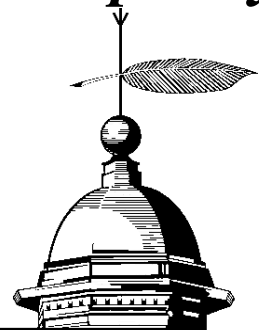


Parking & Ticketing Handbook

Last update: Jul 15, 2026

Parking & Ticketing Manual
*To be housed within **transportation policy***



Hamilton

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MISSION STATEMENT

Hamilton College is a pedestrian campus, but allows members of the community to use motor vehicles as they travel to and from College Hill. To ensure public safety, all members of this community and guests are expected to familiarize themselves with the policies outlined in this guidebook and must comply with them at all times.

Please note that all regulations outlined in this guidebook are enforced year-round.

1. Vehicle Registration

All vehicles parked on campus owned or operated by students, faculty, or staff must be registered with the Transportation Office and **display a valid parking permit sticker on the rear driver-side window.**

College employees and contract service providers may register their vehicles free of charge. Sophomore, junior, and senior students may also register one vehicle and will be charged \$125 per academic year, or \$75 per semester.

First year students may not have vehicles on campus, and violation of this policy can result in loss of parking privileges for their sophomore year.

A vehicle is considered unregistered if it lacks a permit, displays an expired or invalid permit, or fails to display the permit as required. Vehicles parked in designated visitor lots by visitors are exempt from this requirement.

Violators will be subject to a \$75.00 fine per citation.

Temporary and permanent parking permits are available at the Transportation Office. All members of the community are expected to register their vehicles within two business days, according to the processes established by the Transportation Office.

Contact the transportation department for a parking permit

2. Lot Assignments

For lot designations and interactive maps, see campus safety website.

Vehicles owned or operated by any student, faculty, or staff, must park in the correct lot assigned to them. Faculty may never park in student lots, and students may never park in staff lots. If designations change or special circumstances arise, lot changes will be noted in writing, often via email.

The Wellin Museum parking lot is reserved exclusively for visitors to the Wellin Museum, as indicated by posted signage or the campus parking map. Vehicles owned or operated by students, faculty, or staff parked in this lot are in violation under any circumstances.

Parking in the Admissions lot is strictly reserved for visitors to the Admission Office, who must park in marked spaces behind the Admissions lot as directed by signage.

Students who receive special parking permits, who would otherwise be ineligible for registration (1st year students), will be issued "North Lot Only" passes. Students must park in their assigned lot. Students who are found parked in any other lot or space other than north lot will immediately be required to meet with the director of campus safety. Subsequent parking in lots or spaces other than north lot will result in forfeiture of one's pass, & potential ineligibility for future passes - at the discretion of the director.

Violators will be subject to a \$50.00 fine per citation, as enforced by Campus Safety.

3. Fire Lanes

Vehicles parked or stopped in areas designated as fire lanes, as prohibited by posted signage, are in violation as they significantly obstruct access for emergency vehicles. This endangers campus safety by delaying or preventing emergency response.

All vehicles improperly **parked or stopped in or blocking** a fire lane are subject to a fine per citation, as enforced by Campus Safety & are at risk to be towed.

How Do I Know It's A Fire Lane? -

A fire lane is any area where parking is prohibited to keep access clear for emergency vehicles. **If your car is not in a marked parking space within a designated lot, assume it's a fire lane.** This includes areas: Along curbs (*even if not painted*), Near building entrances, In front of dumpsters, loading zones, or service access points, Anywhere without clear space markings on both sides, - ***If it's not an obvious parking space, don't park there. You risk being towed immediately.***

Emergency Vehicles and other official vehicles that bear the "Hamilton College" logo are permitted to park in fire lanes, but must be in radio or phone contact with the Campus Safety dispatcher at all times while parked in the restricted area.

Violators will be subject to a \$75.00 fine per citation, as enforced by Campus Safety.

If you need to park in a fire lane for the purpose of loading or unloading, contact campus safety for arrangements.

4. Handicapped Areas

Vehicles parked or stopped in areas designated for handicap parking without a valid government-issued handicap permit, as prohibited by posted signage or pavement markings, are in violation as they significantly obstruct access for disabled individuals.

This denies safe and equitable parking access, creating safety risks for those with disabilities.

All vehicles improperly **parked or stopped in or blocking** a handicap spot are subject to a fine per citation, as enforced by Campus Safety & are at risk to be towed.

Violators will be subject to a \$50.00 fine per citation, as enforced by Campus Safety.

5. Weekend Parking for Students

Between **5pm on Friday & 11:59 pm Sunday** - Students are permitted to park in:

- Ferguson Faculty/Staff Lot (first two rows)
- Root Faculty/Staff Lot
- Pub Lot (excluding the visitor's area)

***STUDENTS MUST MOVE THEIR VEHICLES BEFORE 12:00 am (MIDNIGHT)
ON SUNDAY***

Student vehicles that remain in these lots after above the stated hours will be subject to receive a fine and may be towed at the owner's expense.

Violators will be subject to a \$50.00 fine per citation, as enforced by Campus Safety.

6. 5 Minute Parking

Vehicles parked in designated 5-minute parking zones, such as Sadove, & the mail center, must not remain for longer than five minutes. These zones are intended for brief stops, such as loading or unloading.

A vehicle is in violation if it exceeds the 5-minute limit or is unattended for any duration beyond this period.

Motorists must adhere to posted signage indicating 5-minute parking restrictions.

Violators will be subject to a \$25.00 fine per citation, as enforced by Campus Safety.

If you need to park for up to 15 minutes outside of a designated spot for the purpose of loading or unloading, contact campus safety for arrangements.

7. No Parking Areas

Vehicles parked, standing or stopped in areas designated for service access are in violation, whether or not service vehicles or campus operations are actively impeded.

Vehicles parked or stopped in areas designated for dumpster access, as prohibited by posted signage, are in violation as they significantly obstruct access for waste management services.

Vehicles parked or stopped in areas designated as driveways, as prohibited by posted signage, are in violation as they significantly obstruct access for all vehicles and campus operations.

Vehicles parked on sidewalks, crosswalks, or pedestrian pathways, are in violation if they significantly obstruct pedestrian access or safety.

Violators will be subject to a \$50.00 fine per citation, as enforced by Campus Safety.

If you need to park for up to 15 minutes outside of a designated spot for the purpose of loading or unloading, contact campus safety for arrangements.

8. Lawn / Driveway / Non-Paved surfaces

Vehicles parked or driven on grassy areas, lawns, or other non-paved surfaces not designated for parking or driving, as indicated by the campus parking map or posted signage, are in violation. This occurs when a vehicle is not impeding a potential firelane, but is outside of a designated parking spot.

Violators will be subject to a \$25.00 fine per citation, as enforced by Campus Safety.

9. Emergency Snow Removal

During periods of inclement weather, Facility Management may need to relocate vehicles from College parking lots so that snow can be removed. *The community will be notified of the snow removal schedule by electronic mail and traditional sign postings.*

Vehicles parked or stopped in areas designated for snow removal, as prohibited by posted signage or announced via campus emails, are in violation as they significantly obstruct snow plowing or clearing operations. This disrupts normal campus operations, delays students and staff, and limits parking availability due to safety hazards.

Violators will be subject to a \$50.00 fine per citation, as enforced by Campus Safety.

10. Prohibited Vehicles

Mopeds, scooters, and other motorized bicycles cannot be stored in College buildings or parking lots. The use of motorcycles is permitted, but compliance with all parking and traffic regulations is expected and riders are required to wear proper helmets according to NYS law.

Lack of adherence to this policy may result in law enforcement contact, and/or reporting the incident to HR or Student Conduct, as appropriate.

11. Campus Speed Limit & Moving Violations

Although Campus Safety officers do not enforce moving violations or traffic laws, the speed limit on campus is recognized to be 15 MPH. Exceeding this speed may result in law enforcement being contacted. Please be aware that the campus is a PEDESTRIAN campus, and therefore has a significant amount of foot traffic, be exceptionally mindful on roadways, ***even outside of crosswalks*** to be aware of pedestrians.

Motorists should be aware that College Hill Road, Campus Road, and Griffin Road are all in the jurisdiction of Oneida County and the Town of Kirkland. All local parking, speed, and driving laws are fully enforced by Law Enforcement.

12. Tickets & Sanctions

Tickets are automatically charged to your account. No separate payment needed. To avoid future tickets, review the campus parking handbook.

After 3 violations:

Students may be referred to Student Conduct. Faculty/staff may be referred to HR.

After five violations:

Students will be referred to Student Conduct. Faculty/staff will be referred to HR.

Parking privileges may be revoked for the following academic year. Vehicle is at risk of being towed.

Tickets can be appealed within 14 days of issuance. You must read through the handbook before submitting an appeal. Appeals submitted after 14 days will not be accepted.

Appeal Online - hamilton.edu/offices/safety/on-line-parking-appeal

Questions? Contact Campus Safety: 315-859-4141

13. Handicap / Medical Transport

If you have a state issued disability placard, you are able to park in any of the handicap spots on campus.

Campus Safety provides non-emergency transportation to and from the Health Center, classes and students' on-campus residences.

Approval for this service is granted through the Health Center.

***To request a recurrent medical escort, please contact the Health Center:
healthcenter@hamilton.edu***

14. Special Circumstances and Appeals

On rare occasions, exceptions are made to College parking policies. All requests for exceptions must be submitted, in writing, to the Hamilton College Parking Appeals Board via the submission link on the Campus Safety Website.

See section 2, Lot assignments:

Students who receive special parking permits, who would otherwise be ineligible for registration (1st year students), will be issued “North Lot Only” passes. Students must park in their assigned lot. Students who are found parked in any other lot or space other than north lot will immediately be required to meet with the director of campus safety. Subsequent parking in lots or spaces other than north lot will result in forfeiture of one's pass, & potential ineligibility for future passes - at the discretion of the director.

All Parking Appeals Board decisions are final.

Parking fines are not billed until all appeal procedures have been exhausted and citations that are successfully appealed do not count towards the excessive ticket totals outlined in Rule 17.

Vehicle owners should be aware of the following before they file an appeal:

- i. Appeals for handicap area citations are not approved.*
- ii. The use of hazard lights (or “flashers”) does not excuse illegal parking.*
- iii. Vehicles that park illegally for an extended time can receive multiple citations.*
- iv. Ignorance of published parking regulations does not excuse violations.*

The Parking Appeals Board consists of one member from each of the upper three classes, one staff member, and one faculty member/administrator appointed annually by the Director of Campus Safety.

Please note that appealing your ticket does not automatically remove the ticket, nor does it prevent future tickets from being issued.

15. EV Charging Stations

Vehicles that are not electric vehicles parked or stopped in areas designated for EV charging, as prohibited by posted signage or pavement markings, are in violation as they significantly obstruct access for electric vehicle charging. This denies charging access to EV users, undermining campus sustainability efforts.

Electric vehicles parked or stopped in areas designated for EV charging for more than 4 hours in a single session, as prohibited by posted signage, are in violation as they significantly obstruct access for other electric vehicle users, regardless of payment status or charge level. This limits equitable charging opportunities for the campus community.

Violators will be subject to a \$50.00 fine per citation, as enforced by Campus Safety.

16. Rental Cars

You must register any rental car on campus with a temporary permit through the Transportation Office. Permits are **free and required** while the vehicle is on campus.

Visit the transportation office in the blue building located next to the Campus Safety office.

17. Summer Parking

Any student vehicles remaining on campus for the summer need to be registered with student transportation.

Lot assignments remain the same over the summer

Cars remaining on campus over the summer without a student can be registered with the transportation office before you leave for arrangements.

18. Two Space Parking

Hamilton College assumes no liability for loss or damage to any vehicles parked on College property, or personal property left within, on, or around such vehicles. The College assumes no liability for vehicles that are towed by local agencies.

***Violators will be subject to a \$25.00 fine per citation, as enforced by
Campus Safety.***

19. Liability

Hamilton College assumes no liability for loss or damage to any vehicles parked on College property, or personal property left within, on, or around such vehicles. The College assumes no liability for vehicles that are towed by local agencies.