



## Parking and Traffic Rules

This parking guide has been designed to provide you with helpful information regarding the campus Parking and Traffic Rules. The rules are continually in effect and are strictly enforced.

The Department of Public Safety may temporarily alter, adjust, suspend or change any parking or traffic rule contained in this document at its discretion. Before permanent changes are implemented the community is given prior notice.

For the convenience of the reader all major sections, below, have been arranged in alphabetical order

### Admission Office

Visitors to the Admission Office should stop at the Entry Control Station (ECS) and request a parking permit. Visitors will be directed to designate parking. The permit should be placed in plain view on the rear-view mirror and is valid only on the date indicated. This area is reserved from 6am to 6pm Monday-Friday.

### Appeals

Appeals are adjudicated by an Appeals Committee monthly and must be filed within the first five (5) days of the date of issuance. Appeal results can be viewed by following the steps below. The decision of the Appeals Committee is final. To file an appeal, appellants must go online and follow the navigation path below.

1. Log in to the [Online Permit Registration System](#) by providing your last name and your 9-digit student ID number. Be sure to agree to the Terms of Use, then click Log In.
2. Click the View My Citations link in the right-hand corner of the screen.
3. Select the appropriate citation and click the Create Appeal button.
4. Provide the basis for your appeal, then click the Add button, then log out.

Appealed citations that are approved (Not Guilty) or citations on appeal (filed but not yet adjudicated) do not count against a vehicle's record for enforcement.



## **Bryant Leadership Council (BLC)**

BLC parking is not guaranteed. Only vehicles bearing a BLC permits can park in BLC reserve spaces. A university issued decal must be displayed simultaneously with the BLC permit. BLC spaces are reserved Monday – Friday, 6 am – 6 pm. At times when usage is at capacity General Parking spaces must be used. The use of other reserved areas, handicapped spaces, or fire lanes is not permitted.

BLC parking is a privilege reserved for faculty, staff and special guests of the campus. BLC permits cannot be used by students. The permit is not transferrable from person to another.

## **Buses, vans, and limousines**

Rented, chartered or personally owned buses, vans, limousines and other mass transit vehicles must have prior approval before entering campus. Approval can be obtained from a university administrator. When requested, all occupants of these vehicles must present the required identification.

## **Contractors**

Contractors performing work in the Unistructure may park their vehicles in the unpaved lot located at the intersection of John Mowry Road (rear campus perimeter road) and the roadway leading to Lower Maintenance. Other contractors are provided parking on-site.

## **Deviation from policy**

If a member of the community determines that a deviation of the Parking and Traffic Rules is necessary it is their responsibility to make prior or immediate notification after execution, to the Department of Public Safety by calling 232-6001. The location where the deviation is present, and the approximate duration must be communicated at the time of notification. Failure to notify DPS of a deviation subjects the vehicle to enforcement.

## **Disabled parking**

Disabled parking is readily available throughout the Bryant campus. DPS will make reasonable accommodations, and aid, any persons requiring special needs assistance.

All vehicles parking in handicapped spaces must display an appropriate state issued handicapped permit. Failure to display a proper permit could result in a monetary fine and/or tow.



DPS will assist any person with disabilities who is without a state issued handicapped placard. While on campus, DPS will provide a general unreserved parking space, and escort for the person to the area desired.

## DPS parking spaces

The DPS parking spaces are for the exclusive use of the department's vehicles.

## Enforcement

The Department of Public Safety is the exclusive curator of the Parking and Traffic Rules. Its members are the sole parties authorized to take enforcement action. In the absence of voluntary compliance, they can initiate one or a combination of the following enforcement actions: citations, wheel boots, tows, suspension or loss of parking and/or driving privileges. Monetary fines are assigned to each enforcement action and are the sole responsibility of the registered driver or the person having control of the vehicle.

## Entry Control Station (ECS)

Members of the Department of Public Safety preserve the right to deny access to any person or group perceived to pose a threat to the peace and tranquility of the campus or to its order maintenance.

## Freshmen parking

First year resident students are not permitted to bring vehicles to Bryant University's campus for the duration of their first year (fall through spring semester). This policy does not apply to non-traditional first year students or first year commuter students.

The University recognizes that in some instances there are medical needs that require students, who do not otherwise qualify, to have a motor vehicle on campus.

Students who wish to petition for a **special permit** may do so by completing and submitting a **first-year resident student waiver petition form** and any additional supporting documents. The documents must be submitted to the Department of Public Safety (DPS) or may be sent electronically to [dps@bryant.edu](mailto:dps@bryant.edu). Submitting a request for a waiver **does not** guarantee its approval; and should not be construed as a commitment by DPS to approve the waiver.



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Students who can demonstrate a **compelling** need or would suffer **undue hardship** due to the restriction on first year resident cars may petition for a waiver. Waivers are reviewed by a committee made up of staff and students and will be kept to an absolute minimum.

## **WAIVER REQUEST EXCEPTIONS:**

- Off-campus Employment (minimum 20 hours)
- Documented Medical Condition.
- Extenuating Family Circumstances.
- University Obligation or Commitment.

## **DOCUMENTS REQUIRED:**

1. Off-Campus Employment – Waivers will be granted in this category on a very limited basis. Waiver should include a signed, notarized letter on company letterhead from the employer stating days and hours of employment. Letter shall include employer's telephone number. A current payroll stub may also be required. Students must show 20 hours/week of regular, scheduled employment.
2. Documented Medical Condition – requires a letter from a licensed physician indicating a legitimate medical need. This letter should explain in detail the nature of the problem the reason(s) for the student to have ready access to their own transportation, and the timeframe being projected for this need.
3. Extenuating Family Circumstances – requires a legitimate written justification stating the reason for exception and all supporting documentation to positively establish your case.
4. University Obligation or Commitment – requires a letter from a University sponsor.

## **WAIVER REQUEST DEADLINES:**

Fall Semester deadline is August 15th.

Spring Semester deadline is January 17th.

The Special Permit allows parking in a designated location. The decal is available for first year residents who have obtained permission to have a vehicle on campus. It is important to note that no student under consideration for an exception, should bring a vehicle to campus until the approval for a Special Permit has been granted.



## SPECIAL PERMITS:

Approved Special freshmen permits can be picked up at DPS, Monday – Friday 8:00 am – 4:00 pm. These permits are limited and need to be approved by Bryant University. Those students with approved special freshmen permits are only allowed to park in Lot N (See Map). These permits are only good for the academic year, and those returning students that obtained a special freshmen permit need to re-register their vehicles for the following academic year.

## Parking Violations

Violation	Citation Fee
Bryant leadership parking	\$50.00
Driving the wrong way	\$50.00
Driving in hall village	\$50.00
Failure to display	\$25.00
Failure to register	\$25.00
Failure to display warning	\$0.00
Failure to register warning	\$0.00
Failure to stop at ECS	\$50.00
Fire lane	\$50.00
Handicap parking	\$50.00
Illegal parking	\$25.00
Reserve Parking	\$50.00
Reckless Driving	\$50.00



<b>Towed on campus</b>	<b>\$50.00</b>
<b>Unauthorized parking lot (Lots A, B, and E)</b>	<b>\$50.00</b>
<b>Unauthorized parking (Freshmen without special permit, townhouse residents parking in Lots C, D, F, G, H, I, J, or Strip Parking)</b>	<b>\$25.00</b>

## Student Guest Passes

### Accessed via:

- Bryant Mobile App – click on the Guest Pass Icon (you must be logged in to the mobile app to access the Guest Pass system)
- MyBryant Portal – Under the “I Want To” section click the “Request a guest pass” link
- Banner Self-Service – Personal Tab – Guest Passes link

### Guest Pass Process:

1. You will be prompted to enter your guest’s name (or you can select a returning guest’s name from the dropdown menu) email address, date of arrival and departure. Be sure to enter the correct email of your guest.
2. Once you click submit, your guest will get an email with a link to fill out the guest pass details (Date of Birth, picture, vehicle registration info, and emergency contact details)
  - a. Inform your guest that they will be receiving this email and they need to submit the requested information asap.
3. If your guest is under the age of eighteen the request will be sent to Residence Life Office for approval.
  - a. Students expecting guests under the age of eighteen must submit the guest pass request no less than three days before their guest’s scheduled arrival, so the office has adequate time to review the request.
  - b. You will get an email confirmation when your guest pass for guests under the age of eighteen has been approved or denied by Res Life.
4. Your guest will be emailed an Electronic Guest Pass that will have their picture, name, age, email address, emergency contact info, and vehicle registration info and arrival date



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- a. They should keep this email and have it readily available when they check in at the Entry Control Station and their entire stay on campus.
- b. Guest must have a photo ID indicating their date of birth when they check in at the Entry Control Station

Please report any issues with the Guest Pass system to Laptop Central at extension 6550, or at [laptopcentral@bryant.edu](mailto:laptopcentral@bryant.edu)

## **Institutional Vehicles and Golf Carts**

It is understood that institutional vehicles and golf carts are used to perform work for the university. Hence, they are given leeway and allowed to be operated on off road locations in the performance of a job. However, they are subject to follow all other parking rules. When in violation, the department having purview for the vehicle is assessed the fine. Golf carts cannot be used in a reckless manner or exceeding speeds not conducive for the conditions present.

## **Motorcycles**

An area designated specifically for motorcycles is provided in the lot behind the athletic complex, MAC Lot. Motorcycles can also park in any regular parking space. Parking on sidewalks, walkways, grass areas or other areas not designated for parking is prohibited.

## **No Overnight Parking Restriction**

Between the hours of 1 a.m. - 6 a.m. a "No Overnight Parking" restriction is in place in the area designated as "Faculty, Staff, Commuters and Graduate School Parking". The three entrances to this area are well signed. The restriction is in place 7 days a week.

## **Notification of Enforcement**

There is no requirement or obligation inferred or implied to warn before an enforcement action is initiated, or to notify afterwards.



## Obstruction

The removal of any sign, barricade, traffic cone, streamer, etc. intended to section off a single space, spaces or area constitutes obstruction.

## Payment of Fines

Monetary fines are assigned to each enforcement action and are the sole responsibility of the registered driver or the person having control of the vehicle. Violations may have different penalties attached and are indicated on the citation. Payment of fines can be made in person in the Bursar's Office during normal business hours or online by following the navigation path below.

1. Go to the [Student Account Center](#)
2. Enter your Bryant ID and password
3. On the menu bar at the top of the page select "Payments"
4. Below "Current Account Balance" click "Pay" at the far right of the account status line
5. "Select Payment Method". Scroll to select: Electronic Check or Credit Card via PayPath
6. Make payment by following prompts

## Rear Circle

This area is exclusively reserved for university vehicles, delivery vehicles and vendors.

## Registration

A Bryant University parking decal is required on all faculty, staff and student vehicles as well as institutional vehicles. To register a vehicle there are two options: report to the DPS office OR go online following the navigation path below. In both, applicants need a current driver's license, Bryant ID, vehicle registration papers, employee ID number.

1. Go to <http://dps.bryant.edu>
2. To left of page click "Parking"
3. Click "Parking Decals"
4. Follow the steps in "How to Access the DPS Parking System"
5. All decals and permits remain the property of the University and can be recalled.





## Related Services

The Department of Public Safety provides safety escorts, vehicle battery boosts and lockouts. To request these services, call DPS on their business line at 232-6001.

## Reserved

Reserved parking is clearly marked and requires a special permit. Some reserved areas are time sensitive. The times must be respected. All reserved areas are checked regularly, and violators may be fined, towed or both.

## Residence Halls

Unauthorized driving and parking on walkways directly adjacent the residence halls is prohibited.

## Responsibility to Notify

It is the responsibility of each person operating a motor vehicle to inform DPS of unusual circumstances which may preclude compliance to these rules. Failure to notify subjects the vehicle to enforcement action.

## Safety and Security

A park and drive “at your own risk” policy is always in effect. DPS officers patrol parking areas and roadways on a regular basis but the university cannot give unconditional guarantee of security and is not responsible for personal injury, damage or theft of vehicles or belongings. In the event of an emergency, call 232-6911.

## Scofflaws

A vehicle reaches scofflaw status when it has received 3 substantiated citations. The vehicle is subject to a tow on the third violation and every subsequent citation regardless of whether all prior citations have been paid. The status range is consistent with the university’s fiscal year, July 1-June 30, and restarted at the beginning of the fiscal year. Approved appeals do not contribute to scofflaw status nor do citations on appeal. (See Appeals, above.)



## Speed Limits

The speed limit on the main campus road, Jacobs Drive is 30 mph. In all other areas the speed limit is 20 mph. Certain conditions such as inclement weather or pedestrian traffic may require reduced speeds.

## Tow Policy

A tow policy is in place to address serious violations. The following are violations that can cause an immediate tow.

1. Parked in a fire lane
2. Unauthorized parking in a handicapped zone or space
3. When “scofflaw” status has been achieved. (See Scofflaw status above.)
4. When a vehicle is parked obstructing other vehicles
5. When creating a hazardous condition
6. When a vehicle has been determined to be abandoned
7. When parked in space with a sign or ground marking that says “Tow Zone”
8. When necessary to accomplish a task related to a university objective
9. Failure to follow the parking or driving instructions of an officer

Tow fees assessed by the tow company are the responsibility of the registered owner or person having control of the vehicle and are payable directly to the company. However, towed vehicles will not be released by the tow company until campus parking fines are paid.

Departments, groups or individuals requesting tows to achieve a university objective incur the responsibility for payment of services to the tow company.

There is no requirement to warn before a tow is initiated or to notify afterwards. No statement made within these rules should be interpreted as an implied or inferred promise to warn or notify.

## Non-student Visitors

Visitor permits can be requested through DPS. Visitors should stop at the Entry Control Station (ECS) to pick up a parking permit. Directions to designated parking are given at this time. The permit must remain in plain view on the rear-view mirror of the car and is valid only on the date(s) indicated. Visitors are subject to all applicable parking and driving rules.