



Safety & Security Department **Campus Wide Parking Policies and Regulations**

I. PARKING POLICY

The purpose of the Parking Policy is to provide the Hudson County Community College community with guidance on established parking areas, permits and regulations, and to ensure the proper and effective use and control of the available parking spaces. They are based on municipal ordinance, State motor vehicle regulations, and are designed to benefit the College community. The College reserves the right to change/modify this policy in order to accommodate changing parking needs.

II. GENERAL INFORMATION

Because HCCC is an urban College, limited parking is available at its facilities. The Safety and Security Department will patrol all College property for the purpose of enforcing traffic and parking policies. The College does not assume liability or responsibility for damage or theft of any vehicle or its contents while parked on College owned or leased properties.

Parking is a privilege given to employees and is based on a first come, first served basis with spaces reserved for College administration.

In Jersey City, parking is provided for all faculty/adjuncts and full-time employees at the 162 Sip Avenue, and 119 Newkirk Street lots. Also, 20 spaces have been allocated for the use of College employees (College hangtag required) at the Welcome Parking located at 20 Enos Place.

Additional free parking for all employees (sticker can be obtained at the main Security desk of each building; valid HCCC ID must be presented) is available at Impark (Square Ramp) Parking lot located at 801 Pavonia Avenue (behind Loews Theatre).

In the interest of providing maximum service to the College community, discounted parking is available in many privately owned area lots at Journal Square. For a detailed list and more information on discounted rates, please visit the [Security Department page on the MyHudson portal](#) or the front information desk inside each College building.

For the North Hudson Campus (Union City), additional parking is provided to HCCC Hangtag permit holders giving the bearer rights to park in the West New York Municipal Lot located between Kennedy Blvd. & Bergenline Ave. and between 51st St. and 52nd St. Monday thru Saturday 7am – 10pm. All users parking in this lot must obey all posted rules and regulations of the West New York Parking Authority.

III. REGISTRATION OF VEHICLES

All motor vehicles parking on campus must be registered with the Security Department. Applicants must provide:

- ✓ Valid driver's license
- ✓ Valid vehicle registration card
- ✓ Valid insurance card
- ✓ HCCC photo ID.

Multiple vehicles may be registered, but only one permit (hang tag) will be issued. Only the person who is registered for the permit may use it. Any illegal use of parking hangtags will result in loss of parking privileges. If your permit (hang tag) is lost or stolen, a minimum \$10.00 replacement fee will be assessed. If the permit is lost or stolen, the permit holder must file a Security report before obtaining a replacement permit. Alleged false reporting will be investigated as a criminal matter. The Safety & Security Department reserves the right to deny parking hangtag privileges when necessary.

IV. PARKING REGULATIONS

- 1) All vehicles must properly display a valid HCCC parking permit.
Notification of New hangtags will be sent indicating time, date and location for replacement.
- 2) All drivers and vehicles must be in compliance with State driver's license, registration and insurance regulations.
- 3) Motor vehicle accidents occurring on campus should be reported to the Security office immediately. The Security Department will provide information and assistance to the motorists involved.
- 4) Parking only in marked spaces is permitted.
- 5) Parking in driveways, sidewalks, or fire zones is not permitted. Vehicles found blocking or parked against the flow of traffic will be towed at owner's expense.
- 6) The lack of a readily available designated parking space is not an excuse for a violation of any parking regulation.
- 7) Any vehicle found to be in violation will be issued a parking warning. Parking privileges will be taken away from repeated violators.
- 8) The speed limit on campus property is five (5) miles per hour.
- 9) All vehicular traffic will yield to pedestrians; they have the right of way.

V. INCLEMENT WEATHER

During inclement weather, especially after heavy snowfall, parking conditions become hazardous and snow banks often reduce parking space. When these conditions exist, motorists are advised not to park in a manner that will impede traffic flow and increase accident hazards. Overnight parking (11pm – 6am) is prohibited in all lots.

VI. HANDICAPPED PARKING

- Handicapped parking has been designated throughout the campus. These areas are marked with handicapped signs. These spaces are typically located in the lots and rows closest to the building. Drivers using parking designated for disabled persons must display a valid state-issued placard, license plate, or other form of identification recognized by the state or national authority. Permits must be displayed in your vehicle facing outward at all times when you are parked on campus.

To Confirm Eligibility, Employees are required to:

- Submit a copy of their current MVC (Motor Vehicle Commission) Disability ID Placard and/or card authorizing use of Handicap Parking to Human Resources & Security Dept.
- Provide to the Human Resources & Security Depts. physician approval of disability for the purpose of keeping updated information.
- The unauthorized use of these spaces will result in a fine. The vehicle may also be towed at owner's expense.

VII. RESERVED SPACES:

All reserved parking spaces are marked with signs and are reserved 24 hours a day. The unauthorized use of these spaces will result in a fine and or towing at owner's expense. The purpose of the reserved parking is to provide approved employees with a designated parking space reserved for their use during College business hours. Given the limitation of spaces, we reserve the right to identify and distribute reserved parking spaces in the most fair and manageable manner. The Safety & Security Department shall maintain a complete file of all records in connection with reserved spaces.

VIII. VIOLATIONS:

The College reserves the right to take parking privileges away, immobilize (boot) or to remove and impound abandoned vehicles or any vehicles found on campus:

- That have three or more parking violations or repeatedly violate parking regulations;
- With an unauthorized, altered or revoked permit;

- Without a license plate;
- With an expired license plate/vehicle registration;
- Parked in driveways, fire lanes or entrance , reserved or service vehicle spaces and reserved lots;
- Blocking a loading area/dock or trash dumpster;
- Parked in such a way as to constitute a hazard to vehicular or pedestrian traffic, emergency exits or to the movement and operation of emergency equipment. In addition, vehicles may be subject to summons by the police department.

The owner will be responsible for costs involved in removing, impounding and storing such a vehicle, including any expenses charged by the towing company as a “show-up” fee or service fee.

IX. OTHER SERVICES:

- **Jump Starts** – The Security Department can use jump packs to assist you when your vehicle needs to be jump-started.
- **Lockout Service** – The Security Department will provide necessary assistance at owner’s expense in cases of vehicle lockouts by facilitating contact with a locksmith if necessary.
- **Security Escort** – For personal safety, you may request an escort to or from your vehicle or other campus location by calling (201) 360-4080 or extension 4080 on a campus telephone.

Remember to always lock your vehicle and keep valuables out of sight.

- **Be aware of your surroundings.**
- **Safety is a team effort!**