

# **Rutgers Department of Transportation Services (DOTs)**

## **Parking Rules & Regulations**

**This document provides important information  
pertaining to the rules and regulations governing the  
use of Rutgers provided parking permits.**

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## I. GENERAL INFORMATION

### Department of Transportation Services (DOTs)

#### New Brunswick Office:

Address: 55 Paul Robeson Blvd, 1<sup>st</sup> Floor – College Avenue Campus  
New Brunswick, NJ 08901 – 1182

#### Newark Office:

Address: 249 University Avenue  
Blumenthal Hall Suite 105  
Newark, NJ 07102

#### Camden Office:

Address: 409 N 4<sup>th</sup> Street  
Camden, NJ 08102

Website: <https://ipo.rutgers.edu/dots>

Questions: Email: [dotshelp.rutgers.edu](mailto:dotshelp.rutgers.edu)

### **Parking Overview**

The university maintains various parking facilities to meet the needs of faculty, staff, students, and visitors. These include parking lots and decks, metered parking spaces, valet parking, access-controlled lots and restricted lots.

### **Areas of Jurisdiction**

The information contained within applies to all university properties, parking lots, parking decks and roadways. The city streets and city meters are not Rutgers property. City restrictions and regulations apply in these locations.

## **II. GENERAL RULES AND REGULATIONS**

Parking on Rutgers University property is by permission only, at all times. 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 owner's expense, forfeiture of all fees paid, revocation of parking privileges, and/or judicial action.

The operation of a motor vehicle on any Rutgers University campus is a privilege granted by the university and is not an inherent right of any faculty, staff, student or visitor. All faculty, staff, student and visitors who have vehicles in their possession or control, for use, operation, or parking on the university campus, must apply for parking permission.

These rules and regulations are subject to change at the discretion of the Department of Transportation (DOTs). Notice of changes will be published to the DOTs website at <https://ipo.rutgers.edu/dots>.

### **Registration**

Registration and purchase of a valid Rutgers parking permission is required at all times for all vehicles parked within the jurisdictional areas of Rutgers University. Faculty, staff, and students must register any vehicle they intend to bring on campus.

Students, faculty and staff shall NOT create visitor accounts. Visitor parking accounts are intended solely for individuals not affiliated with Rutgers University. By registering a vehicle for permission to park, vehicle operators consent to Rutgers University use of automated license plate recognition technology.

## **Vehicle Registration**

Vehicle registration with DOTs is a personal obligation. Vehicles are to be registered for an individual's personal use only. 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 permission 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. There is no refund for a permission obtained fraudulently.

The owner of the parking permission 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.**

## **License Plate Recognition (LPR)**

DOTs utilizes LPR hardware and software for parking and access control. LPR data is collected by fixed cameras at Rutgers University parking garages, streets and parking lots. This includes the academic campuses of New Brunswick, Newark, Camden, and RBHS. Additionally, DOTs utilizes a number of mobile vehicle-mounted systems which are driven by trained personnel in parking locations throughout the university.

## **Data Collected**

The LPR system captures two photos of observed vehicles: (1) a context photo of the vehicle and its immediate surroundings and (2) a photo of the license plate. Typically, these photos are taken from the rear of the vehicle, although there are occasions where a photo is taken from the front. The photos are not of a resolution that allows identification of the vehicle occupants. Along with the photographic data, the system also records the global positioning system coordinates and date/time information of the observation. Further software processing of the

license plate image generates an alphanumeric version of the license plate number which is also stored with the record. The intended use of data collected by the LPR system is for parking access control, parking enforcement and law enforcement investigations. LPR data is used to determine a vehicle's access permissions in a given parking area and support the issuance of a parking citation if needed. The data is also used by the Rutgers University Police Department (RUPD) in conducting ongoing criminal investigations and complaints. Any use of the data for purposes outside of these stated purposes must be detailed and approved in writing through administrative channels by the Executive Vice President for IP&O and the President of Rutgers University.

### **Data Retention**

Data collected by the LPR system not resulting in parking enforcement action or not part of an ongoing law enforcement investigation is retained for 90 days. Data resulting in parking enforcement action is retained with the citation records according to established university data retention policies. Data associated with an ongoing law enforcement investigation is retained until the investigation is completed or as directed by investigators or courts.

### **Access to Records**

Access to records created and maintained by the LPR system is restricted to trained RU DOTs personnel performing their duties and a limited number of law enforcement personnel at Rutgers University. All personnel with access to the system use unique identifiers and passwords to access records and all login, record additions, and other activity is logged. Access to the system by others is prohibited.

### **Determining What Data We Have About You**

Students, faculty and staff with Rutgers University identifications may view information we have about their vehicles at any time at the online portal found at [rudots.rutgers.edu](http://rudots.rutgers.edu).

### **Public Notification**

DOTs will notify the public of its LPR data collection activities and policies via:

- Posting of a privacy policy on the DOTs website
- Publishing of this LPR privacy policy in the DOTs Rules and Regulations
- Posted information at each of the fixed LPR locations

### **Parking on University Property**

Parking on university property is permitted for university business only. The purchase of a parking permission provides the privilege of parking on campus.

Availability of parking stalls is not guaranteed with a parking permission. Non-availability of space in specific stalls or lots does not excuse illegal or improper parking. Legal alternatives should be sought in other lots. Other illegally parked vehicles do not excuse illegal parking and do not indicate that parking rules are not in effect.

All vehicles must be parked so that the license plate is visible from the driving aisle. No covers that would inhibit the reflectivity of the plate may be placed over the license plate. The alphanumeric characters of the license plate must be visible and unobstructed by other accessories.

### **Marked Stalls**

Parking on Rutgers property is allowed only in marked stalls (between two painted lines) with a valid Rutgers provided parking permission. Marked stalls are provided in all lots.

A vehicle parked on or over a painted marker line or curb is considered in violation. All vehicles must be parked entirely within a marked stall. Absence of stall marking indicates "no parking".

### **Responsibility for University Parking Violations**

The person who has registered the vehicle with Rutgers University, regardless of the driver or owner of the vehicle, assumes responsibility for all outstanding university parking violations issued to a vehicle. Violations on a vehicle not registered with DOTs will be investigated through state motor vehicle agencies.

Any vehicle that is found to be registered to a relative of a current or previous permit holder will become the responsibility of that permit holder, unless the registered owner takes responsibility for the parking violations by making payment in full.

When no current or previous permission holder is found, the registered owner of the vehicle as reported from the state motor vehicle agencies 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 DOTs and have a valid parking permission.



### **State Registration Laws**

While parked on university property, all persons must abide by state registration laws. Permissions are issued for registered vehicles only. Rutgers University Police Department (RUPD) will tow vehicles without valid state license plates or inspection stickers.

### **Vehicles with Unpaid Tickets**

Vehicles with unpaid tickets totaling over \$500 are subject to towing without notice at the vehicle owner's expense. Parking privileges may also be revoked. Unpaid parking tickets will result in denial of the right to register a vehicle to park on campus; for students, a hold may be placed on records including transcripts, diplomas and/ or academic registration. Unpaid tickets will eventually be sent to a collection agency to ensure payment.

### **Restricted Parking**

No parking is permitted in some areas from 2:00 am to 6:00 am. Please check the DOTs website for complete regulations and for areas that allow 24 hour parking.

### **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 DOTs 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.

### **Restrictions in Gated Lots**

Restrictions in gated lots are in effect at the times indicated on our website, even when gate arms are in the "up" position.

### **Change in Status**

Change in status (i.e., from resident to commuter or from student to staff or faculty) must be reported to the DOTs office immediately. A review will be made to determine the need for change of parking assignment. If a change in parking assignment requires additional fees, those fees are the responsibility of the customer to resolve and pay prior to issuance of a new permit.

### **Disabled Vehicles**

Disabled vehicles must be reported to the university police. Disabled vehicles should not obstruct traffic flow or endanger safety. The vehicle must be removed

as soon as possible, and no longer than 24 hours after the vehicle became disabled. Authorization may be obtained from RUPD to leave the vehicle for longer periods, but that permission must be renewed every 24 hours. Disabled vehicles not reported or not re-reported will be towed.

### **Storage of Vehicles or Trailers**

Registered or unregistered trailers (storage containers), 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 from university property 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.

### **Parking Permission**

Parking permissions remains the property of Rutgers. No person shall register, sell or otherwise allow another person to use their parking permission, except as specifically authorized by these regulations. Misuse of a permission may result in confiscation of the permission without refund and a restriction on issuing a permission for at least one year. Persons found in violation of this section will be subject to the appropriate fine, and/or towing of their vehicle.

### **Metered Stalls**

Metered stalls are provided for the convenience of visitors to the university. Meters are in effect 24 hours a day

### **Temporary Closure of Parking Areas and Roadways**

The temporary closure of a parking area is a right the university reserves for reasons of a large event, repair or safety. Vehicles 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, signs, on our 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.

### Notes of Explanation

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

### Parking in Handicapped Stalls

Parking in handicapped stalls requires registration with DOTs and the display of proper identification from a state motor vehicle agency and DOTs at all times. A valid parking permission is required to park on campus. Striped aisles adjacent to the parking stall are part of the stall and carry the same penalty for misuse. Vehicles illegally parked in handicapped stalls will be subject to ticketing and towing at the vehicle owner's expense.

### Parking in Loading Zones

Parking in loading zones is prohibited. Loading/unloading approvals must be obtained by DOTs prior to using a loading zone. Once active loading/unloading is performed, the vehicle should leave the loading zone.

## III. ENFORCEMENT

Parking regulations are enforced **24 hours, seven days a week**. Enforcement in problem areas is especially rigorous. Ticket payments are due upon receipt.

VIOLATIONS		
CODE	TICKET TYPE	FINE
R02	Exceeded Time Limit	\$ 20
R13	License Plate Not Displayed	\$ 25
R05	Failure to obey signs/markings	\$ 20
R06	Closed parking lot	\$ 70
R14	No Rutgers permission	\$ 50
R16	Failure to move	\$ 20
R20	Unauthorized campus	\$ 30
R23	Outside of marked stall	\$ 20
R42	Parked in fire zone	\$ 150
R45	Driving/parking in prohibited area	\$ 20
R78	Fraudulent use	\$ 100
R85	Unauthorized lot	\$ 20
R86	Parked in handicapped stall	\$ 250
R87	Fraudulent registration	\$ 100

## **Fine Payments**

Payments for parking fines may be made online at <https://rudots.rutgers.edu/payonline.shtml>. Fines may also be paid by mail with a check or money order made payable to Rutgers, the State University of New Jersey. Mailed payments must be postmarked within 20 days of the date the ticket was issued. A late fee of \$5 is charged if payment is received after 20 days but before 30 days. A late fee of \$10 is charged if payment is made after 30 days from ticket issuance. Please send a copy of the ticket with the payment.

## **Appeals**

Tickets may be appealed within ten days of the date the ticket was issued or received. After ten 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.

All appeals must be submitted online at <http://rudots.rutgers.edu/tickets.shtml>. 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. The hearing officer is empowered to reduce, adjust, remove, or uphold any penalties / fines associated with each ticket. The hearing officer's decision is binding. 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. The hearing officer will decide whether to accept or deny any resubmissions.

Student holds will be released temporarily from appealed citations pending the appeal officer's decision. If a decision is made to deny an appeal, or reduce the original citation, the hold will be reinstated.

## **Suggested Practices**

- Be polite
- Be honest
- Be concise

Appeals will not be considered for the following reasons:

- Parking illegally for a short time
- Ignorance of regulations
- Inconvenience of assigned parking area
- Unread or misunderstood signs
- Financial hardship
- Expired meter

## **Towing of Vehicles**

Vehicles are subject to towing at the vehicle owner's 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 stalls
- Outstanding balance of \$500 or more due for unpaid tickets
- Fraudulent use of a parking permission
- Refusal to remove vehicle during snow removal operations
- Refusal to remove vehicle from a closed lot during a scheduled event
- Violation of rules and regulations as outlined on the DOTs website

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. All claims for damage must be made directly to the tow company.

A vehicle may also have a demobilizing device attached to the front windshield making the vehicle undrivable; this would be applied instead of a tow. The customer would need to pay a fee in order to have the device deactivated so as to remove the device and return it. All instructions will be on the device and could be used 24/7.

## **IV. EMPLOYEE SERVICES**

### **Rutgers Employee Parking Permissions**

Registration is conducted online typically starting in December (permit year begins January 1). All eligible employees on active payroll should register online. Payments may be made by credit card or payroll deduction. Faculty and staff with a record of unpaid tickets will not be issued a new parking permission until tickets are paid. Parking permissions are valid only until the date of expiration, regardless of date of purchase. Coadjutants and teaching assistants will not receive fall registration materials automatically and should apply online once payroll has been updated. Temporary parking may be obtained online via a parking app. The instructions are on the DOTs website: <https://ipo.rutgers.edu/dots>.

### **University Hospital Employee Permits**

Registration is conducted typically starting in December (permit year begins January 1). All eligible employees on active payroll should register their vehicles. All payments for parking are through payroll deduction only. Anyone with a record of unpaid tickets will not be issued a parking permission until tickets are paid. Parking permissions are valid only until the 12/31, regardless of date of purchase.

### **Newly Hired Employees**

Newly hired faculty and staff should contact their departmental benefits representative to obtain temporary parking. Written verification of employment, along with vehicle information must be submitted to DOTs administrative office prior to parking on campus. Newly hired faculty staff will be granted 30 days temporary parking, and must apply for a parking permission once payroll has been updated.

### **Motorcycles, Mopeds and/or any motorized vehicle requiring a State license plate**

Each state licensed vehicle requires a separate permission. Any such vehicle that are used as primary vehicles are charged full parking permission. Any such vehicle that is just an additional vehicle to an existing permit will not have a fee. All of these vehicles must park in valid parking lot and are not permitted to park on sidewalks or in bicycle racks.

### **Parking Cards for Gated Lots and Decks**

Gate cards for assigned gated lots and gate cards for common gated lots have a fee. If a gate card is no longer working a new gate card must be purchased. Parking cards for the three decks at RBHS/UH Newark can be obtained from Deck P2/Bergen at the cashier office. You must be able to document that you have a valid Rutgers provided parking permission to obtain a parking card. This card will give you access to decks P1/Norfolk, P2/Bergen and P3/DOC. At Rutgers University Newark, surface gates lots access is granted through an employee ID card. Should you want access to those surface lots please send a request to [info\\_dots@ipo.rutgers.edu](mailto:info_dots@ipo.rutgers.edu).

To request access to a parking deck in downtown New Brunswick (Paterson, Morris, Wellness, Plum or Easton Avenue Deck (EAD), email [waitlist\\_dots@ipo.rutgers.edu](mailto:waitlist_dots@ipo.rutgers.edu) and include your name, your employee number and the deck you are requesting. Please be advised, access is limited and is given on a first come first served basis. You must have a valid Rutgers parking permission to be granted access. If your permit permission expires and you do not purchase/renew your permission, your card will be deactivated and you will be required to pay a \$25 reactivation fee. Any deposit funds will be forfeited if you do not have a valid permission to park. If you lose or damage your access card for a parking deck there is a \$25 replacement fee.

## **Employee Refund Policies for Rutgers Employees Only**

Requests for refunds must be submitted in writing to the DOTs office and must be accompanied by documented evidence of departure from the university. Refund request forms are available at the DOTs office, as well as at <https://ipo.rutgers.edu/dots>. Refund requests for gate cards will not be accepted. The parking permission will be removed from the employees account once the required documentation has been verified.

## **Non-Affiliate and Service Permits**

Unaffiliated contractors / vendors and third party providers working within a Rutgers building or providing a service at the university, are sold service parking permissions, or if here full time, a Non-Affiliate parking permission. A letter from the employing department and/ or business card is necessary to register the vehicle and receive a parking permission.

## **V. STUDENT SERVICES**

### **Student Parking Permissions**

Mass registration occurs in the summer, students may register online. The permit year begins September 1st of the academic year. Students with a record of unpaid tickets will not be issued a parking permission until tickets are paid. Resident student parking assignments are made to specific lots according to a student's on-campus residence. Commuter students parking zone assignments are made by the student when the parking permission is purchased. Visit the DOTs website for information regarding your specific parking assignment and the specific parking restrictions on the parking permission.

### **Student Refund Policies**

Requests for refunds must be submitted in writing to the DOTs office and must be accompanied by documented evidence of withdrawal or graduation from the university. The parking permission will be removed from the students account once the required documentation has been verified. Refund request forms are available online at <https://ipo.rutgers.edu/dots>

### **Full Refunds**

Requests may be made under the following condition:

- Withdrawal from all classes completed within two weeks of the beginning of the fall semester. A written refund request must be made within those first two weeks.

### **Partial Refund**

Requests may be made under one of the following conditions:

- Withdrawal from all classes completed two weeks after the beginning of the fall semester and until the second week of the spring semester. A written refund request

must be made no later than February 1st of the current year.

- Attending only the fall semester of the academic year. A written refund request must be made no later than February 1st of the current year.
- Refund requests for keycards will not be accepted.

### **Additional Parking**

For students who have a valid parking permission and are requesting additional parking privileges due to extenuating circumstances, additional parking may be purchased. All additional parking requests will be reviewed on an individual basis and issuance is not guaranteed. Request for a medical reason must be submitted with a completed Certification of Medical Need form signed by your physician. All medical requests are subject to review by the university physician. Requests submitted with incomplete forms and lack of supporting documentation will not be reviewed.

### **Visitor Permits**

Students may request a visitor parking permission for visitors staying one to two days. Visitors are defined as persons not affiliated with Rutgers in any way. Either student or visitor must request visitor parking permissions, with the visitor's name, address, and license plate number. Visitors may not necessarily be given the same parking assignment as their student host. There is a charge per day for these visitor-parking permissions. Visitor parking permissions can be purchased online <https://ipo.rutgers.edu/dots>.

### **Temporary Permits**

Students who are eligible, but do not normally have a vehicle on campus, may purchase a temporary parking permission for short periods. All tickets must be paid on the vehicle(s) for which the temporary parking permission is being issued. Students who are abusive with their temporary parking permission may lose their parking privileges. Students may purchase up to three temporary parking permissions equaling five days or less, each per semester

### **Winter/Summer Session Students**

Students whose permits expire August 31 do not need to register for Winter or Summer Session parking. Students who did not register a vehicle prior to Winter or Summer Session may do so during the reading period.



## **VI. ADDITIONAL SERVICES**

### **Rented/Loaner Vehicles**

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

### **Handicapped Parking**

A Rutgers parking permission must be purchased in order to receive handicapped or other parking privileges for medical reasons. Handicapped parking is available on all campuses. Please submit a copy of a handicapped placard and ID card, or TEMP permit issued by a municipality, so that this information can be updated in your account.