



**MANHATTAN
COLLEGE**

PUBLIC SAFETY

Vehicle and Parking Regulations

Jasper Hall, 1st Floor

publicsafety@manhattan.edu

www.manhattan.edu/parking

718-862-7240



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INTRODUCTION

These regulations are designed to help promote a safe environment for both pedestrians and drivers at Manhattan College. All vehicle operators are required to comply with Manhattan College parking regulations, vehicle parking/traffic signs, and instruction given by public safety personnel.

GENERAL INFORMATION

1. Students, faculty and staff are required to have a valid Manhattan College parking permit to park on campus, regardless of time or day.
2. To manage your parking account, including submitting applications and payments for permits, go to <https://manhattan.t2hosted.com>.
3. The registered owner is ultimately responsible for the use of their vehicle on campus.
4. Students and employees are responsible for observance of parking regulations and payment of parking citations received.
5. Vehicles parked in violation of regulations are subject to citations and/or towing.
6. Notify the Public Safety office of any change in vehicle registration (license plate number).
7. Manhattan College assumes no responsibility for loss or damage to vehicles or their contents when parked on campus.
8. The College reserves the right to limit or terminate parking privileges at any time, restrict parking or close parking lots to accommodate the academic calendar or special events on campus, or change subject matter without notice.
9. Disregarding parking regulations or directions from a public safety officer may result in the loss of parking privileges.

PARKING LOT SAFETY

Be aware and report any suspicious activity or incidents immediately to Public Safety at 718-862-7333 or dial 911 for emergencies.

BE SAFE – *Don't be distracted by using electronic devices or cell phones when walking or driving.*

- Always remain alert when in parking areas.
- Turn off the ignition and remove the keys.
- Always lock your doors; roll up and lock all windows.
- NEVER leave valuables in sight (phones, purses, wallets, etc.).
- Put valuables and packages in the trunk or out of sight before parking your vehicle.
- Pedestrians should always remain alert and exercise care when walking near parking facilities or streets.



PARKING PERMITS & FEES

1. Parking permits can be applied for online at <https://manhattan.t2hosted.com>.
2. After completing the online parking-permit application, print out the temporary permit found at the end of your application or email. Permits must be picked up before the temporary permit expires.
3. Parking decals must be affixed to the driver's side rear stationary window, **on the outside**. Once purchased, it is the vehicle operator's responsibility to affix the permit to the vehicle.
4. For returning applicants, whenever a new vehicle is added to your account, a copy of the registration must be submitted online.
5. Applications will be canceled if payment and required documents are not received in a timely manner. Copying services are not available at the Public Safety Office.
6. Permits are issued for a specific vehicle and are non-transferable.
7. Citations will be issued to vehicles without permits properly displayed.
8. Tampering with, removing a permit without permission, resale, transfer, or use of a forged or altered permit will result in loss of parking privileges and a \$100 fine.
9. Permits **will not be issued** until outstanding citations are resolved.

OVERLOOK GARAGE PARKING

1. Parking for the Overlook garage is open only to Overlook residents.
2. A key is needed to access the garage. Keys can be picked-up in the Public Safety Office Monday-Friday, 9am-3:30pm.
3. A \$25 deposit is required, which will be refunded when the key is returned.
4. Any student with an OV permit moving out during the year must contact public safety to ensure they have a proper permit to park elsewhere on campus and to return the garage door key.

STREET PARKING

Street parking near the College is limited. Fieldston is a private residential community within Riverdale where public street parking is prohibited by law; vehicles in violation will be towed at the owner's expense. This includes prohibited street parking nearest the College on W 244th Street between Manhattan College Parkway and Tibbett Avenue and on Tibbett and Waldo Avenues from W 244th Street to W 250th Street.

**UNDERGRADUATE PARKING FEES**

PARKING DESIGNATION/DECAL	HOURS	LOCATIONS	FULL YEAR FEE	SPRING ONLY FEE
Commuters/ "G"	7am-11pm	Broadway Garage (until 2am) 240 th St. Lot Kelly Commons Lot Employee lots okay after 4:30pm-11pm	\$310	\$155
Overnight Parking/ "B"	24 Hours	Broadway Garage	\$1020	\$510
Overlook Garage (OV Residents Only)/ "O"	24 Hours	Overlook Garage	\$1310	\$655

GRADUATE PARKING FEES

PARKING DESIGNATION/DECAL	HOURS	LOCATIONS	FULL YEAR FEE	SPRING ONLY FEE
Day Parking/ "G"	7am-11pm	Broadway Garage (until 2am) 240 th St. Lot Kelly Commons Lot Employee lots okay after 4:30pm-lot close	\$150	\$75
Evening parking/ "EN"	4:30pm-11pm	Broadway Garage; Lower Forecourt; Jasper Lot; Draddy Lot; RLC Lot; 240 th Lot	\$50	\$25
Overnight Parking/ "B"	24 Hours	Broadway Garage	\$1020	\$510

EMPLOYEE FEES

PARKING DESIGNATION/DECAL	HOURS	LOCATIONS	FULL YEAR FEE	SPRING ONLY FEE
Full Time Employee: Administrative; Faculty; Staff/ "E"	7am-11pm	Broadway Garage (until 2am); Lower Forecourt; Jasper Lot; Draddy Lot; RLC Lot; GPAC Lot; Kelly Commons Lot	\$130	\$65
Part-Time Employees/ "E"	7am-11pm	Broadway Garage (until 2am); Lower Forecourt; Jasper Lot; Draddy Lot; RLC Lot; GPAC Lot; Kelly Commons Lot	\$65	\$32.50
Overnight Parking/ "EB"	24 Hours	Broadway Garage	\$1390	\$695

STUDENTS: SUMMER / WINTER SESSION FEES

PARKING DESIGNATION/DECAL	HOURS	LOCATIONS	PER SESSION FEE
Commuter/ "G"	7am-11pm	Broadway Garage (until 2am) 240 th St. Lot Kelly Commons Lot Employee lots okay after 4:30pm-lot close	\$50
Overnight Parking/ "B"	24 Hours	Broadway Garage	\$195
Overlook Garage (OV Res. Only)/ "O"	24 Hours	Overlook Garage	\$265



PARKING PERMIT INSTALLATION AND DISPLAY

ANNUAL PARKING DECALS

1. All permit holders are responsible for properly installing their own parking decal on the vehicle.
2. Decals must be affixed to the driver's side rear stationary window, **on the outside**.
 - a. If you cannot or do not wish to have your decal displayed in the required area you can come into Public Safety and switch your decal for a hangtag that will be clearly displayed in the rearview mirror or dashboard.
 - b. You cannot affix the decal to another location on the vehicle. You will be issued a citation for improper display of permit.
3. For best results first clean and dry window before applying permit.





TEMPORARY PERMITS

If you are requesting a temporary permit for a personal guest or yourself; are an annual permit holder driving a different vehicle; or need to request an overnight while away on college business you can do so at

<https://manhattan.t2hosted.com>.

Permits must be printed and clearly displayed on the dashboard. Please note the host is responsible for any citations their guest may receive.

VISITOR PARKING FOR GUESTS OF THE COLLEGE

Faculty, staff, and administrators who need parking for college guests must submit their request online using the [electronic parking request form](#). **Requests must be submitted one (1) business day in advance**

You will receive an email confirmation of your request along with an electronic permit for the guest. The pass must be printed and placed in their windshield.



HANDICAPPED PARKING

There are spaces available for handicapped parking on campus. These spaces are marked with blue pavement markings and/or signage. The college will honor all official handicapped permits issued by a state Department of Motor Vehicles, County, Town or Village governments. Student or employee handicap drivers are also required to obtain a College permit. If you need assistance, please contact the Public Safety office.

Drivers needing temporary handicapped parking should contact the Public Safety office for assistance. Passes are issued on **a one-time, short-term basis (8 weeks or less), with a valid and dated doctor's note.** Anyone requiring long-term handicap parking must obtain a handicapped placard issued by their city or state.

SNOW STORMS

1. Public Safety will send out an email to the College community when parking is restricted due to inclement weather. In such instances, drivers are responsible for removing their vehicles from parking lots on campus in order to permit plowing.
2. Vehicles not removed may be towed at the owners' expense and issued a parking citation.

MOTORCYCLES / SCOOTERS / SKATEBOARDS

1. For safety reasons, scooters, skateboards, or other motorized/non-motorized transportation devices shall not be operated on campus grounds.
2. Motorcycles and registered motor scooters require a permit which must be affixed to the vehicle. Vehicles must be parked in an authorized parking space.
3. Motorcycles or motor scooters left in an unauthorized area will be issued a citation and may be towed at the owner's expense.

BICYCLES

1. For safety reasons, bicycles or other similar devices shall not be operated on campus grounds.
2. Bicycles on campus do not require a permit.
3. Bicycle racks are available at various locations on campus to secure your bike.
4. Anyone using a bicycle rack should secure their bike at all times with a high quality bicycle lock.
5. All bicycles must be removed from bike racks at the end of every semester.
6. Bikes not collected at the end of the semester may be removed and disposed of by the College.



COMMUNITY PARKING PROGRAM

As a service to our local community, Manhattan College offers a number of permitted parking spaces available at no cost, issued annually via an online application system.

PERMIT APPLICATION

1. Applicants must reside at and have their vehicle registered/ insured to an address in the 10463 or 10471 ZIP code.
2. Permits are valid for one year, from July 1 - June 30.
3. Parking permits are awarded on a first come basis via an online application each May.
4. Permit holders must re-apply each year. Currently or previously holding a permit is not a guarantee of future parking.
5. The online application is closed as soon as spaces are filled.
6. Community members awarded a parking permit must submit a “public parking agreement form”.
7. Community parkers are authorized to park on the 4th or 5th level of the parking garage. Handicap spaces are available on those levels with a valid handicap permit.



ENFORCEMENT

PARKING REGULATIONS

Parking regulations are in effect 24hrs daily, 7 days a week, and are enforced by Public Safety officers. Failure to act in a civil manner when interacting with an officer can result in the loss of parking privileges or other sanctions.

1. Unauthorized parking areas include, but are not limited to: reserved spaces, fire lanes, loading docks, service roads, spaces designated as “no parking”, and lots not designated for your permit.
2. Vehicles parked in violation of regulations are subject to citations and/or towing.

PARKING VIOLATIONS AND FINES

PARKING FINES	
Display Of Forged/Altered Permit	\$100
Handicap Parking Spot	\$85
No Valid Permit	\$60
Blocking Fire Lane	\$50
Unauthorized Area	\$50
Unauthorized Lot	\$50
No Parking- Special Event	\$40
No Parking- Snow Removal	\$40
Parked After Hours	\$40
Blocking Driveway	\$30
Blocking Loading Dock	\$30
Blocking Other Vehicle	\$30
Double Parking	\$30
Parked Wrong Level	\$30
Permit Improperly Displayed	\$30
Taking Two Spaces	\$30

TRAFFIC REGULATIONS

Please drive carefully for everyone's safety. Drivers are reminded -

1. Do not speed or drive in a reckless manner.
2. Always operate vehicles with caution.
3. Do not drive more than 15 miles per hour.
4. Always yield to a pedestrian. **Pedestrians have the right of way at all times.**
5. Obey parking and traffic signs on campus.
6. Do not drive vehicles on or across any lawns or fields on campus.



RESOLVING A PARKING CITATION

1. Parking citations can be paid or appealed online at <https://manhattan.t2hosted.com>. For recently issued citations; please allow 1 business day to post on your account.
2. Only appeals submitted through the online portal will be considered. Any appeal made after 20 days of receipt will not be accepted for review.
3. After 20 days a \$10 late fee will be assessed and citations will no longer be eligible for appeal.
4. A Public Safety hold is placed on the account until payment is received. Public Safety holds may delay class registration, receiving a transcript or diploma, or release of your annual permit.
5. Public Safety holds are removed within 1 business day from payment date.
6. Unpaid fines may result in suspension or loss of parking privileges.
7. Parking permits **will not be issued** until outstanding citations are resolved.

VEHICLE TOW POLICY

Vehicles violating parking regulations, or where warranted by other circumstances may be towed and impounded, subjecting the owner to towing and storage fees, in addition to citation penalties. Vehicles are towed by an independent towing company. A vehicle may be towed for any of the following-

1. The vehicle is on record for 2 or more unpaid violations.
2. The vehicle is parked in a manner affecting the safety of persons or property.
3. Parked in a fire lane, blocking disabled access, blocking in another motorist, etc.
4. Parked in a loading zone and immediate removal of the vehicle is warranted.
5. Vehicle is apparently abandoned, with or without a college permit.
6. Vehicle is left on campus overnight without authorization from Public Safety.
7. Towed vehicle owners should contact the following to recover their vehicle –

J&S Towing, Inc.
935 Bronx River Avenue
Bronx, NY 10473
718-292-1200



Campus Parking Lots

1. BROADWAY GARAGE (Students, employees, visitors)
5935 Broadway
Bronx, NY 10471
(Entrance located on Manhattan College Parkway – use 4568 MCP for GPS directions)
2. DRADDY LOT (Employees; students after 4:30pm)
4485 Manhattan College Parkway
Bronx, NY 10471
3. GPAC LOT (Employees; students after 4:30pm)
305 West 238th Street
Bronx, NY 10463
4. JASPER LOT (Employees; students after 4:30pm)
4513 Manhattan College Parkway
Bronx, NY 10471
5. LOWER FORECOURT (Employees; students after 4:30pm)
4513 Manhattan College Parkway
Bronx, NY 10471
6. RLC LOT (Employees; students after 4:30pm)
3840 Corlear Avenue
Bronx, NY 10463
7. OVERLOOK GARAGE (OV residents only)
435 West 238th Street
Bronx, NY 10463
8. KELLY COMMONS LOT (Students and employees)
Irwin Ave and West 240th Street
Bronx, NY 10463
9. 240TH STREET LOT (Students only)
Broadway Avenue and West 240th Street
Bronx, NY 10471



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