

II. CAMPUS REGISTRATION

All vehicles, which are to be parked on campus, are required to be registered within 5 days of being brought onto campus.

Parking Stickers may be obtained at the following locations on campus:

Students : Campus Safety Office
Faculty & Staff: Human Resources Office or
Campus Safety Office

Please place the registration sticker on the inside of the driver's side rear side window, not the back windshield. If you have tinted windows please place on the clearest window on the driver's side, so that the sticker is visible. **All student stickers from previous years are to be removed.** Failure to display a current Milton Academy sticker while on campus will result in a citation.

Changes in the license plate number of a registered vehicle must be reported in writing to the Campus Safety Department immediately. Should you buy, replace or change cars, a new sticker must be issued. Please contact Campus Safety for a new sticker.

Town of Milton by-laws requires that all vehicles be registered with the Massachusetts Registry of Motor Vehicles. Vehicles improperly registered or without license plates are not allowed on campus. The Campus Safety Department has the responsibility to notify Milton authorities about unregistered cars on campus.

III. HANDICAPPED/MEDICAL DECALS

Individuals with temporary physical disabilities, which require use of a handicapped parking space, may obtain special medical permits if they have a statement from their attending physician indicating the nature and length of disability. Temporary medical permits are issued at the

discretion of the Director of Campus Safety. Medical permits are valid for a twenty-day period and are renewable for a maximum of sixty days.

The Academy has provided handicapped spaces throughout the campus.

Milton Academy considers unauthorized parking in handicapped areas a serious violation. Please honor handicapped parking areas. Violator may be towed at the owner's expense.

IV. FIRE LANES

Any vehicles parked in fire lanes are a threat to the campus community. Vehicles parked in fire lanes are serious violations affecting the campus' life safety and will not be tolerated. **Cars parked in fire lanes are subject to immediate towing at the owner's expense.**

V. STUDENT PARKING

Monday – Friday 7:00 AM – 4:00 PM

Student Parking is allowed in the following locations:

Class I - A.C.C. Parking Lot
All other Students- Randolph Ave lot by pool.

Vehicles must display proper parking sticker.

During the academic day, day students cars may not be used without the permission from Dean of Student's Office or Class Deans.

All other parking areas are off limits during the school day.

Students may park in any parking lot after 4 PM Monday – Friday and on weekends. **Traffic cones are not to be moved at anytime of day to make room for a space.**

VI. FACULTY & STAFF PARKING

Faculty and Staff may park in the following lots:

Randolph Ave Lot	Gun Hill Lot
Junior Building Lot	Chapel Road Lot
Facilities Area Lots	ACC Lot

- **Ware Hall Loop – NO PARKING PRIOR TO 8:30 AM**
- **No Parking on Centre St from PAC to Randolph Ave – Milton Police will ticket.**
- **Vehicles parked in Boarding Staff parking spaces may be towed at owner's expense.**
- Do not move cones to make space to park.

VII. VISITOR PARKING

If you are having visitors on campus, please obtain a visitor's pass for the motor vehicle. Visitor passes may be obtained from Campus Safety 24 hours a day. The visitor pass allows your visitor to park in all employee parking lots. Do not move cones to make space to park.

VIII. PICK-UP & DELIVERIES

We realize that at various times, members of the community need to park near their office to load or unload heavy equipment for a few minutes. The vehicle must not block either fire lane or emergency access to a building. You should call Campus Safety at Ext. 2911 prior to parking and supply them with the location and type of motor vehicle. You are requested to display your four way flashers and not park longer than 15 minutes. Vehicle parked longer than 15 minutes may be subject to ticketing and towing.

IX. SNOW REMOVAL

Snow removal is difficult under the best conditions, but more so when parked cars are in the way. Therefore, cars hindering snow removal operations will be towed if necessary. A reasonable attempt to contact

the owner(s) will be made by Campus Safety before towing.

X. DAMAGE OR THEFT

The Academy does not carry damage or theft insurance for any property not owned by Milton Academy. Milton Academy is not responsible for damage or theft of motor vehicles while on Milton Academy property. Vehicles and property cannot be guaranteed protection of any kind. Owners should take precautions such as always securing valuables, lock vehicles, activating anti-theft devices and adequate insurance.

XI. TOWING

Any motor vehicle parked in violation is subject to immediate towing if deemed necessary by the Campus Safety Department.

Violations include:

- Vehicles obstructing fire lanes or other emergency access.
- Vehicles parked in handicapped parking spaces
- Parked in Boarding Staff Reserved Parking

XII. LIST OF PENALTIES

The following is a list of \$10 violations

1. Parking in a restricted or unauthorized area
2. Obstructing the entrance to a building
3. Unauthorized overnight or weekend parking
4. Blocking a ramp, loading zone or dumpster
5. Violation of snow removal instructions
6. Blocking other vehicles
7. Taking up more than one legal space
8. Violation of parking permit restrictions

The following is a list of \$20 violations:

1. Speeding.
2. Use of a fraudulent or altered Milton Academy parking permit.
3. Tampering with a citation.

The following is a list of \$50 violations

1. **Parking in a handicapped space plus towing costs**
2. **Parking in fire lanes plus towing costs**
3. **Failure to stop for a Campus Safety Officer**
4. **Driving the wrong way on a one-way street or against the traffic pattern.**

Fire Lanes are marked by yellow paint.

XIII. ENFORCEMENT

Employee Violations:

Vehicles illegally parked will be subject to the above fines. These fines will be charged against IA accounts.

Student violations:

1st Violation – **Warning**

2nd Violation – **Parental notification**

3rd Violation – **Loss of parking privileges.**

Students are required to follow all the other rules and regulations set forth in the Milton Academy Handbook. Failure to park in the proper lot during the school day may result in ticketing and/or towing of their vehicle, at their expense. Excessive tickets will result in the loss of parking privilege on campus.

XIV. APPEALS

Visitor appeals are to be made to the Director of Campus Safety in writing within 72 hours of the traffic or parking violation.

Student appeals are to be made to Asst. Dean of Students in writing within 72 hours of the traffic or parking violation.

MILTON ACADEMY



Traffic and Parking Regulations

Introduction

This Parking Rules and Regulations pamphlet is to acquaint you with Milton Academy's Traffic and Parking Regulations. If you have any questions related to Traffic and Parking regulations, please call Campus Safety at Ext. 2911.

I. OBJECTIVES

The principal objectives of traffic regulations are to:

- Ensure that access for an emergency vehicle is maintained at all times.
- Ensure safety for pedestrian and vehicular traffic.
- Provide a walking campus and thereby minimize congestion, noise and safety problems
- Ensure student, faculty, staff and visitor have an appropriate place to park their vehicles.