



# Olin College of Engineering

The rules and regulations set forth here have been developed to control traffic and parking for all persons utilizing the parking areas at Olin College. Anyone operating a motor vehicle on property owned, operated or controlled by Olin College is subject to these regulations unless otherwise exempt by state and federal laws, except as otherwise provided herein. The General Laws of the Commonwealth of Massachusetts and the Rules and Regulations of the Registrar of Motor Vehicles shall apply to the College campus and other lands of the College. It is the responsibility of all persons utilizing the College parking facilities to be aware of these regulations and obey such regulations. The President and Trustees of Olin College assume no responsibility for damages to any vehicle or contents by reason of theft, vandalism or any other cause.

Note: These regulations may change after an appropriate review of the registered vehicles at the beginning of each academic semester (September/January). Appropriate notice will be made to the Olin community.

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## **Article I. Authority to Regulate Traffic**

### **Section 1: PRIVILEGE TO OPERATE MOTOR VEHICLE ON CAMPUS**

Permission to operate a motor vehicle on the grounds owned, operated or controlled by Olin College is a discretionary privilege bestowed by the Board of Trustees of the College. Such privilege may be denied, revoked, suspended or modified by the action of the Trustees or by Officers of the College authorized to take such action.

### **Section 2: AUTHORITY TO ENFORCE TRAFFIC REGULATIONS**

In accordance with this authority, it is the duty of the Director of Public Safety and the designated employees of the Public Safety Department to enforce the provisions of these rules and regulations, provided, that to expedite traffic or safeguard pedestrians in the event of fire or other emergency or special events, officers of the municipal or state police or fire department may direct or control traffic as conditions may require notwithstanding the provisions of these rules and regulations.

### **Section 3: AUTHORITY TO POST TRAFFIC SIGNS**

The Director of Public Safety or his/her designee, is authorized to place and maintain all official traffic and parking signs, signals, markings and safety zones required on the campus and other lands of the College including the placement of temporary signs and markings as may be specifically required by emergencies or other special circumstances. Operators of vehicles used in and about the campus and other lands of the College shall conform to such signs, signals, markings and safety zones.

### **Section 4: INTERFERENCE WITH SIGNS**

Any person who willfully, intentionally and without right defaces or otherwise tampers with, removes, interferes with or destroys any traffic or parking regulating sign, light, signal, traffic gate or marking device lawfully erected or placed on the campus or other lands of the College shall be subject to prosecution under the applicable criminal statute of the Commonwealth.

### **Section 5: PARKING REGULATION CHANGES**

The Director of Public Safety may at times during the year suspend, change or revise the normal operating parking regulations to meet the needs of the College community and its operating functions i.e., VIP visits, Commencement, Admission Open House, special events, etc. During such events, the College community will be notified of any parking changes and alternative parking measures will be implemented for those parties who may be displaced from their designated parking areas.

## **Article II. Operation of Vehicle**

### **Section 1: SPEED LIMIT**

All vehicles will be operated at all times at a speed that is reasonable and proper. At no time will a speed on any campus roadway or other lands of the College in excess of twenty (20) miles per hour be considered reasonable and proper except as otherwise posted and for vehicles engaged in emergency work. At no time shall a vehicle be operated within any campus parking area at a speed in excess of five (5) miles per hour except as otherwise posted.

### **Section 2: OPERATING CONDITION OF VEHICLES**

Motor vehicles parked on College property must be kept in such condition of mechanical repair that they can be removed at any time under their own power.

### **Section 3: COLLEGE BUILDINGS**

Motorcycles, motor scooters, or other motor vehicles may not be parked so as to cause undue noise or disturbance, or be parked so as to obstruct entrance and egress to and from any College building. No vehicle may be parked within the walks of a residence hall or on land not so appropriately designated or designed for motor vehicle use. Unless specifically authorized by the Director of Public Safety or his/her designee. No vehicle shall at any time be put or left in any building except authorized vehicles, which shall be garaged in appropriate structures.

### **Section 4: ILLEGAL PARKING**

No person shall allow or permit any vehicle registered in his/her name or under his/her control to stand or park in any street, highway, driveway, fire lane, parking lot or walk on campus or other land of the College in violation of these rules and regulations (except when in compliance with the direction of a police officer, traffic or parking sign, or signal). The registered owner of the motor vehicle will be held responsible for all parking violations noted against the vehicle, and shall be held liable for all such violations in accordance with Article VIII of the Motor Vehicle Regulations.

### **Section 5: REGISTERED VEHICLES**

Properly registered motor vehicles may be parked on campus only in a parking area, stall or space when bearing a valid decal, valid for that area, and appropriately fixed to the vehicle. Use of other parking facilities except during hours designated or by special written authorization, constitutes illegal parking. Parking of any vehicle within a building is prohibited.

### **Section 6: UNUSED OR ABANDONED VEHICLES**

Any vehicle found without a valid license plate or showing other signs of nonuse will be considered an abandoned vehicle and be removed from the College

property at the direction of the Director of Public Safety or his/her designee. All expenses incurred in the removal of an abandoned vehicle will be the responsibility of the registered owner. The owner of any vehicle so remove shall also be subject to the penalties provided in Chapter 90, Section 22B of the General Laws of the Commonwealth of Massachusetts.

#### Section 7: DISABLED VEHICLES

It is the responsibility of the registered owner of any vehicle that is temporarily disabled on College property to contact the Public Safety office at (781) 239-5555 and report the location of the vehicle, description of the vehicle and when the vehicle will be repaired or removed. Vehicles may not be disabled on campus for a period longer than twenty-four (24) hours. Vehicles violating this time frame may be towed at the owner's expense.

### **Article III. Registration**

#### Section 1: OBLIGATION TO REGISTER

Each student, faculty, staff member or visitor who operates or parks a motor vehicle or motorcycle on the property of Olin College must obtain a parking permit before each academic school year. All students who bring a motor vehicle to campus whether or not they operate it on campus must register that vehicle with the Parking and Traffic Office. See Article VI, Section 1.

Permits are available online at <http://facilitieservices.olin.edu/parkingpermit.aspx>.

### **Article IV. Registration Procedures**

#### Section I: OBLIGATION TO REGISTER

The Commonwealth of Massachusetts requires all non-resident students operating a motor vehicle which remains in the Commonwealth for a period exceeding thirty (30) days in the aggregate, during any period beginning September first of any Year and ending August thirty-first of the following year to register the vehicle in the Commonwealth (display Massachusetts registration plates) or have affixed to the upper center portion of the front windshield a special Commonwealth of Massachusetts non-resident permit.

#### Section 2: WHERE TO REGISTER

The Public Safety Department without additional charge issues this permit along with the issuance of the Olin College parking permit.

#### Section 3: INSURANCE REQUIREMENTS

The owner of the vehicle is required to maintain adequate insurance coverage and is cautioned that the minimum insurance coverage established by Massachusetts's statute is not considered sufficient by most insurance companies and Registry of

Motor Vehicle personnel. Failure to observe these regulations may result in substantial fines for the owner of the vehicle and/or the driver.

## **Article V. Types of Permit**

### **Section 1: FACULTY/STAFF PERMIT**

Any full time employee of the College is eligible for this designation. Motor vehicles bearing such a permit are eligible to park in Lot A, Lot B-1, Lot C and Lot D. This permit allows the operator to park his/her motor vehicle in the designated parking lot(s) from 7:00 a.m. to 2:00 a.m. each day. Please refer to Overnight Parking Regulations, Section 8 for parking from 2:00 a.m. through 7:00 am.

### **Section 2: CROSS REGISTERED STUDENT PERMIT**

Students who may be commuting to campus from an off campus residence or location are eligible for this permit. All vehicles bearing this permit are eligible to park in Lot A Tiers 4 and 5. Cross Registered students may not park in Lot B. This permit allows the operator to park his/her motor vehicle in the designated parking lot(s) from 7:00 a.m. to 2:00 a.m. each day. Please refer to Overnight Parking Regulations, Section 8 for parking from 2:00 a.m. through 7:00 am.

### **Section 3: RESIDENT STUDENT PERMIT**

All resident students are eligible for this permit. All vehicles bearing this permit are eligible to park twenty-four (24) hours a day in the designated Resident Student parking areas (Lot A Tiers 4, 5, and 6 and Lot B-2). Students may park in Lot A Tiers 1, 2, and 3 on weeknights after 5 pm and on weekends (Friday 5 pm until Monday 2 am). This does not include reserved spaces, Admission visitor spaces, and handicapped spaces. Resident Students may not park in Lot B-1 at any time. Please refer to Overnight Parking Regulations, Section 8.

### **Section 4: SERVICE/VENDOR VEHICLE PERMIT**

All vendors or outside contractors doing business with Olin College are eligible for such a permit. Motor vehicles bearing such a pass are eligible to park in all parking facilities on campus when in the performance of their official business. Areas of exception are all pedestrian malls or areas designated as 24-hour enforcement areas unless the permit authorizes such parking access.

### **Section 5: MOTORCYCLE/MOPED PERMIT**

All persons operating a motorcycle or moped on campus are eligible for this permit. Motorcycles or mopeds bearing such a permit are eligible to park in the assigned motorcycle/moped parking area from 7:00 a.m. to 2:00 a.m. motorcycle parking areas are located in Lot A and Lot B. Refer to Overnight Parking Regulations, Section 8. Motorcycle/moped parking in any other area on campus is **STRICTLY PROHIBITED!**

#### Section 6: HANDICAPPED PERMIT

All community members with a temporary or permanent handicap are eligible for such a permit. The proper medical documentation should be presented to the Director of Public Safety for approval before the appropriate permit can be issued. Motor vehicles bearing such a permit are eligible to park in all parking spaces designated by a handicapped sign unless restricted to a designated parking area by the permit. This permit allows the operator to park his/her motor vehicle in the designated parking spaces from 7:00 a.m. to 2:00 a.m. Refer to Overnight Parking Regulations, Section 8.

*Please be advised that Olin College handicapped permits are valid only in Olin College parking lots and not on other City or Town streets or parking areas.*

#### Section 7: VISITOR AND TEMPORARY PARKING PERMITS

Temporary parking permits are required for all visitors and persons wishing to bring motor vehicles on campus. Facilities Services will designate the appropriate parking area to be used. Temporary permits are not needed on weekends or holidays. This permit allows the operator to park his/her motor vehicle in the designated parking spaces from 7:00 a.m. to 2:00 a.m., unless otherwise indicated by the temporary permit. Refer to Overnight Parking Regulations, Section 8.

#### Section 8: OVERNIGHT PARKING PERMIT

Persons wishing to park a motor vehicle on campus overnight must register with Facilities Services. Overnight parking is defined as parking for any period of time between 2:00 a.m. and 7:00 a.m. Overnight parking is prohibited on the campus unless the vehicle bears a valid overnight parking permit. Vehicles bearing such a permit may park in their assigned lot with the exception of any parking lot designated as a 24-hour enforcement area. Facilities Services will designate the appropriate overnight parking area to be used.

### **Article VI. Out of State Student Registration**

#### Section I: OBLIGATION TO REGISTER

The Commonwealth of Massachusetts requires all non-resident students operating a motor vehicle which remains in the Commonwealth for a period exceeding thirty (30) days in the aggregate, during any period beginning September first of any Year and ending August thirty-first of the following year to register the vehicle in the Commonwealth (display Massachusetts registration plates) or have affixed to the upper center portion of the front windshield a special Commonwealth of Massachusetts non-resident permit

#### Section 2: WHERE TO REGISTER

The Public Safety Department issues this permit without additional charge. Please request a form from Public Safety at (781) 239-5555 if you need one.

### Section 3: INSURANCE REQUIREMENTS

The owner of the vehicle is required to maintain adequate insurance coverage and is cautioned that the minimum insurance coverage established by Massachusetts's statute is not considered sufficient by most insurance companies and Registry of Motor Vehicle personnel. Failure to observe these regulations may result in substantial fines for the owner of the vehicle and/or the driver.

## **Article VII. Violations**

### Section 1: AUTHORITY TO REGULATE PARKING FINES

The Board of Trustees of the College and/or their designated representative will establish the following motor vehicle violations and fines as well as the efforts in enforcing such violations and the collection of all fines.

### Section 2: PARKING VIOLATIONS

Any of the following parking manners shall constitute illegal parking and subject the offender to the following penalties:

#### **A. PARKING VIOLATIONS**

The following is a list of parking violations and penalties. Multiple violations may result in several fines.

- Illegal parking in a reserved space - \$75
- Failure to obey a Public Safety officer - \$50
- Impeding emergency vehicles - \$50
- Obstructing a fire lane - \$50
- Non-display of current decal - \$50
- Crosswalk violation - \$50
- Improper disposal of a parking violation - \$50
- Improper permit - \$25
- Obstructing traffic or snow removal - \$25
- Blocking gate, driveway, loading zone, or dumpster - \$25
- No parking - \$25
- Parking in a service lane - \$25
- Obstructing a building entrance - \$25
- Exceeding time in short-term parking areas - \$20
- Unauthorized overnight parking - \$15
- Unauthorized parking in a handicapped space - \$100
- Tow fine - \$100
- Immobilization fine - \$50

## **B. MOVING VIOLATIONS**

Motor vehicle operation on campus must be in accordance with Massachusetts statutes. In some instances, Massachusetts Chapter 90 citations may be issued in place of or in addition to Olin College citations.

The following is a list of moving violations and penalties.

Driving in the Oval - \$100 first offense, loss of parking privileges second offense

Speeding - \$75

Driving to endanger - \$50

Driving on land not meant for vehicular use - \$50

Driving on a pedestrian way - \$50

Failure to make a full stop at a stop sign - \$50

One-way violation - \$50

### **Section 3: REGISTRATION VIOLATIONS**

The following offenses subject the offender to a summons before the Traffic/Parking Violations Review Board and imposition of fines indicated, and/or loss of campus parking privileges for a period of time to be determined by the Board.

A) Falsification of College vehicle registration information - \$100

B) Using fictitious, falsely made, or altered College vehicle registration decal or permit - \$100

### **Section 4: OTHER VIOLATIONS**

Anyone operating a motor vehicle on property under the control of the College and in Violation of Massachusetts General Law Chapter 90, the Rules and Regulations of the Registrar of Motor Vehicles and/or the Rules and Regulations of College shall be subject to immediate summons to the appropriate jurisdictional court and/or the Parking Appeals Committee.

## **Article VIII. Payment of Fines**

### **Section 1: PAYMENT OF FINES**

Tickets may be paid directly to the Babson College Parking and Traffic Office located in the Public Safety building at Babson College (781- 239-5555).

Traffic violations for student owned vehicles are billed through the Olin College Student Account and Record Center (StAR).

## Section 2: PURPOSE OF FINES

All fines and penalties collected by Olin College are deposited in the College's General Fund and redistributed by the University to defray the cost incurred in the daily operation of the institution.

## Section 3: FAILURE TO PAY FINES

Failure to pay fines within the thirty (30) calendar days' notice will result in an additional fee being added to the original violation. Non-payment of registrant's outstanding tickets will result in the immediate suspension of parking privileges and may result in complaints being issued against the registered owner and operator of the vehicle through the Student Honor Board, Human Resources Office or the Dedham District Court. Students with outstanding parking fines will have their outstanding balances automatically forwarded to the Student Account and Record Center (StAR) for collection. Any additional late charges will likewise be assessed.

# **Article IX. Appeals Procedure**

## Section 1: RIGHT OF APPEAL

Any person receiving a traffic violation citation while parking a motor vehicle at Olin College, has the right to appeal the citation by filing an appeal within twenty one (21) days of the violation. All appeals must be directed to the traffic/parking clerk on the appropriate form, which is available at the Office of Public Safety or online. The traffic/parking clerk can answer questions regarding the appeals process at (781) 239-5555.

Appeals of towing must be made to the Director of Public Safety only. Appeals are reviewed and determined by the traffic/parking clerk.

Individuals will receive a reply within ten (10) business days of the ticket review date.

The Traffic Appeals Board will act as a final appeal for those individuals desiring further action on denied appeals. All members of the Olin community will follow the same appeal procedure.

## Section 2: TRAFFIC/PARKING VIOLATION REVIEW BOARD FINAL APPEALS

The Traffic/Parking Violation Review Board shall meet on a regular basis to hear appeals from members of the Olin community. Anyone wishing to appear before the board must make an appointment in advance through the traffic/parking clerk.

The Board shall consist of the Director of Public Safety or a designee, and five (5) members of the Olin Community, (two (2) members of the student population, one (1) member of the staff community, the Human Resource Manager or his/her designee, and one (1) member of the faculty community). The Director or Public

Safety or his/her designee will have no vote and will only provide direction to the Board on jurisdictional or policy interpretations. The Board may render decisions with a quorum of three (3) representatives.

All appeals shall be brought before the board within 21 business days of notification from the first appeal. The board will hear all the facts of the traffic/parking violation being appealed, and may call upon additional individuals who have knowledge of the matter to appear before the board.

At the completion of each hearing, the board shall take all information under advisement and render a decision in writing on each appeal no later than three (3) business days from the date of the hearing.

No appeals will be adjudicated for individuals who fail to appear before the board at their scheduled time or for individuals who fail to make an appointment to appear in advance of the meeting date.

The decision of the Traffic/Parking Violation Review Board is final.

### Section 3: REVOCATION OF DRIVING PRIVILEGES

When a student's privilege to maintain or operate a motor vehicle at Olin College is revoked, that student must remove the vehicle from campus for the designated period of time. These vehicles are subject to towing if parked again on campus.

Disobeying a revocation order will result in disciplinary action.

Irresponsible or reckless operation of a motor vehicle or repeated or serious motor vehicle infractions will result in the revocation of driving privileges on campus by the Director of Public Safety.

## **Article X. Appeals Board**

### Section 1: AUTHORITY OF THE TRAFFIC APPEALS BOARD

In accordance with the Massachusetts General Laws, Chapter 90, Section 20 A (Acts of 1981- Chapter 746), the Board of Trustees of the College and/or their designated representative will appoint a parking appeals process to hear all persons appealing traffic violation citations. The members of the Board may not be a police officer or be affiliated with the Public Safety Department and must be representative of the College community.

### Section 2: TRAFFIC/PARKING VIOLATION REVIEW BOARD

The Traffic/Parking Violation Review Board is composed of the following members:

- A) one (1) faculty representative selected by the Faculty Community,
- B) the Human Resources Manager or his/her designee,

- C) two (2) student representative, selected by CORE,
- D) one (1) College staff employee selected by the Human Resources Manager

The Director of Public Safety or his/her designee serves in an ex officio capacity on the Committee. A chairperson is elected annually by the Committee from its membership.

**Section 3: LENGTH OF SERVICE**

The persons selected shall serve as the members of the Traffic/Parking Violation Review Board for a period of time so noted by the Board of Trustees of the University and/or their designated representative.

**Section 4: DUTIES OF TRAFFIC APPEALS BOARD**

The Traffic/Parking Violation Review Board will hear all formal appeals in accordance with Article IX. The appeal hearing will be informal and the rules of evidence will not apply. Decisions on all appeals may be made as long as three (3) of the five (5) Review Board members are present. The decision of the Traffic/Parking Violation Review Board is final, subject to Judicial Review as provided by section fourteen (14) of Chapter Thirty A (30 A) of the Massachusetts General laws.

**Section 5: SCHEDULE OF MEETINGS**

The Traffic Appeals Board will meet on a timely basis during the academic year with sufficient regularity so as to insure a timely decision.

**Article XI. Towing Policy**

**Section 1: AUTHORITY TO TOW OR IMMOBILIZE**

Motor vehicles found in violation of the provisions of Article VII, violations, Sections I through 4 inclusive, except those specifically exempted by law, shall be immobilized or removed from the campus or other lands of the College under the direction of the Director of Public Safety or his/her designee. All charges for towing and storage are the responsibility of the owner. The Olin College assumes no responsibility for damages to the vehicle either during towing or storage.

**Section 2: NOTICE OF TOW AWAY ZONES**

The Public Safety Department will make reasonable attempts to define the area as a Tow Away Zone by installing, erecting and maintaining traffic signs so stating the area as such and making it visible to the approaching drivers.

**Section 3: RECLAIMING TOWED OR IMMOBILIZED VEHICLES**

The owner may reclaim vehicles towed or immobilized by payment of immobilization or towing and storage charges to the appropriate towing agency. A complete record of why and where the motor vehicle was towed is on record with the Public Safety Department, The Public Safety Department is authorized under

Article I, Sections 2 and 3, to tow any motor vehicles violating any of the parking violations listed under Article VII, Section I through 4 inclusive.

#### Section 4: IMMOBILIZATION OF PARKING VIOLATORS

Vehicles with outstanding parking violations will be subject to immobilization.

Any vehicle that has been issued four (4) parking violation notices within an academic year (September to May) is subject to the following penalties:

- a. Upon issuance of the fourth parking violation on the Olin campus, the vehicle shall be immobilized and a fee of \$50 will be assessed.
- b. If the vehicle is owned or operated by an Olin student, after issuance of the fourth parking violation on the Olin College campus, the student shall also be subject to disciplinary action and is required to make an appointment with the Director of Public Safety.
- c. If the violator is a faculty/staff member, after issuance of the fourth parking violation on the Olin College campus; the employee's supervisor shall be notified in writing so that appropriate corrective action may be taken.
- d. Vehicles remaining immobilized for a period of three (3) business days will be removed at the owner's expense.
- e. If a fifth parking violation on the Olin College campus is issued to a vehicle within the same academic year (September to May), the vehicle will be towed. A \$100 fine will also be assessed.
- f. If the vehicle is owned or operated by an Olin student, after issuance of the fifth parking violation on the Olin College campus, the student shall be subject to disciplinary action, including the loss of on-campus parking privileges for a period of time to be determined by the Director of Public Safety.

#### Section 5: TOWING RATES

All rates that charged by towing agencies for towing or immobilization services are set by the individual tow agency. The Commonwealth of Massachusetts Department of Public Utilities stopped regulating these fees in 1995. A current listing of tow related charges are posted at the Parking and Traffic Office.

### **Article XII. Snow Removal Policy**

In order to facilitate the removal of snow from the parking areas and roadways of Olin College, parking is prohibited in accordance with the following weather conditions:

### Section 1: COLLEGE CLOSED -SNOW EMERGENCY WARNING

When the College has closed due to snow or reports of snow emergencies, all motor vehicles must be moved from all Faculty, Staff and student parking areas within one (1) hour of the official closing of school. Members of the community who are leaving a vehicle on campus, must park in the designated Snow Emergency parking area, Lot A Tiers 4, 5, and 6 and Lot C, before they leave campus. Resident Student permits or authorized overnight permits should park their motor vehicles in their appropriate parking area.

When the snow has ceased, it is the responsibility of each person to move their vehicles to a cleared area of Parking Lot A. The Facilities Services group will clear the Designated Snow Emergency Lots within 24 hours after the storm has stopped. Community members can return to their assigned lots once the area has been cleared. All vehicles not moved will be towed at the owner's expense.

### Section 2: COLLEGE OPEN -SNOW EMERGENCY WARNING

When the College is in session and a snow emergency has been declared, all motor vehicles must be moved from all Faculty, Staff and Commuter Student parking areas within one (1) hour of the official closing of school. Members of the community who are leaving a vehicle on campus, must park it in the designated Snow Emergency parking area, Lot A Tiers 4, 5 and 6 and Lot C, before they leave campus. Resident Student permits or authorized overnight permits should park their motor vehicles in their appropriate parking area.

When the snow has ceased, it is the responsibility of each person to move their vehicles to a cleared area of Parking Lot A. The Facilities Services group will clear the Designated Snow Emergency Lots within 24 hours after the storm has stopped. Community members can return to their assigned lots once the area has been cleared. All vehicles not moved will be towed at the owner's expense.

## **Article XIII. Olin Vans**

Olin College has two passenger vans, a 2002 Ford Windstar and a 2013 Dodge Grand Caravan. Each vehicle seats 7 people. The vans are available to the Olin College community for authorized activities. In order to have van privileges, students must complete student certification.

### Section 1: Student Certification

The certification process consists of the following elements:

1. Email [olinvan@olin.edu](mailto:olinvan@olin.edu) or [Melinda Molnar](mailto:Melinda.Molnar@olin.edu) (Melinda.molnar@olin.edu) to sign up for the online training.
2. Driving Record Check.

3. Van orientation times are scheduled for every Tuesday between 8 and 9 am and Wednesday between 11 am and 12 pm in Parking Lot A. Please call Public Safety at (781) 239-5555 to confirm when you would like to attend.

#### Section 2: Acceptable Use

The van can only be used for authorized college activities that will be determined by the Office of Student Life. Examples of authorized use are passionate pursuits, co-curriculars, cross-enrollment and student group activities. If a student is the driver in an accident that results in a claim on Olin College's insurance policy, their privileges to use the Olin Vans shall be revoked for one (1) year, in accordance with our insurance underwriting criteria.

#### Section 3: Reservation

Once you are certified and your activity for use has been approved, please email [olinvan@olin.edu](mailto:olinvan@olin.edu) to reserve a van.

### **Article XIV. General Definitions**

#### Section 1: POLICE OFFICER

Any officer of the college police or other local, state or federal officers authorized to direct or regulate traffic and/or parking or to make arrests for any criminal offense committed under Federal, State or Local laws or regulations.

#### Section 2: STREET

The entire width between the boundary lines of every way publicly maintained or when any part there of is open to use of the public for purposes of vehicular travel.

#### Section 2A: DRIVEWAY

The entire width of land to use of vehicles for passage yet not designated as a street or highway.

#### Section 3: ROADWAY

That portion of a street or highway between the regularly established curb line and that part exclusive of shoulders, improved and intended to be used for vehicular traffic on the campus and other lands of the College.

#### Section 4: INTERSECTION

A) The area embraced within the prolongation or connection of the lateral curb lines, or, if two streets or highways which join one another at, right angles, or the area within which vehicles traveling upon different streets, highways joining at any other angle may come in conflict.

B) Where a street or highway includes two roadways 30 feet or more apart, when every crossing of each roadway or such divided street or highway shall be regarded as a separate intersection. In the event of such intersecting street or highway also includes two roadways 30 feet or more apart, then every crossing of two roadways of such streets or highways shall be regarded as a separate intersection.

#### Section 5: CROSSWALKS

A) That part of a roadway at an intersection included within the connections of the lateral lines of the sidewalks on opposite sides of the street or highway measured from the curbs, or in the absence of curbs from the edge of the traversable and/or designated roadway.

B) Any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by lines or other markings on the surface.

#### Section 6: SIDEWALKS

A) That portion of a street or highway between curb lines, or the lateral lines of a roadway, and the adjacent property lines, intended for the use of pedestrians.

B) That portion of land designated as a walkway connecting buildings, other walks, or streets and highways.

#### Section 7: STAND

The temporary parking of a vehicle while occupied by a person other than while actually engaged in loading or unloading, or in obedience to an officer or traffic sign or signals, or while making emergency repairs, or if disabled, while arrangements are being made to move such vehicle.

#### Section 8: PARK OR PARKING

The standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading, or in obedience to an officer or traffic sign or signals, or while making emergency repairs, or if disabled, while arrangements are being made to move such vehicle.

#### Section 9: PARKING LOT

An area or areas of the campus or other land of the College set aside and clearly designated by authority of the Board of Trustees for the purpose of providing space for the parking of vehicles duly registered to park thereon.

#### Section 10: VEHICLE

Every device in, upon or by which any person or property is or may be transported or drawn upon a driveway, street, or highway, except bicycles with a motor or driving wheel attached.

**Section 11: CITATION**

A notice, either a warning or a "ticket" upon which a police officer or parking control officer shall record an occurrence involving one or more traffic rule or regulation violations by the person cited.

**Section 12: PARKING VIOLATION NOTICE**

A citation (ticket) upon which a police officer or parking control officer shall record a violation of one or more parking rule or regulation violations by the person or vehicle cited.

**Section 13: PARKING VIOLATION RECORD**

A copy of the form written out for a parking violation on campus. The College Police Officer records all violations. Fines, if assessed, are payable to Olin College and by statute, are held by the College for use as a general fund.

**Section 14: EMPLOYEE**

All employees of the College: faculty, staff, administrative personnel, and all other persons similarly associated with the College, as well as employees of any governmental agency having offices on campus or other lands of the College and all persons hired under any grant or special appropriation of funds.

**Section 15: STUDENT**

Any person enrolled in one or more academic courses or programs offered by Olin College.

**Section 16: VISITOR**

Any person, other than an employee, campus resident, enrolled student, contractor (employed on a campus project), or commercial vendor (doing business on campus) who parks a vehicle on the campus or other land of the College and who is required to register his vehicle with the College Police.

**Section 17: CAMPUS RESIDENT**

A person regularly residing on the campus or other lands of the College.

**Section 18: PARKING APPEALS COMMITTEE**

All persons appointed by the Board of Trustees and/or their designated representative to hear all persons appealing traffic violation citations received while parking on campus. This person may not be a police officer or anyone affiliated with the Public Safety Department.

**Section 19: BUSINESS DAYS**

Any 24-hour period during which the College is open for business. This period does not include weekends, holidays or official closing due to weather or other circumstances.

**Section 20: CALENDAR DAYS**

Any 24-hour period between two (2) midnights.

**Section 21: HOLIDAYS**

Any 24-hour period recognized by the College as a holiday period. A list of the recognized holidays for the calendar year are posted by the Office of Human Resources.

**Section 22: TRAFFIC ENFORCEMENT OFFICER**

Any officer of the Department of Public Safety authorized to direct or regulate traffic and/or parking on College property or on land or ways contiguous the campus

**Section 23: FIRE LANE**

An area used by emergency vehicles for emergency access to campus facilities, posted or not.

**Section 24: OTHER SPECIAL PROVISIONS**

Where properly designated by an authorized sign, certain areas are designated for selected access only, including (but not inclusively) "Staff," "Service Vehicles," "Doorways," "Official/State Vehicles Only" etc, (or similar wording if not exactly so worded). These areas are reserved 24 hours daily, seven days per week, in the absence of posted official notice to the contrary. Other "Staff" designated areas may be used by students when in actual attendance at the College on official College holidays. Such areas also open on Saturdays and Sundays, except when school is in session. Snow removal restrictions shall take precedence over all other rules and regulations.