



Bergen Community College  
PUBLIC SAFETY DEPARTMENT

# MOTOR VEHICLE REGULATIONS

Phone 201-447-9200 • Room L-154





# **A Message from the Office of Public Safety**

Welcome to Bergen Community College.

The Public Safety Department is responsible to ensure that our campus is safe, comfortable, protected and, therefore, conducive to learning. A vital component of maintaining campus safety is the appropriate and lawful operation of all motor vehicles on our grounds, which is discussed in this brochure.

Along with the regulations outlined, we ask you to be courteous of your fellow drivers, pedestrians and bicycle riders. Your cooperation is appreciated.

Please contact the Department of Public Safety if you have any questions regarding the contents of this brochure or need assistance regarding campus safety issues. The phone number is (201) 447-9200. We are located in L-154 of the Pitkin Education Building.

**Bergen Community College  
Paramus, New Jersey**

**MOTOR VEHICLE REGULATIONS  
Published by the College Motor Vehicle Committee**

**I. GENERAL INFORMATION**

- A. In order to provide adequate parking and safe traffic conditions, the College has developed a Motor Vehicle Plan and Motor Vehicle Regulations. The objectives of the College Motor Vehicle Plan are to define parking areas, to provide for their most effective and convenient use, to limit all parking to those areas, and to control the smooth flow of traffic.
- B. To accomplish these objectives, all College personnel are automatically subject to this Plan and are required to register their motor vehicle, including motorcycles, with the Public Safety Department and are then assigned a parking permit in the form of a decal sticker. Parking stickers, when issued, are to be affixed visibly on the inside of the left rearmost side window. Specific spaces are not assigned. Restricted areas are indicated by signs.
- C. New employees and students are automatically subject to the Plan at the time of employment or registration. This also applies to summer session, evening students and to anyone on campus. Any employee or student may obtain a parking permit by applying to the Public Safety Department, Room L154, Pitkin Education Center.
- D. Parking on the Bergen Community College campus is at the owner's risk. The College has no responsibility for injury or property damage sustained on its premises.
- E. Parking and driving anywhere on the College campus is a privilege – not a right. The presence of any vehicle on campus is, in effect, an agreement by the motorist to abide by these regulations. All campus drivers acknowledge, by this agreement, that Bergen Community College is in no way liable for personal injury, property damage, or loss of parts or contents of his vehicle.
- F. The Bergen County Sheriff's Department and Paramus Police assist the College Public Safety Department in the enforcement of motor vehicle regulations. Anyone bringing a motor vehicle on to the Bergen Community Campus is subject to the rules and regulations of the College and the laws of the State of New Jersey.

- G. Registration of a motor vehicle is not considered complete until a motor vehicle registration form has been completely filled out and filed with the Public Safety Department, and the decal is permanently affixed to the motor vehicle in accordance with existing regulations.

**ONLY ONE DECAL PERMITTED FOR EACH VEHICLE.**

- H. Motorbikes, motorcycles, motor scooters:
  - 1. The decal for these vehicles must be mounted on the rear fender.
  - 2. These vehicles are subject to the same regulations as four-wheel vehicles, except that they are to be parked in specially designated motorcycle areas. Under no circumstances may two-wheeled vehicles be parked or operated on sidewalks, grass areas or any area not authorized for a four-wheeled motor vehicle.

- I. Special decals will be used for:
  - 1. Convertibles
  - 2. Soft top vehicles
  - 3. Vehicles with no rear side window
  - 4. Tinted glass

These decals are to be placed on the back side of the rear view mirror.

**J. PARKING LOTS**

LOT A	Students/Employee parking as designated
LOT B	Students-visitors-medical, handicap
LOT C	Students and Staff
LOT W	Employees ONLY!
CDC Parking	10 Minute Drop Off

- K. NOTICE: Handicap Parking as designated in lots B, C, Ender Hall, and Gym is restricted to those vehicles conforming to State Motor Vehicle Laws. Public Safety officers may request display of wallet identification from anyone using handicap parking.
- L. Employee Parking in LOT C starts at the entrance and includes all spaces as designated by signs "EMPLOYEE PARKING ONLY" ON PERIMETER SPACES INCLUDING CENTER ISLE SPACES. These are indicated by yellow parking stripes.

## II. GENERAL PARKING REGULATIONS

- A. The entire decal is to be **visibly** placed on the left, rear side window of the vehicle or special decals on back side of rear view mirror.
- B. The persons to whom permit decals are issued will be held responsible for motor vehicle violations no matter who was using the car. When cars are sold, traded, or otherwise disposed, it is important to remove decals.
- C. Special parking permits for medical situations may be applied for through the College Medical Office. Written documentation from a physician is required. **The College reserves the right to check with the physician involved and to void any such permits.**
- D. Parking is permitted in designated areas 7:00 a.m. to 11:00 p.m., Monday through Saturday, on campus. Prohibited hours are 11:00 p.m. to 7:00 a.m. Monday through Saturday and all day Sunday. (Permission to park during prohibited hours must be obtained from the Public Safety Department.)
- E. Visitors must park only in white stalls. Parking arrangements for guests and visitors to the campus are the responsibility of the inviting party or activity sponsor.
- F. Cars must park within designated parking space dividers. Lack of regular parking space in an area is not a valid excuse for parking in drive-ways, restricted areas or any other unmarked locations
- G. If it becomes necessary to leave your vehicle in any manner not permitted by these regulations, an explanatory note must be displayed, visible through the windshield. This should not be construed as a special parking permit. The Public Safety Department must be contacted immediately for instructions.
- H. Motor vehicle regulations are in effect 24-hours-a-day, 52-weeks-a-year.
- I. Students, even if they may be working for the College, are to park only in student areas.
- J. Parking is not permitted on grass areas unless authorization or direction is given by the Public Safety Department.

### III. SAFETY REGULATIONS

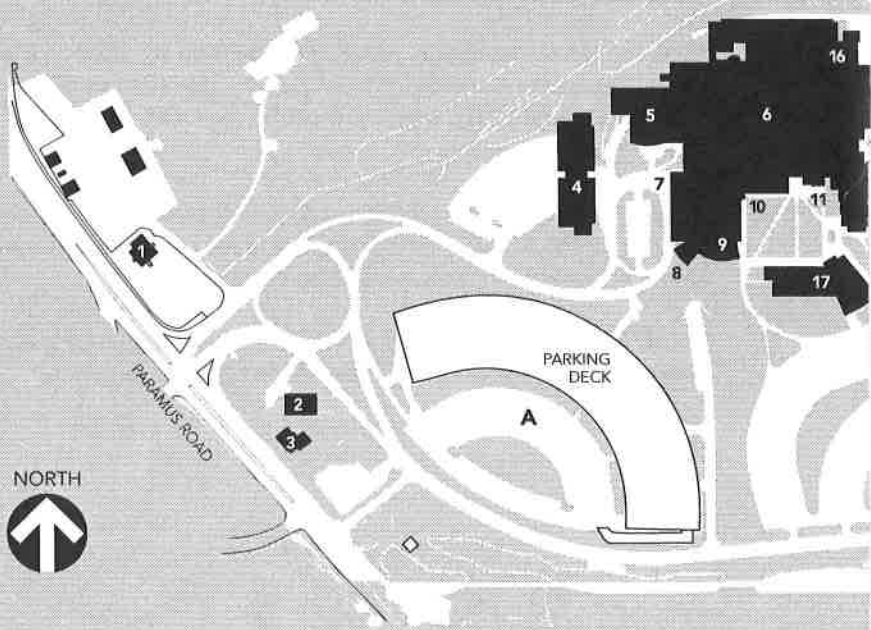
- A. The speed limit on campus roads is 25 M.P.H. unless otherwise posted, and 5 M.P.H. in parking lots.
- B. All persons driving on campus must **obey stop signs** and all other signs regulating traffic safety.
- C. Parking within 15 feet of a fire hydrant or anywhere in a posted fire lane or area is prohibited.
- D. Driving or operating a vehicle in a fire lane is considered improper operation of a vehicle.
- E. All persons driving in parking lots and elsewhere must carefully check that their vehicle is driving in the right direction for all ONE-WAY roads from entrance to exit.

### IV. EMERGENCY PROCEDURES

- A. All motor vehicle accidents on campus must be reported to the Public Safety Department and the Bergen County Sheriff's Department. In case of personal injury, a report must be filed with the College nurse, Health Services Department.
- B. All accidents, larcenies, thefts, vandalism or other incidents should be reported to the Public Safety Department and the Bergen County Sheriff's Department before vehicles are moved.
- C. In EMERGENCIES, traffic and parking may be changed by the Public Safety Department to support the needs of the emergency.



- |   |                       |    |                    |
|---|-----------------------|----|--------------------|
| 1 | Honors Hall           | 6  | Pitkin Education C |
| 2 | Veterinary Technology | 7  | West Entrance      |
| 3 | Scoskie Hall          | 8  | South Entrance     |
| 4 | West Hall             | 9  | Student Center     |
| 5 | Ciccone Theatre       | 10 | East Entrance      |
|   |                       | 11 | South Entrance     |
|   |                       | 12 | East Entrance      |
|   |                       | 13 | Gym                |
|   |                       | 14 | Gym & Pool En      |
|   |                       | 15 | Pool               |
|   |                       | 16 | Health Service     |

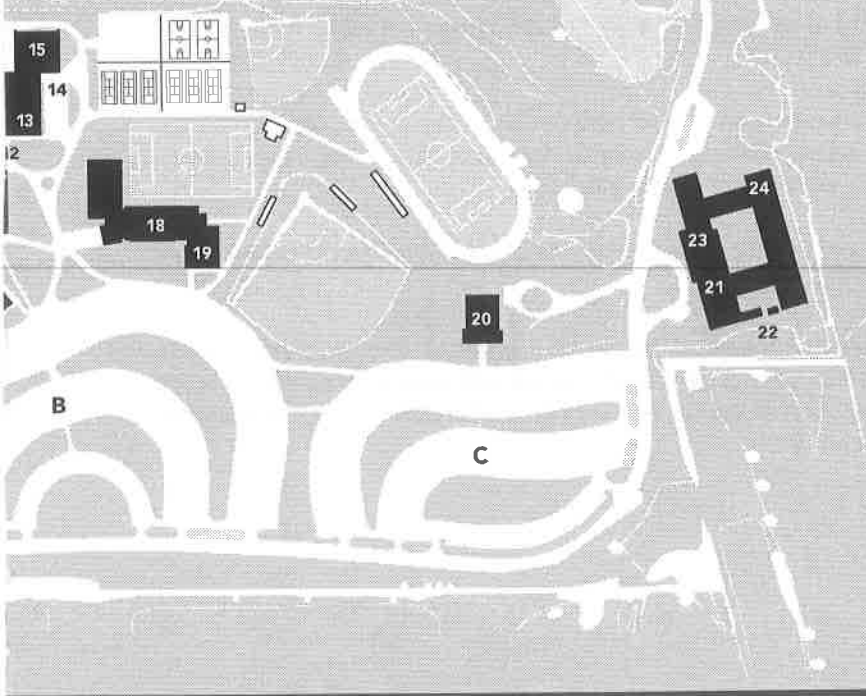




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|--------------------|----|---|
| Center             | 17 | Health Professions Integrated Teaching Center |
| - Student Center   | 18 | Technology Building                           |
| a - Student Center | 19 | Moses Center & Buehler Observatory            |
| r                  | 20 | Buehler Challenger & Science Center           |
| - Student Center   | 21 | Ender Hall                                    |
| e - Public Safety  | 22 | Green House                                   |
|                    | 23 | Lab Theatre                                   |
|                    | 24 | Child Development Center                      |

Entrance

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## V. ENFORCEMENT OF VIOLATIONS

- A. The Public Safety Department enforces the College Motor Vehicle Regulations. A written notice of violation is generally affixed to each car parked in violation of the regulations. In some instances the notice may be mailed directly to the home address of the permit holder or car owner. Questions regarding the issuance of notices of violation should be directed to the Public Safety Department, Room L154.
- B. Fines are imposed for each campus motor vehicle violation. Refer to Section VII for a schedule of the fines. These fines must be paid in person or by mail at the Bursar's Office, Administration Building **within 15 days** of the issuance. Checks or money orders should be made payable to Bergen Community College.  
Mail to: Bergen Community College  
400 Paramus Road  
Paramus, New Jersey 07652  
Please enclose notice of violation when paying by mail.
- C. Failure to pay within the first 15 day period will result in an additional fine of \$10.00.
- D. The College reserves the right to revoke the motor vehicle privilege of anyone who habitually violates the motor vehicle regulations through action of the appropriate officer.
- E. If a person's motor vehicle privilege is revoked, all outstanding fines must still be paid.
- F. If fines are unpaid at the end of a semester, grades, transcripts and diplomas will not be issued. Anyone with unpaid fines will be denied registration at the College until all matters pertaining to fines have been resolved.

## VI. APPEALS

- A. All appeals must be made in writing.
- B. The Public Safety Department does not have the authority to hear or decide appeals.
- C. Student, faculty and staff members who receive notices of violation which they feel are not justified, may direct their appeals to the College Motor Vehicle Appeals Board which has the power to sustain or dismiss the summons. This appeal is filed through the Public Safety Department.  
The appeal must be filed within 15 days of the date of issuance of the summons. The board consists of two students, two faculty members and one support staff member.
- D. **Violations must be paid before appeals are accepted.** If the appeal is granted, a refund will be issued.
- E. Decision of the appeal board will be forwarded by mail.

## VII. PENALTIES

- A. The following violations will result in the appropriate officer being notified for possible further disciplinary action:
  - 1. Speeding
  - 2. Disregard of stop signs
  - 3. Careless or reckless driving
  - 4. Fourth violation
  - 5. Second moving violation
  - 6. Disrespectful attitude toward any Public Safety officer
  - 7. Unpaid violations
- B. The following automatically subjects the violator to disciplinary action by the appropriate College office:  
  
Reproducing, defacing, altering or unauthorized transfer of a permit; or falsification of any information given in vehicle registration procedures.
- C. All motor vehicle situations not covered in these regulations will be referred to the appropriate officer for possible disciplinary action.

## **MOTOR VEHICLE FINES**

Lack of Parking Decal .....	\$12.00
Parking in Student Area .....	\$12.00
Parking in Staff Area .....	\$12.00
Parking in No Parking Area .....	\$12.00
Improper Parking .....	\$12.00
Unauthorized Overnight Parking (12:00 a.m.- 6:00 a.m.) ..	\$12.00
Improper Display of Decal .....	\$12.00
Unauthorized Parking in Medical Area .....	\$12.00
Parking in Fire Zone .....	\$30.00
Disregarding Public Safety Officer Signal .....	\$30.00
Unauthorized Parking in Handicapped Area .....	\$30.00
Improper Operation of Vehicle .....	\$15.00
Traveling in Wrong Direction .....	\$30.00
Failure to Stop at "Stop" Signs .....	\$30.00
Careless Speeding or Reckless Driving .....	\$30.00
Other .....	\$30.00

## **Driving Safety Tips**

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**Plan Ahead**

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**Drive Defensively**

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**Obey Traffic Laws**

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**Adjust to Conditions**

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**Keep Your Distance - Don't Tailgate**

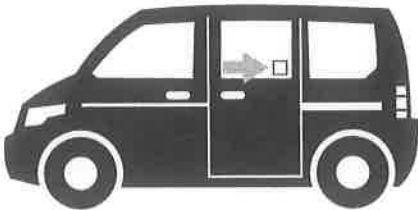
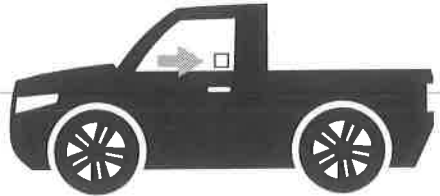
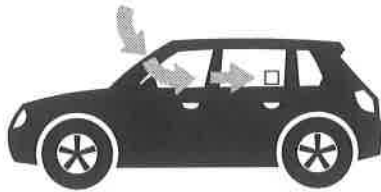
**We Care!**

**Buckle up for safety - It's the Law**

***Driving Safely is no Accident and Saves Lives.***

## IMPORTANT INSTRUCTIONS

Install the DECAL on the left side window,  
behind the driver's seat.



**IMPORTANT INSTRUCTIONS**  
**Tinted window DECAL will be affixed to**  
**rear view mirror.**







400 Paramus Road, Paramus, New Jersey 07652  
201-447-7200 • [www.bergen.edu](http://www.bergen.edu)