehicles without a permit properly displayed and visible are considered to be unregistered.

The responsibility for displaying the parking permit rests with the individual who was issued the permit. The permit must be hanging from the rearview mirror with the permit number facing the front of the vehicle and visible from outside the vehicle and void of any obstruction. The fine for improper display is \$10.

Vehicles not registered with the College may be identified through State Motor Vehicle departments or a private service. The fine for unregistered vehicles is \$50, which includes the fee for having to perform this service.

- A parking permit is valid only for the vehicle to which it is registered. Use by anyone other than the registrant or on any vehicle other than to which it is registered is prohibited. The fine for Unauthorized Use of Permit is \$15.
- Visit the Campus Safety office to update or change vehicle information promptly. Vehicle registration and ID will be required.
- It is not permissible for permit holders to lend, resell, rent or give away the parking permit issued to them by the College.

Traffic & Parking regulations are in effect seven-days-a-week, 24-hours a day, all year long.

**Residents, with a valid permit, may use faculty, staff, and commuter parking between 5 p.m. and 7 a.m., Monday through Friday and all day Saturday and Sunday, unless reserved for a campus event.**

**Note:** This provision does not include parking areas that are specifically reserved for an individual, such as spaces for visitors, emergency vehicles, senior administrators, contract services, reserved spaces outside residence halls, time-restricted parking spaces, health services, mail carrier spaces, resident house spaces, and the Butler Avenue staff lot.

**Main Campus residents may also park in resident parking on the west campus.**

**Parking in any faculty, staff, visitor parking areas or any commuter parking areas is not permitted from 7 a.m. to 5 p.m., Monday through Friday.**



**3g. Springettsbury Complex Resident** – Residents of Springettsbury Apartments and the Springettsbury House are eligible to register one qualifying vehicle and may obtain one parking permit. Residents of Springettsbury Apartments are limited to [parking within the apartment complex, West Campus resident parking on the main campus and any west campus resident parking areas \(Readco and Rail Trail\) on West Campus](#). The Springettsbury Apartments permit color is gray and corresponds with the color of Springettsbury Apartments parking lot on the parking map issued with the permit.

The vehicle must be parked in a valid parking space and not in a turn lane, fire lane, or in a roadway.

By obtaining a parking permit, you are agreeing to abide by the College’s traffic and parking regulations as put forth in this document. It is a [contract](#) between you and the College.

Vehicles without a permit properly displayed and visible are considered to be unregistered.

The responsibility for displaying the parking permit rests with the individual who was issued the permit. The permit must be hanging from the rearview mirror with the permit number facing the front of the vehicle and visible from outside the vehicle and void of any obstruction. The fine for improper display is \$10.

Vehicles not registered with the College may be identified through State Motor Vehicle departments or a private service. The fine for unregistered vehicles is \$50, which includes the fee for having to perform this service.

- A parking permit is valid only for the vehicle to which it is registered. Use by anyone other than the registrant or on any vehicle other than to which it is registered is prohibited. The fine for Unauthorized Use of Permit is \$15.
- Visit the Campus Safety office to update or change vehicle information promptly. Vehicle registration and ID will be required.
- It is not permissible for permit holders to lend, resell, rent or give away the parking permit issued to them by the College.

Only the residents of Springettsbury Apartments who have a vehicle will be given access to the parking lot gate.

Traffic & Parking regulations are in effect seven-days-a-week, 24-hours a day, all year long.

**Residents, with a valid permit, may use faculty, staff, and commuter parking between 5 p.m. and 7 a.m., Monday through Friday and all day Saturday and Sunday, unless reserved for a campus event.**

**Note:** This provision does not include parking areas that are specifically reserved for an individual, such as spaces for visitors, emergency vehicles, senior administrators, contract services, reserved spaces outside residence halls, time-restricted parking spaces, health services, mail carrier spaces, resident house spaces, and the Butler Avenue staff lot.



**3h. Commuter** – Students who reside off-campus are eligible to register up to two (2) qualifying vehicles and may obtain no more than two parking permits, the first of which has a fee; there is no fee for the second permit. The second permit is for a second vehicle and is not a replacement if the first permit is lost. The commuter permit is blue in color and corresponds with the color of commuter lots indicated on the [parking map](#). The vehicle must be parked in a valid parking space and not in a turn lane, fire lane, or in a roadway.

The student, or a member of the student’s immediate family, must own the vehicle to be considered as a qualifying vehicle. Vehicle registration (owner’s) card, valid and current financial responsibility (insurance) card, and a current driver’s license is required.

Commuter students can park in any commuter parking lot on the Main or West campus. These areas include the lot behind Schmidt Library, the commuter parking bays west of Tyler Run creek, and the designated lot south of Penn and Beard Halls. On West Campus, the commuter lot is located at the eastern side of the Rail Trail lot along West Campus Drive, west of Grantley Road.

By obtaining a parking permit, you are agreeing to abide by the College’s traffic and parking regulations as put forth in this document. This is a [contract](#) between you and the College.

Vehicles without a permit properly displayed and visible are considered to be unregistered.

The responsibility for displaying the parking permit rests with the individual who was issued the permit. The permit must be hanging from the rearview mirror with the permit number facing the front of the vehicle and visible from outside the vehicle and void of any obstruction. The fine for improper display is \$10.

Vehicles not registered with the College may be identified through State Motor Vehicle departments or a private service. The fine for unregistered vehicles is \$50, which includes the fee for having to perform this service.

- A parking permit is valid only for the vehicle to which it is registered. Use by anyone other than the registrant or on any vehicle other than to which it is registered is prohibited. The fine for Unauthorized Use of Permit is \$15.
- Visit the Campus Safety office to update or change vehicle information promptly. Vehicle registration and ID will be required.
- It is not permissible for permit holders to lend, resell, rent or give away the parking permit issued to them by the College.

Traffic & Parking regulations are in effect seven-days-a-week, 24-hours a day, all year long.

**Commuters with a valid permit, may use faculty and staff parking areas/lots between 5 p.m. and 7 a.m., Monday through Friday and all day Saturday and Sunday, unless reserved for a campus event.**

**Note:** This provision does not include parking areas that are specifically reserved for an individual, such as spaces for visitors, emergency vehicles, senior administrators, contract services, reserved spaces outside residence halls, time-restricted parking spaces, health services, mail carrier spaces, resident house spaces, and the Butler Avenue staff lot.

**Parking in any faculty, staff, visitor parking areas or any resident parking areas is not permitted from 7 a.m. to 5 p.m., Monday through Friday.**

**3i. Temporary Parking Permits** – A temporary parking permit may be requested online by completing the application at <http://bit.ly/TempPermitYCP>. The permit will then be sent to the email of the applicant and must be displayed on the vehicle dashboard to be valid.

**OBTAINING TEMPORARY PERMITS TO CIRCUMVENT THE PURCHASE  
OF A REGULAR PARKING PERMIT IS NOT ALLOWED.**

Temporary parking permits may also be obtained at the Campus Information Center (CIC) and cannot be issued longer than 3 days.

All Temporary permits authorize the same parking privileges as the registrant’s regular parking permit. Temporary permits are not valid beyond the expiration date printed on the permit and continued use may result in a fine for expired permit, which is \$20.

**3j. Visitor and Guest Permits** - Parking for visitors is limited and designated spaces are few. Visitor spaces are reserved for visitors unaffiliated with the College. Students found parking in visitor spaces will be ticketed.

Visitors and guests may request visitor permits online by completing the application at <http://bit.ly/YCPVisitorPermit>. The permit will then be sent to the email of the applicant and must be displayed on the vehicle dashboard to be valid.

Visitor permits, which may also be obtained at the Campus Information Center, located in the Student Union or in the Campus Safety office, which is located in Manor Northeast, will not be issued longer than three (3) days unless approved by the Parking Manager of Campus Safety. These permits will be displayed from the rearview mirror.

Students are not authorized to obtain and/or display a guest or visitor permit for themselves or for their own vehicle(s).

- All guest vehicles must park in student parking lots and are subject to the same traffic and parking policies as students. It is the responsibility of the student to inform his or her guest of traffic and parking policies.
- Students may be held accountable for fines imposed upon their visitors for any parking offenses incurred. In the absence of student information, the registered owner of the vehicle may be held accountable for any parking offenses incurred.
- Guests are not authorized to park in the parking lot west of the Grumbacher Sport & Fitness center between 2 a.m. and 6 a.m.

Visitors and guests are required to come to the Campus Safety office, in person, with driver’s license and vehicle registration to discuss parking citations. Students cannot discuss parking citations on behalf of visitors.



**3k. Temporary Handicap Parking Permits** - Students needing temporary handicap parking due to temporary physical difficulties must contact the [Student Accessibility Services](#) department.

**Phone**  
717.815.1717

**Email**  
[sas@ycp.edu](mailto:sas@ycp.edu)

Anyone requiring a temporary handicap permit must have a valid and current York College parking permit. This temporary handicapped permit is valid only on campus property and is only for handicapped parking spaces and will not be issued for more than one semester.

**3l. Additional Permit Information** - The purchase of a parking permit or obtaining any temporary, visitor or guest permit constitutes an agreement between the driver and the College that the driver will comply with the terms set forth in this document.

Information about how to obtain any of York College's parking permits may be found under the section [Parking Information](#) on the Campus Safety webpage.

Motorcycles must affix the permit decal securely to the windscreen or front fork.

The misuse of any parking permit by a student may result in fines, parking revocation and referral to the [Office of Student Conduct](#).

- Students whose parent or spouse are faculty or staff members of York College, or an employee of a contracted vendor of the College, are not entitled to use the permit issued to their parent or spouse.
- Students using a faculty, staff or contract services parking permit will be subject to a citation and referral to the Office of Student Conduct.
- Alteration to or fabrication of a parking permit will result in campus judicial action and revocation or suspension of parking privileges.
- Permit hangtags are the property of York College and must be surrendered upon request of Campus Safety personnel.
- Fraudulently registering a vehicle may result in campus judicial action. This includes:
  - Purchasing a permit in another person's name.
  - Registering a vehicle which will be used by a person not authorized for campus parking.
  - Registering a vehicle that belongs to another student.
  - Misrepresenting eligibility (including local address, class status or vehicle ownership) to obtain a parking permit.
  - Use of a wheel locking device may be used on the vehicle to aid in resolving these issues.

**3m. Lost or stolen permits** - Permits which are stolen or which have been lost or misplaced may be replaced at half the rate of the current permit fee. It is the responsibility of the registrant to report lost or stolen permits immediately.

- Any person found in possession of a lost or stolen parking permit will be issued a citation and referred to the Office of Student Conduct for disciplinary action. They also face the possibility of having criminal charges filed against them under the most appropriate section(s) of the Pennsylvania Crimes Code.
- It is also a violation of Pennsylvania law for a person to make a false report to law enforcement authorities. Violators may be prosecuted under section 4906 of the Pennsylvania Crimes Code:



False Reports to Law Enforcement Authorities and referred to the Office of Student Conduct for disciplinary action.

**Damaged Permits:** If the original permit is presented for replacement, there is no charge.

**3n. Appeal of the Parking Permit Eligibility Policy** – Because parking is a limited resource on campus, residential students residing on the main campus with less than 60 credits, as well as students residing on the North and West Campuses, are not eligible for main campus parking. To appeal the parking permit eligibility policy, students must demonstrate both a compelling need for main campus parking and why their current eligibility will not meet their needs.

- Supporting documentation is required and any applications without it will be denied.
- You must have a valid and current parking permit to be considered.

Appeal request will not be accepted or reviewed until after September 15<sup>th</sup> (fall semester) or until after February 15<sup>th</sup> (Spring semester). Allow up to two weeks for a decision to be rendered.

Eligibility to submit an appeal includes already having purchased the parking permit that you normally qualify for. After submitting your permit appeal, you must park your vehicle in accordance with the parking permit that you have been issued. Failure to abide by the traffic and parking regulations may result in a parking citation for which you will be responsible.

This application may be downloaded [here](#).

**3o. Parking Permit Refunds** – Students issued a parking permit during the Fall semester will be eligible for a refund equal to 50% of the purchase price if the permit is returned to the Campus Safety office before the beginning of the Spring semester.

**4. Parking Lot Information** - Parking at York College is by permit only and all vehicles parking on campus must be registered with the College through Campus Safety. Parking is a limited resource at York College and these regulations were established to provide for the effective use of parking areas and the safe movement of pedestrian and motor vehicle traffic on campus.

York College reserves the right to regulate the use of any and all of its vehicle parking facilities for the exclusive use of designated individuals, groups or campus events. Your cooperation is most appreciated.

All students are permitted to have motor vehicles on campus with certain restrictions for resident underclass, North Campus, and West Campus residents. All students, faculty, staff and visitors who operate a vehicle on campus are required to register with Campus Safety. Permits are color-coded to match parking areas on the parking map distributed with the permit.

**Definition of a valid parking space:** A valid parking space at York College is defined as a space bound by two white lines. If parking in a parallel parking space, the vehicle must be parked with the flow of traffic. Parking against traffic may result in a parking citation.

**4a. Faculty/Staff Parking Lots** are restricted to faculty and staff use between 7 a.m. and 5 p.m., Monday through Friday. After 5 p.m., faculty and staff parking lots are open for students to use, however, vehicles must be registered with Campus Safety and must display a valid and current York College parking permit.

- All students must remove their vehicles from faculty and staff lots by no later than 7 a.m. Failure to do so will result in receiving a parking citation for the infraction.
- Student employees of the campus are not entitled to faculty/staff parking permits or to utilize faculty and staff parking areas between 7 a.m. and 5 p.m., Monday through Friday.

This entitlement does not apply to parking spaces specifically reserved for:

Visitors	Senior Administrators	Contract Services Lot
Heath Services Spaces	Mail Carrier Spaces	Butler Avenue Staff Lot
Reserved Spaces Outside Residence Halls	Resident House Parking Lots/Spaces	Time-Restricted Parking Spaces
<i>*Vehicles found parking in these spaces may be towed from campus in addition to being cited.</i>		

**4b. Visitor Parking Lots** – Visitor parking spaces are reserved for visitors to the campus (individuals not affiliated with the College). Students, and their guests, who park in these spaces may receive a parking citation for the infraction. Guests of students are directed to park in student parking areas.

**4c. Commuter Parking Lots** – Commuter parking lots are restricted to commuter parking only between 7 a.m. and 5 p.m., Monday through Friday. After 5 p.m., commuter lots are open to resident parking, however, vehicles must be registered with Campus Safety and display a valid York College parking permit.

**Note:** All resident student permit holders must vacate all commuter parking lots by no later than 7 a.m. Failure to do so may result in receiving a parking citation for the infraction.

**4d. Time-Limited Parking Spaces** – There are several parking spaces on campus that have time limits associated with them. The vehicle’s 4-way flashers must be turned on when using these parking spaces.

These spaces are monitored all year long, to include weekends, holidays, reading days, during final exams, semester breaks, snow days, etc. Vehicles found parking in these parking spaces longer than the time allotted may be cited for the infraction. Previously cited vehicles that have not been moved after an eight-hour period may be cited again for the same infraction.

**4e. Grumbacher Sport & Fitness Center Parking** – Parking for the Grumbacher Sport & Fitness Center (GSFC) can be found on the west side of the facility. Permit-holding students and visitors may utilize this lot between the hours of 6 a.m. and 2 a.m. however; all vehicles must be registered with Campus Safety and display a valid College parking permit.

- There is no parking in the GSFC parking lot between the hours of 2 a.m. and 6 a.m. without prior approval from the Director of Campus Safety. Vehicles found parking in this lot during the restricted time will be cited for the infraction (\$15) and may be towed from the area. This restriction includes weekends, holidays, semester breaks, reading days, during final exams, snow days, etc.

**4f. Admissions Parking Lot** – The first parking lot on the right when entering campus from Country Club Road (west of the Miller Administration building) is reserved for use by prospective students and their families only; these visitors are provided visitor permits by the Admissions office. Faculty, staff, students, and other visitors must not park in this location and are subject to receiving a parking citation.

**4g. Motorcycle Parking** – There are a few designated parking spaces for motorcycle parking. Parking vehicles, other than motorcycles in these spaces may result in receiving a parking citation for the infraction; motorcycle operators may also utilize regular parking spaces. Motorcycle operators must adhere to the same College regulations as any other motor vehicle. To discourage theft, a permit decal is used for motorcycles instead of a hangtag, which must be affixed to the right front fork or windscreen.

**4h. Handicapped Parking** – Use of a handicapped parking space is restricted, by law, to vehicles occupied by persons who are handicapped and which display an authorized handicapped plate, placard, or permit.

- It is unlawful for persons to utilize handicapped parking plates and/or placards issued to someone else; unless that person is occupying the vehicle utilizing the handicapped space, plate, or placard. Persons found unlawfully using handicapped plates and/or placards may be fined and/or towed (at their own expense).

**4i. Compact Car Parking** – There are several parking spaces around campus that are designated for compact car parking only. They are designated as such because parking larger vehicles in these spaces can prohibit safe vehicular traffic in the area. Parking larger vehicles in these spaces may result in receiving a parking citation for the infraction.

**4j. Electric Car Charging Station** - These spaces are not parking spaces and are only to be used to charge vehicles. Once charged, it must be moved to an appropriate parking space. Contact the Campus Safety office for information about using the charging station.

**4k. Summer Parking** – Students who reside in campus housing over the summer semesters may utilize commuter parking, provided the vehicle is properly registered with the College.

**4l. Contract Services Parking** – The Contract Services parking lot is reserved for contractors working on campus who display a valid Contract Services parking permit. Residents of the Manor Complex, who need to load/unload vehicle may do so. The vehicle must be parked in a valid parking space and 4-way flashers must be on to signify temporary (15-maximum) parking.

**5. Parking Violations and Fines** - Any violation of the traffic and parking regulations may result in a traffic or parking citation. Traffic & Parking regulations are in effect seven-days-a-week, 24-hours a day, all year long. Any offense can result in a conduct hearing if the circumstances of the case warrant. York College officials have the discretion to revoke the privilege of parking on campus.

**Unregistered Vehicles** – The license plate number of any ticketed vehicle, that is not registered with the College, will be researched with the appropriate State agency and applied to the appropriate student record.

**5a. Paying Traffic and Parking Citations** - Payment of traffic and parking citations may be made through EBill on the College portal, by mail, or at the Business office in the Miller Administration building. Please note, however, that it takes 48 hours from the date/time of the citation to be added to an account in the Business office.

The citation should be included with payments by mail. Checks should be made payable to York College and should include the student's name and the citation number. Cash should never be sent through the mail. Payment by credit card must be done through EBill.

Traffic and parking citations are added to the student billing account. A student with an unpaid account balance will have grades and transcripts withheld. Registration for future semesters will not be permitted. Any collections costs or legal fees are the responsibility of the student.

<b>COMMON PARKING VIOLATIONS</b>
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Violation Description	Fine Amount
Warning	\$0
Improper Display of Permit	\$10
Excessive Time in Time-Restricted Parking Space	\$15
Occupying More Than One Space	\$15
Parked in Grumbacher Lot During Restricted Hours	\$15
Parking in a No Parking Zone or Restricted Area	\$15
Parking in Roadway / Blocking Lane of Travel/Dumpster	\$15
Parking Violation: Other	\$15
Unauthorized Use of Permit	\$15
Expired Parking Permit	\$20
Habitual Violator	\$25
Parked on Grass	\$25
Parked on Main Campus during Restricted Hours	\$25
Parking in a Loading Zone or Dock	\$25
Parking in Faculty/Staff Space	\$25
Parking in Fire Lane	\$25
Parking in Visitor Space	\$25
Failure to Register Vehicle with York College	\$50
Fraudulent/Altered Parking Permit	\$50
Illegal Parking in Handicapped Space	\$50
Parking in Violation of Weather Emergency	\$50

Figure 1: Common Parking Citation Violations and Fines

**5b. Appealing a Citation** - Students may file a written appeal to dispute traffic or parking citations upon presenting a receipt showing proof of payment at the Campus Safety office. The citation being appealed must first be paid within ten (10) business days from the date that the citation was issued; the appeal deadline date is printed on the citation. Once this deadline has passed, appeals are not eligible for review and your right to appeal will be forfeited.

- The appellant should set forth reasons for contesting the citation on the appeal form. The statement should include clear and convincing evidence.
- Any supporting documentation or evidence (such as photographs, medical documentation, auto repair receipts, etc.) may be attached to further substantiate claims.

- Appeals are reviewed and resolved by the Ticket Appeals group of the Student Senate's Operations and Security Committee.
- Appeals may be fully or partially granted, denied completely, or a reduction in fine imposed. All decisions are e-mailed to the appellant and are final.

**6. Habitual Violators** - Any vehicle owner/operator who receives five or more parking citations during an academic year is subject to an additional \$25 penalty imposed upon them for any subsequent parking violation(s) during that academic year. Students may also be referred to the Office of Student Conduct for a Code of Conduct violation. Continued violations of the traffic and parking regulations may result in having the vehicle towed from campus and/or parking privileges restricted or revoked.

**7. Disabled Vehicle** - Disabled vehicles must be reported to Campus Safety immediately 717.815.1314. Disabled and/or abandoned vehicles will be removed from the campus property at the owner's expense. Removal of the license plate does not absolve the owner of the responsibility for proper removal of a vehicle. Having a disabled vehicle does not absolve the owner of the responsibility of paying a parking citation, if the vehicle is illegally parked.

**8. Towing** - As a private institution, York College reserves the right to tow vehicles from its property, at our discretion, for violations of the campus parking regulations, to remove abandoned vehicles, or during weather or other emergencies. York College is not responsible for any damage that might occur as a result of having a vehicle towed.

- Cost of such removal, and any subsequent storage fees, are at the owner/operator's expense and are payable directly to the towing company.

**9. Weather Emergencies** - Snow emergencies and storm alerts – When a snow emergency is declared at York College, all parallel and perpendicular roadway parking is prohibited. Persons with vehicles parked on campus should tune in to the College Cable TV channel 7, College Radio Stations AM 640 and FM 99.7, or observe the signs that will be placed in building lobbies.

Notices will also be published under Campus Announcements of the [college portal](#) and as an email message. Certain areas will be closed at different times to allow for proper snow removal. Vehicle owners will be informed as to the specific locations.

- Vehicles that violate this policy will receive a \$50 fine and will be towed to another area of the campus. The vehicle owner will also be responsible for all towing charges.

**10. Flood Zone** – The first three (3) parking bays on the western side of the commuter parking bays on Main Campus are prone to flooding during heavy rains; refer to the parking map issued with this document.

Students should pay attention to weather conditions and choose alternate commuter parking when the potential for flooding exists. Parking is at your own risk. The College is not responsible for any damage due to flooding.

**11. Emergency Call Boxes** - Emergency call boxes are located in various locations on campus. Emergency call boxes are easily identifiable by a blue light located at the top of the call box pole. These call boxes can be utilized 24 hours-a-day to contact Campus Safety.

**12. Campus Escorts** - On-campus escorts are available through Campus Safety. Escorts are available 24 hours-a-day by calling extension 1314 from a campus phone or 717-815-1314 from an off-campus phone.

### 13. Alternative Modes of transportation

- **Bicycles** - The use of bicycles on College roadways are subject to the same policies and laws regarding the operation of a motorized vehicle under the Pennsylvania Motor Vehicle Code (Title 75).

All bicycles are required to be registered with Campus Safety. Students will be provided with a decal (at no charge) which must be affixed to the bicycle. Registration is easy and can be completed online:

<http://bit.ly/YCPbikeReg>. You will need to know make, model, serial number and color and can include other information, as well as upload a photo of the bicycle.

Unregistered bicycles found on campus are subject to being seized by Campus Safety. Anyone operating a bicycle contrary to the Pennsylvania Motor Vehicle Code or in a negligent manner may be issued a traffic citation from Campus Safety. Any offense can result in a judicial hearing if the circumstances of the case warrant.

Any bicycles unclaimed after 3 months will be considered to be abandoned and will be destroyed or donated.

Riding a bicycle inside any facility is not permitted. Bicycles are to be parked in bike racks only. Fastening bicycles to trees, signs, or any other objects is prohibited and may be removed.

- **Skateboarding, Skating, and Scooters** - skates and skateboards may not be operated on campus roadways at any time.

Skateboards, skates, and stunt bikes may be used on campus sidewalks as long as their use does not interfere with or endanger pedestrian traffic and/or property. Anyone found in violation of the skateboard or skating policy may receive a code of conduct citation which will result in a referral to the Office of Student Conduct.

All individuals operating bicycles, skates, and skateboards on campus are expected to use the equipment in a manner which is appropriate and considerate of others.

- **Hover Boards** - Hover boards will not be permitted in any campus buildings, including residence halls, and their use on campus roads, sidewalks, parking lots and fields is prohibited. The term "Hover boards" includes, but is not limited to self-balancing scooters, battery operated scooters, hands-free Segway's & electric powered skateboards.

## HELPFUL TIPS

1. Parking Permits are only valid for one Academic Year (August 15th through August 14th of the following year). The expiration date is printed on the permit.

2. All students (full-time, part-time, evening, graduate, commuter, summer, etc.) are required to register vehicles and obtain a parking permit, even if classes are after 5:00p.m.

3. Parking permits must be displayed at all times when the vehicle is parked on York College property.

4. Are you driving a temporary vehicle or a rental vehicle for a few days? Obtain a temporary parking permit from the Campus Information Center or Campus Safety office.

5. Ensure you register your guest or visitor's vehicles, or have them register their vehicles. Visitor permits are available in the Campus Information Center (Student Union) or in the Campus Safety office. You are ultimately responsible for your visitors! You wouldn't want them to get a citation, would you?

6. Visitors and guests are required to come to the Campus Safety office, in person, with their driver's license and vehicle registration, to discuss parking citations. Students cannot discuss parking citations on behalf of their visitors and visitors. This instruction is printed on the reverse side of the citation.

7. If your vehicle breaks down on campus, contact Campus Safety immediately to report the problem. You may also check out a battery jump pack (with air compressor) from the Campus Information Center or the Campus Safety office, to jump-start a dead battery or inflate a low tire. A valid ID card is required.

8. York College is a pedestrian campus and all pedestrians have the right-of-way at all times.

9. Observe and obey all traffic control devices. Stop completely at stop signs and observe one-way designations on campus. Traffic laws are enforced on campus.

10. Obtain and keep an extra copy of this brochure and a campus-parking map in your vehicle to use as a reference when traveling or parking on campus.

11. Report vehicle accidents occurring on campus right away. Any delay in reporting accidents may lead to issues with your insurance company.

Figure 2: Helpful Tips