



KEAN UNIVERSITY



PARKING RULES & REGULATIONS

TABLE OF CONTENTS

General Rules and Regulations	4
Registration	4
Vehicle Registration	4
Guidelines	5
Responsibility for University Parking Violations	5
Uncovering Vehicles	5
State Registration Laws	5
Designated Parking Locations	5
Electric Vehicle Parking	5
Visitors	5
Vehicles with Unpaid Tickets	6
Restricted Parking	6
Signs & Markings	6
Disabled Vehicles	6
Storage of Vehicles or Trailers	6
Park & Ride	6
Temporary Closure of Parking Areas & Roadways	6
Snow Removal Operations	7
Handicap Parking	7
Rented or Loaner Vehicles	7
Fire Zones	7
Loading Zones	7
Speed Limits	7
Proper Parking	8
Note of Explanation	8
Resident Student Parking	8
Overnight Parking	8
Parking Alert	8
Contractor/Vendor	8
 Enforcement	 9
Enforcement for Vehicles with ePermits	9
Enforcement for Unregistered Vehicles	9
Citations	10
Late Fees	10
Appeals	10
Towing of Vehicle	11
Reporting of Accidents/Thefts	11

Additional Services	12
Multi-vehicle	12
Kean Trolley Service	12
NJ Transit	12
Lots	13
Main Campus	13
Vaughn-Eames	13
Morris Avenue	13
Admissions	13
Visitor's	13
Kean Hall	13
Harwood	13
D'Angola	13
GLAB	13
Cougar Hall	14
Downs Hall/Public Safety	14
Liberty Hall Campus	14
STEM	14
LHAC (Academic Center)	14
Visitor's	14
Faculty Parking	14
Overflow	15
Hynes Hall	15
East Campus	15
East Campus	15
Upper Lot	15
Lower Lot	15
Definitions of Lot Descriptions	15

GENERAL RULES AND REGULATIONS

All Kean University students, faculty, staff, contractors, vendors and visitors are required to obtain a FREE parking ePermit.

ALL employees, faculty, and students **MUST** register their vehicles in ePermit. With ePermits, you register your vehicle(s), and your license plate is your permit. There are no parking decals or hang tags. Parking enforcement is done through License Plate Recognition (LPR) technology. You **MUST** register all vehicles you bring to campus, including rentals, however only ONE vehicle under your ePermit may be on campus at any given time. NOTE: If you share a vehicle with another member of the Kean community, please be sure that you both register the same vehicle under your respective account.

All University employees, faculty, and students shall participate in efforts to reduce traffic congestion on the Main Campus by following the University's parking guidelines. **Parking rules and regulations are in effect 24 hours a day, seven days a week, 365 days a year.** Violators are subject to ticketing and/or towing at the vehicle's owner's expense. The operation of a motor vehicle on Kean University campus is a privilege. All faculty, staff, students, and visitors who have vehicles in their possession or control, for use, operation, or parking on the university campus must register their vehicles in ePermit.

Registration

A valid Kean parking permit is required at all times for all vehicles parked Kean University campuses. Faculty, staff, and students must register every vehicle they intent to bring on campus.

Students, faculty, and staff shall NOT create visitor accounts. Visitor parking accounts are intended solely for individuals not affiliated with Kean University.

Vehicle Registration

The license plate of the vehicle followed by make, model, and year, is required for registration and must be kept up-to-date by operator of the vehicle.

Faculty and staff, whose dependents are students, may allow those dependents to register a commonly operated motor vehicle for a student parking permit in addition to the employee's parking permission. If the faculty or staff member has two motor vehicles registered, and if both motor vehicles are on campus at the same time, the motor vehicle with the student permission must be parked in the designated student parking area and not in either the faculty or staff members reserved space or Faculty/Staff lots. Registering a vehicle for another person's use through false information constitutes fraud. One student cannot register another student's vehicle. In addition, one faculty/staff cannot register another student's or faculty/staff vehicle. The owner of the parking permit is responsible for updating their vehicle information if they get a different vehicle, different license plate number or temporarily drive a different vehicle to

campus. YOUR LICENSE PLATE MUST BE CORRECT. JUST ONE INCORRECT NUMBER OR LETTER WILL RESULT IN CITATIONS AND/OR TOWING.

Guidelines

- All vehicles **MUST** have a registered ePermit
- Yellow lines spaces are reserved for Faculty/Staff parking **ONLY**
- Students may **ONLY** park in white lined spaces

Responsibility for University Parking Violations

The person who has registered the vehicle with Kean University (ePermits) regardless of the driver or owner of the vehicle, assumes responsibility for all outstanding university parking violations issued to a vehicle.

When the vehicle is not registered with Kean University (ePermits), the registered owner of the vehicle as reported from the state motor vehicle agency will become responsible for the vehicle.

Uncovering Vehicles

Security officers have the right to uncover vehicles (i.e., motorcycle covers) to determine whether they are registered with DMV and have a valid parking permit.

State Registration Laws

While parked on university property, all persons must abide by state registration and insurance laws. Permissions are issued for registered vehicles only. Kean University Police Department (KUPD) will tow vehicles without valid registration or insurance.

Designated Parking Locations

Parking on university property is permitted only in parking lots, and in designated areas. Vehicles must be parked correctly within a marked space. Marked spaces are provided in all lots. A vehicle parked on or over a painted marker line or curb is considered in violation. Absence of a marked space indicates NO PARKING.

Electric Vehicle Parking

Only electric vehicles actively charging are permitted to occupy these spaces. Any other vehicles are subject to ticketing and towing at the owner's expense

Visitors

Visitors to campus must register for a visitor's day pass or, if staying on campus overnight, a visitor's 3-day pass. Visitors shall park in designated spaces in the Visitor's Lot (Conant St) or in any white-lined space on campus.

Vehicles With Unpaid Tickets

All vehicles with unpaid tickets may be towed without notice at the owner's expense. Once towed the right to appeal is forfeited. Campus parking privileges may also be suspended. Unpaid tickets will result in denial of the privilege to register a vehicle to park on campus. Additionally, for students, outstanding citations will be assessed through their university account; pursuant to university policy, outstanding balances may hold academic registration, transcripts, and/or diplomas. For faculty and employees outstanding citations will be assessed through payroll deduction.

Restricted Parking

Overnight parking (3:00 am – 6:00 am) is **ONLY** allowed in the Vaughn-Eames Lot beyond the orange curb.

Signs and Markings

Signs and markings are provided in the interest of parking control and life safety and must be obeyed. Removal or damage of such signs or markings is illegal. Perpetrators are subject to arrest and prosecution. In absence of a sign at the entrance to a lot, refer to the Parking Map located on the Kean website to determine parking regulations for that lot. Any area not specifically designated for parking is considered a no parking zone and vehicles will be cited appropriately.

Disabled Vehicles

Disabled vehicles must be immediately reported to Kean University Police Department (KUPD). Disabled vehicles should not obstruct traffic flow or endanger safety. The vehicle must be removed as soon as possible. Authorization may be obtained from KUPD to leave the vehicle for longer periods, but no longer than 24 hours. Disabled vehicles not reported will be towed.

Storage of Vehicles or Trailers

Trailers (storage containers) and vehicles or vehicles involved in motor vehicle accidents causing the vehicle to be inoperable shall not be stored on university property. All will be removed at the vehicle owner's expense.

Park and Ride

University property shall not be used for commuting by public transportation for non-university business (Park and Ride). Violators will be ticketed and / or towed from university property.

Temporary Closure of Parking Areas and Roadways

The temporary closure of a parking area is a right the university reserves for any reason. Persons found parked in areas that have been closed by barricades, signs, or notifications are subject to towing at the owner's expense.

Snow Removal Operations

Snow removal operations are announced via campus media, emails, website, and social media during snow accumulation conditions. Instructions regarding time and alternate locations to which vehicles are to be moved should be followed. Vehicle operators refusing to move their vehicles may be ticketed and towed at the owner's expense. Digging out of vehicles is the responsibility of the vehicle's owner.

Handicap Parking

Individuals may apply for disability parking placards through the New Jersey Motor Vehicle Commission. Individuals will need to supply sufficient documentation of a disability as part of the application process. The required forms can be obtained through New Jersey Motor Vehicle Commission website. If you already have a disability parking placard, you will be required to upload a copy of it when registering your ePermit.

Parking in Handicap spaces requires registration with state motor vehicle agency and the display of proper identification at all times.

Vehicles illegally parked in handicapped spaces will be subject to ticketing and towing at the owner's expense.

Rented/Loaner Vehicles

Parking permit holders that need to bring rented or borrowed vehicles on campus for one day, MUST add the vehicle online to their account. Unreported vehicles are subject to ticketing. If you have a current parking permit you can add your temporary rental or loaner vehicle to your account; when you are done with the temporary vehicle you can deactivate it from your account.

Fire Zones

Parking in fire zones is strictly prohibited. Vehicles left unattended, regardless of the amount of time, will be ticketed and/or towed at the owner's expense and may be subject to municipal police or fire department summons.

Loading Zones

Parking in loading zones is prohibited.

Speed Limits

The posted speed limit on all campus roadways is 10 miles per hour unless otherwise posted.

Proper Parking

Your license plate must be visible at all times. Your license plate is your permit to park on campus. Vehicles without a front plate are prohibited from backing in or pulling through spaces. Your license plate must face the road or lane.

Notes of Explanation

Notes of explanation left on vehicles to excuse illegal parking are not honored.

Resident Student Parking

Freshman students may not park vehicles on campus overnight. Letters of consideration may be forwarded to the Office of Residential Student Services located in Upper Classman Hall (first floor) with supporting documentation from medical personnel or employers.

All vehicles must be registered with the Department of Public Safety - Parking Enforcement. Registration must be processed through KeanWise and financial obligations met before parking permits (for automobiles or motorcycles) can be issued. The information must be first completed online at www.kean.edu/parking.

Students may park in the white-lined spaces only. Students are encouraged to utilize the Shuttle service. Unauthorized vehicles will receive tickets accordingly

Overnight Parking

Overnight parking is permitted ONLY in the area between North Avenue and the **ORANGE** curb/barrier in the Vaugh-Eames parking lot which is marked for 24- hour parking. Overnight parking hours are between 3:00 am – 6:00 am.

Parking Alert

From time-to-time Parking Alerts, which are electronic notifications transmitting important parking updates, lot and road closures, etc. to the community are issued. It is the responsibility of the university community to read and comply with alerts.

Contractor/Vendors

Contractors performing work for the university must register each vehicle that will be visiting campus. Failure to register may result in ticketing or towing at owner's expense.

ENFORCEMENT

Parking regulations are enforced 24 hours, seven days a week.

VIOLATION	FINE/FEE
Tampering with parking equipment	\$500
Failure to register vehicle with ePermit	\$50
Parking in a faculty/staff space	\$50
Parking in a reserved space	\$50
Parking in an unauthorized area	\$50
Overnight parking violation	\$50
Parking outside marked stall lines	\$50
Parking in visitor parking	\$50
Parking on grass/sidewalk	\$50
Expired ePermit	\$50
Failure to remove vehicle for special event, snow removal, or other request by the University	\$50
Booting fee (in addition to any fee or fine already owed)	\$100

Enforcement for Vehicles with ePermits

One eWarning may be issued before an eCitation

All eWarnings and eCitations are emailed to the email address on file within 1 hour of issuance. (every hour on the hour)

Escalation to Compliance, (student/faculty):

1. 1 Warning – Campus Police Warning Ticket
2. 1 Citation – Kean Parking Citation
3. Municipal Ticket

Enforcement for Unregistered Vehicles – No Kean Parking Permission

A paper warning notice titled “Campus Police Warning Ticket” will be placed under the windshield wipers of unidentified vehicles whose information does not exist in the ePermit system. Only one warning will be afforded before a Kean Parking Citation or municipal summons will be issued.

Escalation to Compliance, (no Kean affiliation)

1. 1 Warning – Campus Police Warning Ticket
2. Municipal Ticket

Citations

Citations are issued by Kean University Police to any vehicle not adhering to the University's Parking Rules and Regulations. All citations must be paid within fifteen (15) days of the issue date in order to avoid late fees. Kean University Police and/or local municipal police officers may additionally issue municipal summonses for violations of the state Motor Vehicle Code both on campus and on surrounding streets.

Kean Parking Citations can be paid online by visiting your Campus Parking Account (NuPark). <https://kean.nupark.com/v2/portal/citations#/citation/citationSearch>.

Municipal summonses must be addressed in the responsible court, or paid online at NJMCDIRECT. A municipal summons cannot be appealed to the University Police or paid through Kean University. Failure to address a municipal summons properly could result in a license suspension, revocation of parking privileges and/or issuance of a bench warrant by the responsible municipal court.

NOTE: Persistent violators are subject to having their parking privileges revoked by the Kean University Department of Public Safety/Police. Persistent violators are also subject to municipal summonses and/or having their vehicle being towed/impounded.

Late Fees

Citations which are not appealed or paid in full within fifteen (15) days are subject to an additional \$50 late fee and will result in restriction being placed on your University accounts.

Appeals

If you wish to appeal your Kean Parking citation you must do so within fifteen (15) days of issue date. Only Kean Parking Citations are able to be appealed. All appeals must be filed through your Campus Parking account (NuPark), and the reason for the appeal must be stated. Appeals are not handled in person and all appeal decisions are final. All decisions will be sent by email after the initial appeal is filed through the online system. Appeals will not be processed after fifteen (15) days from the issue date of the violation notice. After fifteen (15) days, the right to appeal is lost and the violator is responsible for all fines associated with the ticket. Towing costs may not be appealed. The appeal process allows the individual to demonstrate the citation is invalid.

NOTE: Appeals are addressed on the merits and are independently judged only on whether or not the offense listed on the violation notice was committed. Other circumstances are not taken into consideration when appeals are considered.

All appeals must be submitted online through Campus Parking Account (NuPark) at <https://kean.nupark.com/v2/portal/citations#/appeal/profile>. A separate appeal is required for each ticket. A factual statement supporting why the citation should be voided is required. The individual appealing the citation is responsible for providing supporting documentation. An

appeal may be resubmitted, but will only be considered if new evidence is provided which may serve to alter or reverse the original decision.

Suggested practices:

- Be polite
- Be honest
- Be concise

Appeals will not be considered for the following reasons:

- Parking illegally for a short period of time
- Ignorance to the regulations
- Inconvenience of assigned parking area
- Unread or misunderstood signs
- Inability to find another space
- Financial hardship

Towing of Vehicles

Vehicles are subject to towing at the vehicle's owners' expense for any violation of university parking or registration rules. Towable offenses include, but are not limited to:

- Parking in marked fire zones
- Parking in handicap spaces
- Outstanding balance of \$500 or more due for unpaid tickets
- Refusal to remove vehicle during snow removal operations
- Refusal to remove vehicle from a closed lot during a scheduled event
- Repeat offenders

Private companies contracting with the university provide towing. Cost of towing and storage is paid directly to the tow company. By law, after the tow mechanism is attached, the tow company is responsible for the vehicle even if it has not yet been removed from university property. Tow companies are expected to treat everyone professionally and courteously. Any damages during tow must be handled directly to the tow company.

Reporting of Accident/Thefts

If you are involved in a motor vehicle accident, break in, or theft on Kean University campus, you should report the incident to the Department of Public Safety/Police as soon as possible.

ADDITIONAL SERVICES

Multi-vehicle

A student who drives more than one (1) vehicle during the semester **MUST** register all vehicles brought to campus, including rentals, however only ONE vehicle under your ePermit may be on campus at any given time. NOTE: If you share a vehicle with another member of the Kean community, please be sure that you both register the same vehicle under your respective account.

Kean Trolley Service

Shuttle buses and trolleys are handicap accessible and operate during the following time periods at designated stops: (note two routes available, Main Campus and East Campus) Monday through Friday from 7 am to 11 pm.

Saturdays from 7:45 am – 3:45 pm

Main Campus Route

- Kean Lot
- Hennings Hall
- Wilkins Theatre
- NAAB

East Campus Route

- Hennings Hall
- Wilkins Theatre
- STEM/Liberty Hall
- East Campus (Upper and lower stops)
- Hynes Hall
- Faculty Housing

NJ Transit

Employees and faculty are encouraged to make us of NJ Transits Raritan Valley Line. Full-time students get a 25% discount on NJ Transit monthly bus, train, or light rail passes. For further information regarding NJ Transit, go to www.kean.edu/njtransit.

LOTS

Main Campus

Vaughn-Eames

- Hours: 06:00 am- 03:00 am
 - Overnight parking (03:00 am -06:00 am) Between orange curb and North Ave.
- Parking Available: Student, Handicapped
- Permit Types: Student

Morris Avenue

- Hours: 06:00 am- 03:00 am
- Parking Available: Student, Faculty, Handicapped, Charging
- Permit Types: Student, Faculty

Admissions

- Hours: 06:00 am- 03:00 am
- Parking Available: Student, Faculty, Handicapped
- Permit Types: Visitors, Student, Faculty

Visitor's

- Hours: 06:00 am- 03:00 am
- Parking Available: General, Handicapped
- Permit Types: Visitors

Kean Hall

- Hours: 06:00 am- 03:00 am
- Parking Available: Student Handicapped
- Permit Types: Student

Harwood

- Hours: 06:00 am- 03:00 am
- Parking Available: Student Handicapped
- Permit Types: Student

D'Angola

- Hours: 06:00 am- 03:00 am
- Parking Available: Faculty, Handicapped
- Permit Types: Faculty

GLAB

- Hours: 06:00 am- 03:00 am
- Parking Available: Student, Handicapped
- Permit Types: Student

Cougar Hall

- Hours: 06:00 am- 03:00 am
- Parking Available: Faculty, Student, Handicapped
- Permit Types: Faculty, Student

Downs Hall / Public Safety

- Hours: 24 hours
- Parking Available: Police
- Permit Types: Police

Service Road

- Hours: 24 hours
- Parking Available: University Employees
- Permit Types: University Employees ONLY

Liberty Hall Campus

STEM

- Hours: 06:00 am- 03:00 am
- Parking Available: Student, Handicapped
- Permit Types: Student

LHAC (Academic Center)

- Hours: 06:00 am- 03:00 am
- Parking Available: Student, Handicapped
- Permit Types: Student

Liberty Hall Visitor's

- Hours: 06:00 am- 03:00 am
- Parking Available: General
- Permit Types: Visitors

Faculty

- Hours: 24 hours
- Parking Available: Faculty, Handicapped

- Permit Types: Faculty

Overflow

- Hours: 06:00 am- 03:00 am
- Parking Available: General
- Permit Types: Visitors

Hynes Hall

- Hours: 06:00 am- 03:00 am
- Parking Available: Student, Handicapped
- Permit Types: Student

East Campus

East Campus

- Hours: 06:00 am- 03:00 am
- Parking Available: Student, Handicapped
- Permit Types: Student

Upper Lot

- Hours: 06:00 am- 03:00 am
- Parking Available: Faculty, Handicapped
- Permit Types: Faculty

Lower Lot

- Hours: 06:00 am- 03:00 am
- Parking Available: Student
- Permit Types: Student

Definitions of Lot Descriptions

General – Legal parking allowed with an appropriate ePermit

Handicapped – State issued permanent or temporary permit MUST be displayed in addition to appropriate parking permit. If the permit holder is not authorized to park in specific lot they cannot use the ADA space in that lot.

- If there are not ADA spaces available the permit holder is NOT authorized to park in a reserved space (i.e. faculty, etc.).
- Permit holder cannot park in areas prohibited by NJ 2C:39-4-138 (i.e. within an intersection, on a crosswalk, in any area appropriately marked “no parking”, within 50 ft. of a stop sign, within 10 ft. of a fire hydrant, bus stop, ext.)