Endicott College Parking & Traffic Office

Parking and Traffic Regulations

2026-2027 Academic Year (updated 11/20)

I. PURPOSE

The Department of Public Safety and Police has been delegated the authority to enforce parking regulations necessary for the safety and welfare of the College community. From time to time it may be necessary to amend, rescind, modify, or edit existing parking regulations at which time appropriate notifications will be made to the College community.

The Parking and Traffic Office is located in the lobby of the Public Safety Center at the main entrance of the College. For Academic Year 2026-2027, the business hours of the Parking & Traffic Office are as follows:

- Monday through Friday 8:00 a.m. to 4:00 p.m.
- Saturday, Sunday CLOSED

Visitors may still obtain a visitor parking pass, or community members who have already registered for parking may obtain a temporary parking pass, at the Police Dispatch window – in the lobby of the Public Safety Center – after hours or when the Parking & Traffic Office is closed. The Public Safety Center is open 24 hours a day, 7 days a week.

II. SCOPE

The Parking and Traffic regulations apply to all students, faculty, staff, and visitors of the college. College parking regulations are part of the terms and conditions placed upon students, faculty, staff, and visitors when entering the private property of Endicott College to park motor vehicles and to operate a motor vehicle on the College roadways and within its parking facilities.

It is the responsibility of all community members bringing a vehicle to campus to read and follow these policies and regulations. Please contact the Parking and Traffic Office with any questions at:

- Phone: 978-232-2227 or ext. 2227 from on-campus phone.
- Email: parking@endicott.edu

III. REGISTRATION, FEES, AND DECAL PLACEMENT

A. Registration Process

Vehicle registration for the Fall 2026 semester will begin on August 5, 2026. All students who are eligible for a parking decal must register on the Endicott College Parking Portal, which can be found at endicott.aimsparking.com. Once all paperwork required is submitted your decal will be available for pick-up at the Parking and Traffic Office and/or after hours at Public Safety Dispatch. All outstanding parking fines must be paid in full at time of registration to be able to receive a parking permit.

All students with vehicles registered outside of Massachusetts, resident student or a commuter, are required by Massachusetts State Law to submit a Nonresident Student Driver Statement form. This form is located on the Endicott College Parking Portal and can be found in the registration process. It can also be found on mass.gov. The form, once completed, can be attached to your vehicle registration within the portal, emailed to parking@endicott.edu, or dropped off at the Parking and Traffic Office located within the Public Safety Center. There is a drop box at the Parking and Traffic Office window to drop the Nonresident Driver forms outside of regular business hours.

The Parking & Traffic Office reserves the right to contact the registered owner of any vehicle regarding a lack of payment of citations or placement on the Public Safety Tow List due to excessive citations.

Instructions for registering a vehicle on campus:

- Login to the Endicott College Parking Portal, endicott.aimsparking.com using your Endicott credentials
- Click **Login** in the upper right corner
    - Select Endicott College login if you are a student or staff member.
    - Select Contractor/Vendor Login if you are a contractor or vendor and have been assigned an account number by the Parking & Traffic Office.
        - Please contact parking@endicott.edu if you need a contractor or vendor login
- Select **Order Permits**
- Review instructions and then select the permit type. If you believe you are seeing the incorrect type, please contact the Parking & Traffic Office before registering.
- Select Add Vehicle and proceed with filling out the form.
- Attach your MA Nonresident Student Driver Form if applicable.
- Select Pickup at Parking & Traffic Office as your delivery option.
- Review and agree to the terms of service.
- Proceed to checkout.

Students are only permitted to register one vehicle. Staff are eligible to register up to two vehicles. **You will not be notified that your permit has been processed, please allow 3 business days before picking up your permit.**

Registration Fees (including motorcycles, mopeds, and scooters)

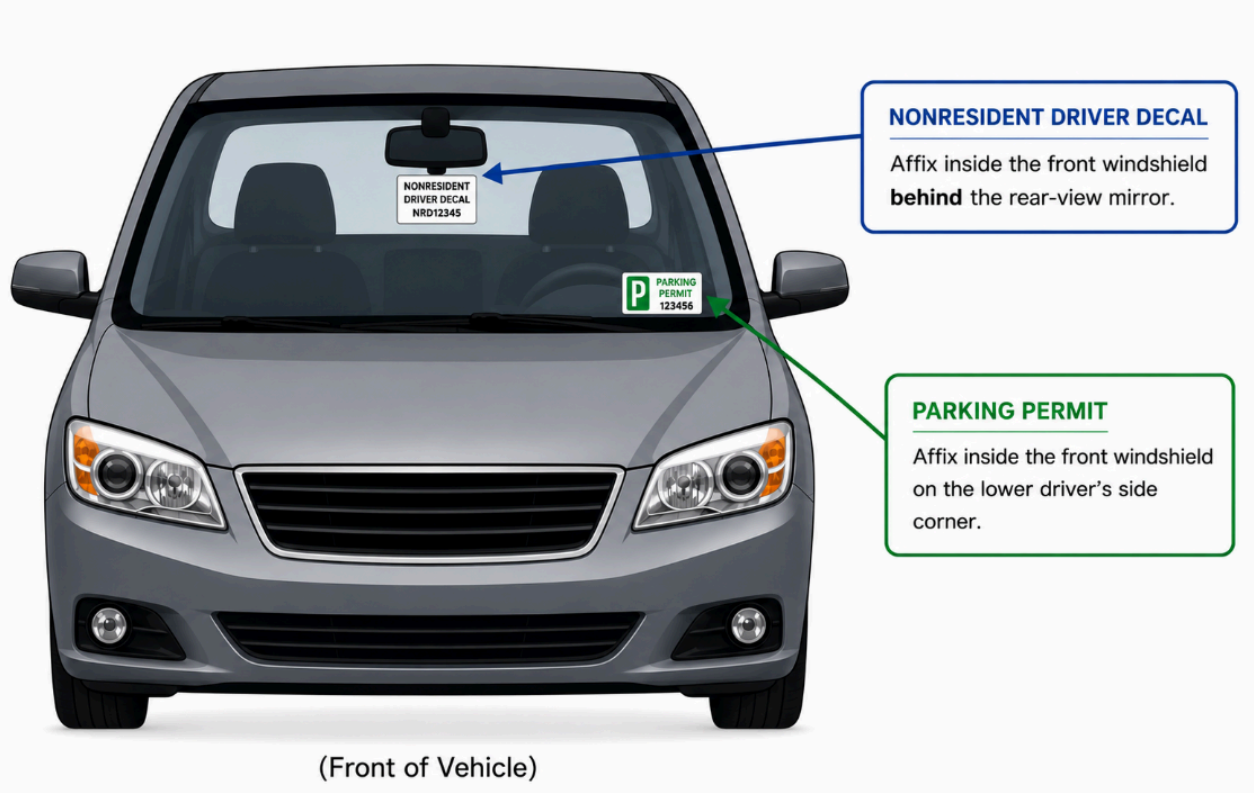
• Undergraduate resident students: $400.00 per year
• Graduate resident students: $400.00 per year
• Full-time undergraduate commuter students: $225.00 per year
• Part-time undergraduate commuter students: $150.00 per year

All financial matters related to parking permits and citations are handled by the Parking & Traffic Office.

If you only need your vehicle on campus for one semester, you are able to receive a refund of half the registration fee. You will be required to return your decal to our office to receive the refund.

B. Decal Placement

The parking permit must be affixed inside the front windshield on the lower driver's side corner. Failure to properly display a permit in the required location will subject the vehicle to citation and/or towing. In accordance with the Commonwealth of Massachusetts regulations, the Nonresident Driver decal must be affixed inside the front windshield behind the rear-view mirror.



IV. TEMPORARY PARKING PASSES

Community members with a current parking decal, who based on extenuating circumstances require them to temporarily drive a different vehicle, may be issued a Temporary Parking Pass from the Parking and Traffic Office on an as needed basis. Please contact the Parking & Traffic Office if you need a temporary parking pass.

Community members who have not been issued a parking decal, who based on extenuating circumstances need to temporarily drive a vehicle on campus, may be issued a Temporary Parking Pass from the Parking and Traffic Office for a maximum of one week. These passes are limited to three (3) per semester per person. The fee for a weekly pass is $25. Day passes are also available for $5 per day. These temporary passes for community members without a decal can ONLY be issued by the Parking & Traffic Office and approval must be obtained before bringing a vehicle to campus.

Any person using or found in possession of an altered or fraudulent Temporary Parking Pass will be assessed a $100 fine and may lose his/her parking privileges on campus.

V. PARKING AREAS

All roadways on campus regardless of whether they are marked as fire lanes or not must remain clear at all times. Please do not park in front of buildings, in gated areas, in driving lanes within lots, or in areas with painted hash marks, areas covered with grass, wood chips, gravel, or any unpaved surface. **A space is considered legal only if your vehicle is parked between two parking lines.**

Parking in these areas is not allowed under any circumstances, including for temporary stops, idling, or unloading.

Illegally parked vehicles will be issued a ticket and subject to being towed or immobilized without warning and at the owner's expense. Towed vehicles will be located at New Beverly Auto Clinic at 126 Rear Park Street in Beverly, MA. (Telephone # 978-922-3650).

Parking Lot Designations

Campus parking lots are designated by a color-coded system; community members are allowed to park in lots in which the colored border of the parking lot sign matches the color of the community member's assigned parking decal. For a visual representation of the designations, please refer to the online parking map at map.endicott.edu.

Unless otherwise posted or announced, parking lot designations are in effect 24 hours a day, seven days a week. Parking in any lot other than the permit-authorized lot is a violation and may result in ticketing and towing without warning at the vehicle owner's expense.

Resident Student – Green Lots:

Lot 2 – Hawthorne
Lot 4 – Front Kennedy
Lot 5 – Side Kennedy
Lot 6 – Hempstead
Lot 9 – Rear Williston
Lot 12 – North Lot
Lot 13 – Garage Levels 5 and 6 ONLY
Lot 16 – Frates (Strip next to Hale Hall)
Lot 18 – Rear Bayview
Lot 19 – Across from Bayview
Lot 20 - Front of Bayview
Lot 21 – Marblehead Quad
Lot 22 – Standish and Venuti
Lot 23 – Village Road
Lot 24 – Rear Stoneridge
Lot 25 – Solar Lot
Lot 26 - West Admin Center (9pm - 8am Sunday through Thursday only. All students must be out by 8am each morning.)
Lot 27 – Stoneridge Lane
Lot 28 – South Lot
Lot 32 – Farmhouse and Ledge
Lot 33 – Cliff and Essex House

Resident Student – Lavender Lots: (For residents of Gloucester, Manchester, Woodside, and Tower Halls)

Lot 13 – Garage Levels 1 (under the garage), 5, and 6
Lot 13P – Outside Perimeter of the garage

Any other resident student green lot.

Faculty and Staff – Blue Lots

Lot 3 – Public Safety
Lot 8 – Wax Center
Lot 10 – Post Center Front
Lot 11 – Post Center Rear
Lot 12 – North Lot
Lot 13 – Levels 2, 3, and 4 ONLY
Lot 14 – Halle Library
Lot 15 – Manninen Center for the Arts
Lot 16 – Frates Hall - Main Lot only - (NO STAFF PARKING along strip next to Hale Hall)
Lot 17 – Misselwood Estate
Lot 26 – West Administrative Center

Commuter Students – Specific Blue and Green Lots: (Red decals)

Lot 2 – Hawthorne
Lot 4 – Front Kennedy
Lot 5 – Side Kennedy
Lot 6 – Hempstead
Lot 8 – Wax Center
Lot 9 – Rear Williston
Lot 10 – Post Center Front
Lot 11 – Post Center Rear
Lot 12 – North Lot
Lot 13 – Garage Levels 4, 5, and 6
Lot 14 – Halle Library
Lot 15 – Manninen Center for the Arts
Lot 16 – Frates Hall
Lot 18 – Rear Bayview
Lot 19 – Across from Bayview
Lot 20 – Front of Bayview
Lot 21 – Marblehead Quad
Lot 22 – Standish and Venuti
Lot 23 – Village Road
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Lot 26 – West Administrative Center
Lot 27 – Stoneridge Lane
Lot 28 – South Lot
Lot 32 – Farmhouse and Ledge
Lot 33 – Cliff and Essex House

Sodexo (BROWN lots)

Lot 31 – Behind the Inn
Lot 34 – Service Lane
Any other blue lot as needed.

Wylie Center Staff (YELLOW lots)

Lot 27 – Stoneridge Lane (Designated spaces)
Lot 29 – Tupper Manor
Lot 30 – Front of the Inn
Lot 31 – Behind the Inn
Any other blue lot as needed.

President's Council (SILVER lots and SILVER Designated Spaces)

Lot 1 – College Hill
All Blue Lots, as well as in additional designated Silver Decal spaces located throughout campus.

Raymond J. Bourque Arena
Lot 77 - This lot is for guests and visitors of the Raymond J. Bourque Arena only.

A. Visitor Parking

A "Visitor" is defined as any individual visiting the campus who is not a member of the Endicott community. All visitors must register and obtain a Visitor parking pass from the Parking and Traffic Office located within the Public Safety Center.

To acquire this pass, the visitor will need to provide a valid ID, the vehicle license plate number, vehicle make, model, and color. Unauthorized vehicles found parked in any visitor's space will be issued a citation and may be subject to tow or immobilization without warning at the owner's expense.

There are several visitor parking spaces around campus, but visitors are allowed to park in any legal space (not reserved for anything else) if those are not convenient or available.

B. Reserved Spaces

Reserved spaces on campus are designated as such by special signage indicating that the space is reserved for a particular reason (e.g., Silver Decal, Parking by Permit Only, Reserved Parking, etc.). Unauthorized vehicles found parked in reserved spaces will be issued a citation and are subject to tow or immobilization without warning at the owner's expense.

VI. UNDERGRADUATE STUDENT PARKING

A. Resident Students with More Than 30 Credits - Eligibility:

Resident students, who have completed 30 or more college-earned credits towards their Baccalaureate Degree Program from Endicott College or elsewhere, are authorized to have a motor vehicle on campus on a limited basis.

Sophomore resident students (more than 30 credits) applying for a parking permit must enter into a lottery selection, as their quantity will be limited. The lottery will open on July 20th and close on August 5th at 12:00pm. Those students determined eligible will be notified by the Parking & Traffic Office. See below section for waivers and exceptions if not selected, which will open on August 5th.

Junior and Senior resident students will have no restrictions, unless the campus capacity is reached.

B. Resident Students with fewer than 30 College-Completed Credits

Resident students, who have fewer than 30 completed college-earned credits towards their Baccalaureate Degree Program, are NOT authorized to have a motor vehicle on campus unless they receive a medical waiver approval. See waiver information below.

Any resident student with fewer than 30 college-completed credits who brings a vehicle onto campus without prior written approval from the Parking and Traffic Office will be subject to ticketing, towing, and immobilization at the owner's expense and may lose parking privileges for their sophomore year. Towed vehicles will be located at New Beverly Auto Clinic at 126 Rear Park Street in Beverly, MA. (Telephone # 978-922-3650).

Waivers & Exceptions

Freshman and Sophomore resident students may seek a waiver for a documented medical or disability exemption. Such requests must be supported with medical documentation. Please be advised that all requests for a medical or disability exemption are vetted through the College's Center for Accessibility Services. If approved, a temporary pass or decal will be issued for the period of time needed to support the disability need.

Waivers for Sophomore students will also be reviewed for educational purposes such as clinical or internships. These waivers will be reviewed by the Parking & Traffic Office as they are received. We ask that you still apply for the sophomore lottery even if you believe you'll be approved for a waiver.

The Waiver Request Form can be found on the Parking Portal or through the Endicott Parking and Traffic Webpage. Please submit all necessary documentation when applying. **If applying for a medical waiver, you will be contacted by the Center for Accessibility Services and must supply documentation to them.**

As the Parking and Traffic Office does not conduct business on the weekends, emails and voicemail messages should not be considered a form of approval and parents or guardians SHOULD NOT send their student back to campus with a vehicle without speaking directly with Parking and Traffic Office personnel.

Those approved with less than 30 credits will be issued a white decal and will be required to park in Lot 12 at all times. Those with 30 or more credits will be issued a green decal and will be able to park in green parking lots.

The fee for a Freshman or Sophomore parking pass via waiver is the same cost for all undergraduate resident students.

C. Commuter Students & Those Living in College Operated Off-Campus Housing

Commuter students and those living in college operated off-campus housing, regardless of the number of completed credits, may register a vehicle with the Parking & Traffic Office and purchase a parking decal. Depending on the rules of the off-campus housing location, you may be required to obtain a permit with that property as well. **An Endicott College permit must also be obtained in addition if you attend to bring your vehicle to campus.**

College operated off-campus housing includes: 8 Pickett Court, Beverly Commons, and McKay Apartments.

D. Students with Vehicles Registered outside of Massachusetts

In accordance with Massachusetts General Laws Chapter 90, section 3, students with vehicles registered in another state or country other than Massachusetts are required by Massachusetts law to complete and submit a copy of the Massachusetts Department of Transportation Nonresident Student Driver Statement to the Parking and Traffic Office at the beginning of each academic year.

This form is located on the college's parking portal. The form, once completed, must be submitted through the parking portal.

Once received, the Parking and Traffic Office personnel will assign an Endicott decal and State decal to the applicant. Resident Students will be able to pick up both their State and Endicott issued parking decals directly from Public Safety. Commuter students will also pick up their decals at Public Safety.

E. Vacation Periods

The parking policies are in effect throughout the entire calendar year and citations are issued in accordance with these policies. During the breaks, students with current parking permits may leave their vehicles on campus, by submitting a form generated by this office. This form will be sent to the community via email prior to each school break. The form must be filled out and submitted to the Parking & Traffic Office at which time you will be informed of a designated parking area where to leave the vehicle. Vehicles left on campus outside of the designated parking areas may be towed at the owner's expense.

Vehicles that are left on campus are done so at the owner's own risk. The College, in its sole discretion, is authorized to move the vehicle in case of an emergency without notice.

VII. GRADUATE & PROFESSIONAL EDUCATION PARKING

All Graduate & Professional Education students must register their vehicles with the Parking & Traffic Office. Decals can be picked up at the Parking and Traffic Office located in the lobby of the Public Safety Building. All Graduate & Professional Education students are responsible for knowledge of and compliance with the college's parking and traffic policies.

In accordance with Massachusetts General Laws Chapter 90, section 3, students with vehicles registered in another state or country other than Massachusetts are required by Massachusetts law to complete and submit a copy of the Massachusetts Department of Transportation Nonresident Driver Statement to the Parking and Traffic Office at the beginning of each academic year.

This form is located on the college's parking portal. Once completed, the form must be submitted through the parking portal.

Once received, the Parking and Traffic Office personnel will assign an Endicott decal and State decal to the applicant, which will be available to be picked up at the Parking & Traffic Office.

Commuter Graduate & Professional Education students are exempt from registration fees, but must register their vehicles and are responsible for knowledge of and compliance with the college's parking and traffic policies.

Resident Graduate & Professional Education students must register their vehicle as described above and will be charged the appropriate registration fees and are responsible for knowledge of and compliance with the college's parking and traffic policies.

VIII. FACULTY AND STAFF PARKING

All Faculty and Staff must register online through the college's parking portal. Decals can be picked up at the Parking and Traffic Office. Each faculty and staff member may register up to two (2) vehicles per person.

Faculty and Staff parking decals do not expire.

All faculty and staff members are responsible for knowledge of and compliance with the college's parking and traffic policies. All parking and traffic regulations apply to the entire Endicott College community.

IX. HANDICAP PARKING

Vehicles displaying state-issued Handicap (HP) registration plates, placards, or parking permits may park in any handicap designated parking space. Only holders of state-issued Handicap permits may park in these spaces.

Endicott College does not issue handicap placards or temporary medical passes. Those seeking a handicap placard must reach out to their home state's RMV.

X. ELECTRIC VEHICLE PARKING

Endicott College has 11 electric vehicle (EV) charging stations on campus. Four stations are located in the garage, two are just outside the garage nearest to Facilities Management, and 5 are in Lot 31 behind the Wylie Inn. Community members are asked to use a charging station for no longer than 4 hours and remove their vehicle from the space within 1 hour of their charge being completed.

These spots are only to be used when charging, not for general EV parking. Additional fees apply for those charging longer than the allowed time.

Charging costs $0.50 per hour for the first 4 hours and $5.00 per hour after that. Additional fees may apply.

After Commencement through August 15th community members may park for up to 8 hours at $0.50 per hour.

XI. MOTORCYCLES, MOPEDS, AND SCOOTERS

All parking and traffic regulations that apply to motor vehicles also apply to motorcycles, scooters, and mopeds.

Motorcycles, scooters, and mopeds must be registered on the college's parking portal, just like a motor vehicle. The same fees apply to Motorcycles, scooters, and mopeds. These vehicles are allowed to be driven on campus. Helmets must be worn at all times pursuant to Massachusetts State Law.

XII. LOST, STOLEN, FORGED PARKING DECALS OR TEMPORARY PASSES

The use or possession of a lost, stolen, or forged parking decal or pass will result in towing of vehicle off campus or immobilization, a $500.00 fine, and revocation of parking privileges for the remainder of the academic year.

Penalties for registering another person's vehicle with the College by means of false statements may also include revocation of parking privileges for one year, a $500.00 fine, and referral to the appropriate College disciplinary process. (Students referred to Student Affairs for a conduct hearing, Faculty/Staff referred to the employee's supervisor and Human Resources.)

XIII. VIOLATIONS, CITATIONS, FINES, AND THE APPEALS PROCESS

A. Citations/Fines

The following violations will result in a citation being issued by the Endicott Public Safety Department. Multiple violations may result in several fines. The Parking & Traffic Office reserves the right to modify or adjust any citation at their discretion.

-Handicapped Area (Tow Zone) $150
-Driving to Endanger $100
-Tow fee $195 (Updated 11/20)
-Blocking Fire Hydrant (Tow Zone) $50
-Parked in Fire Lane (Tow Zone) $50
-No Campus Decal/Permit (subject to tow or immobilization) $100
-Speeding $75
-Stop sign violation $50
-Driving in the wrong direction $50
-Parked on the lawn or sidewalk $50
-Blocking snow emergency space during snow emergency $50
-Restricted area/lot $35
-Parked in visitor parking $30
-Blocking loading dock $35
-Parked on/blocking crosswalk $35
-Removing or damaging fire lane gates, bollards, cones, barricades, or chains $50.
-Parking in an area already restricted by cones, barricades, or bollards $50
-Impeded Operation/Distracted Driving - $50
-Parking in an area not between two parking space lines - $35

Operating Under the Influence: Any person on campus operating a vehicle under the influence of alcohol or drugs may be subject to arrest and will immediately lose their driving privileges on campus pending a review by the Student Conduct Office. A citation will be issued for driving to endanger ($100) and the vehicle will be towed off-campus at the vehicle owner's expense to New Beverly Auto Clinic, 126 Rear Park Street in Beverly, MA. Failure to comply with a College official can result in the loss of parking privileges for up to one year.

Driving to Endanger: Any person stopped on campus for driving to endanger will be issued a $100 citation and will immediately lose their driving privileges on campus pending a review by the Student

Conduct Office. Failure to comply with a College Official may result in the loss of parking privileges for up to one year.

Payments of parking citations must be received within 30 days of issuance. If citations remain unpaid after 30 days, a $25 late fee will be assessed. If you pay your citation within 5 days of issuance, you will be given a 10% discount as an early payment fee.

If citations remain unpaid after 90 days, your vehicle will be placed on the tow/immobilization list with Public Safety and your permit will be subject to immediate revocation.

C. Appeals

Community members who wish to appeal a citation must complete the online appeal process within fifteen (15) days of the date of violation. Submission of an appeal does not guarantee dismissal or reduction of a citation.

Appeals must be submitted through the Parking Portal. While an appeal is pending, your ticket status will be frozen and days will not count towards late fees.

Failure to know or understand policies does not constitute a defense and appeals on that basis will not be considered valid.

If an appeal is not submitted within the fifteen (15) day appeal period, the citation will no longer be eligible for appeal or review.

D. Repeat Offenders

Any community member who accumulates three tickets will be contacted by the Parking & Traffic Office regarding their continued violations.

Community members who receive 6 or more citations in an academic year will have their parking privileges eligible for restriction or revocation.

If one's parking privileges are determined to be restricted, they will be required to return your parking pass within 7 days and exchange it for a white decal. This will allow you to park in Lot 12 only. If another ticket is received, then they will be required to turn their permit in and their parking privileges will be revoked for the remainder of the academic year.

If one's parking privileges are determined to be revoked, they will be required to turn their parking pass in and remove their vehicle from campus by the following weekend. Failure to do so will result in a citation, immobilization, and/or towing at the owner's expense.

Repeated violations may impact future parking eligibility, including lottery participation and waiver approvals.

XIV. ALTERNATE TRANSPORTATION

For alternative transportation options, please direct any questions on these services to the Student Activities Transportation Office at 978-232-2126 or at transportation@endicott.edu.

More information can also be found on their website below.

Endicott College Transportation

XV. DAMAGE OR THEFT

Endicott College shall not be responsible for any loss or damage to a vehicle, its accessories, or its contents due to theft, accident, fire, flood, or otherwise while on the College's campus. The responsibility for a vehicle, its accessories, and contents while on campus, shall at all times reside with the registered user and/or operator of the vehicle. Registered users should take precautions such as always locking valuables and vehicles and activating anti-theft devices. Registered users also should ensure that they have appropriate insurance coverage for this purpose.

XVI. TOWING & IMMOBILIZATION

Endicott College Police Department reserves the right to tow, impound, or immobilize any vehicle on College property at the owner/operator's risk and expense, without prior notice when necessary for safety, operations, emergencies, weather response, or policy enforcement. Including but not limited to:

- A vehicle is left under circumstances that indicate that it has been abandoned; i.e. expired or missing license plates.
- A vehicle is parked in a Handicap space without a Handicap pass or placard.
- A vehicle is in violation of snow removal operations or within restricted posted areas for construction.
- A vehicle constitutes an impediment to vehicular traffic flow or pedestrian travel.
- A vehicle is parked in a fire lane, a crosswalk, blocking a fire hydrant, or blocking building ingress or egress.
- A vehicle is blocking emergency vehicles or another vehicle, regardless if an emergency is in progress or not.
- A vehicle is not registered with the College and has received three (3) or more citations. (Immediate tow - no notification)
- A vehicle has received 6 or more citations and has failed to return their parking pass.
- A vehicle has an unpaid citation more than 90 days overdue.

All vehicles towed off campus are towed to New Beverly Auto located at 126 Rear Park Street, Beverly, Massachusetts. The phone number is 978-922-3650.

If your vehicle is immobilized on campus, you will be required to pay any and all outstanding fees in addition to fees related to the immobilization in order to have the device unlocked. All devices must be

returned to the necessary drop box location in order for all holds to be removed from your card. Endicott College nor the device's manufacturer are liable for any damage to one's vehicle if they try to drive with the device still on the vehicle. Devices not returned or found to be tampered with will incur additional charges.

XVII. REVOCATION OF DRIVING PRIVILEGES

When a community member's privilege to maintain or operate a motor vehicle at Endicott College is revoked, that community member is given until the upcoming weekend to turn in their issued parking permit and remove their vehicle from the campus. Once privileges are revoked, if the community member returns to campus with a vehicle, the vehicle is subject to immediate towing off-campus or immobilization without warning.

Disobeying a revocation order will result in disciplinary action. Irresponsible or reckless operation of a motor vehicle or repeated or serious motor vehicle infractions may result in the revocation of driving privileges on campus.

Endicott College reserves the right to revoke a community member's driving and parking privileges at any time.

XVIII. SNOW EMERGENCIES

A snow emergency is a declared state as determined by College officials caused by impending weather conditions or existing snow accumulations. The campus may remain open, but parking restrictions will apply. Snow emergency parking procedures will be posted and distributed to all students prior to winter months. Once a snow emergency has been declared, an announcement of the emergency will be broadcast by several different methods.

Blue strobe lights will typically be activated twelve (12) hours prior to a storm's estimated arrival. When the blue strobe lights are activated, all vehicles parked in parking spaces with a blue "NO PARKING DURING SNOW EMERGENCY" sign or BLUE LINED SPACES, must be moved from those spaces. The "SNOW EMERGENCY" spaces are then not to be used until Physical Plant completes the snow removal and the blue strobe lights are turned off.

There are four (4) blue strobe lights on campus:

Public Safety Center (main gate), Public Safety substation (across from Marblehead Hall), Facilities Management, and Endicott Hall.

A. Snow Removal Process:

Once a timeline is created by Physical Plant and Endicott Police regarding the removal of snow in the parking lots, an email will be sent to the community informing them of when and where to move their vehicles.

Residence Life will place posters in each of the Residence Halls for when and where cars should be moved. Residence Life staff will be available within their respective halls for questions that students have

regarding snow removal.

Each student is responsible for the removal of snow from their vehicle and should bring the necessary items with them to campus.

Enforcement During a Snow Emergency:

In the event that a student cannot be reached by Endicott College Police Department to remove their vehicle during a snowstorm, the vehicle may be towed at the request of Facilities Management.

Vehicles with a valid parking decal towed for snow removal purposes will be issued an Endicott Police Department ticket ($195.00) and towed to another lot on campus.

Vehicles without a valid parking decal that are towed during a snow emergency will be issued an Endicott Police Department citation for “NO DECAL” - $100.00 fine and towed off campus. A separate tow fee will be charged by the private tow company, New Beverly Auto, located at 126 Rear Park Street in Beverly, MA (Phone: 978-922-3650).