Auxiliary Services Corporation, Inc.

PARKING GUIDELINES

Office of
Parking & DolphinCard Services
Building 3A-106
718-982-2294
You “Auto” Know: Everything pertaining to PARKING at the College of Staten Island...

IT’S ALL IN THIS BOOKLET!

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READ THIS BOOKLET... BE INFORMED.
IF YOU PLAN TO PARK ON CAMPUS...

Parking on campus is a privilege reserved for those who agree to observe the regulations of the college. Parking on campus is also limited by the availability of designated parking spaces.

All students and college employees must register their vehicle and purchase a decal to park on campus. This applies to all full-time and part-time students; full and part-time faculty and staff. **THE USE OF THE “VISITOR PASS” FOR THE DAY IS NOT A SUBSTITUTE FOR A REQUIRED DECAL – AND MAY RESULT IN THE ISSUANCE OF A SUMMONS.** Please note that although Visitors are restricted to Lot #6, students who park their vehicles there are required to display a valid CSI Parking Decal.

**ALL CSI Students...**

**ALL CSI Employees...**

- **REQUIRE**
- *a decal to park on campus.*

- All persons parking their vehicles on campus do so at their own risk. Neither the College of Staten Island nor the College of Staten Island Auxiliary Services Corporation will be responsible for the loss or damage to any vehicle, its content or equipment therein.
THE CSI PARKING DECAL

PURCHASE INFORMATION

- Students have the option of purchasing a decal for the Fall semester (which includes the Winter session), the Spring semester (which includes the Summer sessions), or for the full academic year (Fall, Spring and Summer sessions) at a discount.

- Most faculty/staff members must purchase a decal for the full academic year, September 1 to August 31. Certain staff have a partial year option.

- All members of the college community have the option to register their cars and receive a decal either through the mail or by coming to the Office of Parking & DolphinCard Services, West Administration Building (3A, Room 106). During August, parking decal information and applications are mailed directly to all students who have registered for the Fall semester, and all employees of the college who purchased a CSI decal for the previous academic semester (spring/summer term).

What do I need to register my vehicle?

- A completed Parking Permit Registration Form.
- A vehicle with a valid registration.
- Visa, Mastercard, American Express, Cash, Check or Money Order payable to “CSI-ASC.”

PEDESTRIAN CROSSWALKS

Please note that pedestrians on campus ALWAYS have the right of way. All vehicles on campus are required to drive within the posted speed limits and yield to pedestrians crossing the roadway. Any violation will be considered a Grade I violation. (See Page 11 for Classification of Violations) and will result in a $75 fine.

PARKING DECAL FEES

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<thead>
<tr>
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<tbody>
<tr>
<td>Students</td>
<td>$111 / Fall+Spring+Summer</td>
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<tr>
<td>Students</td>
<td>$ 60 / Fall OR Spring+Summer</td>
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<tr>
<td>Students</td>
<td>$ 77 / Full Academic Year</td>
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<tr>
<td></td>
<td>LOT 6 ONLY</td>
<td>(sold in person – first come first served)</td>
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<tr>
<td>Students</td>
<td>$ 43 / Summer Session ONLY</td>
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<tr>
<td>Dolphin Cove</td>
<td></td>
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<tr>
<td>Residential Students</td>
<td>$222 / Fall+Spring+Summer</td>
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</tr>
</tbody>
</table>

Continued . . .
## FACULTY/STAFF PARKING DECAL FEES

Use the table below to determine the parking decal fee associated with your job title.

### Part Time Employees
- Adjunct Professor
- Campus Security Assistant
- College Assistant
- Disability Accommodation Specialist
- Graduate Assistant
- Related Entities – Part Time
- Sign Language Interpreter

- $119

### Full Time Employees
- Campus Peace Officer
- Custodial Assistant
- Finance Accountant Assistant
- Gittleson
- IT Support Assistant
- Mail Message Services Worker
- Purchasing Agent
- Related Entities – Full Time Hourly
- Supervisor–Stock Worker

- $161

### Full Time Salaried
- Engineer
- Laborer
- Maintenance Worker
- Oilier
- Public Safety Sergeant
- Stationary Engineer
- Trade
- Related Entities – Full Time Salaried

- $182

### Administrative Superintendent B&G
- CLT
- Facilities Coordinator
- Finance Accountant
- Graphics Designer
- HEO Assistant
- IT Associate
- Project Manager
- Staff Nurse

- $182

### Campus Security Director
- Campus Security Assistant Director
- Full Time Faculty
- HE Associate
- HE Officer

- $216
1. Can I be denied a decal because of unpaid tickets?
Yes. All tickets must be satisfied before a decal will be issued.

2. What is a Lot 6 Only Decal?
A limited number of full year decals are offered at a cost of $77. Vehicles displaying this decal are restricted to park in Lot 6 at all times including evenings and weekends. Violators are subject to a $20 ticket...no exceptions. Decals are sold on a first come first served basis beginning in the month of August.

3. Do Dolphin Cove residents need to purchase a special decal?
Residents of Dolphin Cove who wish to park a vehicle on Campus are required to purchase a CSI resident Parking Decal. Vehicles displaying a Resident Parking Decal are required to park in designated parking spaces located in Lot 6. Please note that vehicles are restricted to park in Lot 6 only, and are subject to ticketing when parked in any other parking lots.

4. I will be using more than one vehicle. Must I purchase a separate decal for each one?
No. You need only one decal. The vehicle you expect to use most often is the one you register and affix the decal to. When you bring any other vehicle on campus, just stop at the entrance gate and request a yellow “Alternate Vehicle Parking Permit.” Fill in all required information and display a completed pass. Failure to do so may result in the issuance of a summons. Only decal holders using an alternate vehicle may use this permit. Remember that all registered students must purchase their own decal.

5. Where should I affix the decal?
A detailed “Decal Installation Instructions” sheet accompanies your new decal. These instructions should be followed carefully. It is important that decals are installed on the driver’s side of the vehicle, usually on the rear passenger window, and that the decal is “permanently” affixed. (See decal removal information later in this section). The adhesive cover on the decal is peeled away and the decal is pressed against the inside window-- facing outward.

6. What if my car windows are tinted?
Cars with tinted windows fall into two categories--“factory tint” and “after-market” tint. You must determine which type you have. A decal is installed in the conventional manner, as described above, on cars with factory tinted windows. Do not install a decal on a car window with after-market tint. Please contact the Office of Parking Services for special instructions.
7. I have a leased car and can’t put anything on the windows. What can I do?

Your decal must be installed in the same manner as a non-leased vehicle. Decals, although “permanently” affixed, are in fact completely removable—without causing any damage to the window glass. (See “Decal Removal” on page 5). Just be sure to remove the decal prior to returning the car to the dealer at the end of the lease.

8. Can I get a ticket if the decal is not affixed in the proper location or in the prescribed manner?

Yes. It is a Grade III violation under CSI Parking Policy for an improperly affixed decal. Violations subject the owner/operator to a ticket and a fine. (See Enforcement Section)

9. What happens when I get a new car?

You cannot transfer decals from one vehicle to another. Remove the decal from the old car and bring it to the Office of Parking & DolphinCard Services for a new decal. A fee of $5.00 will be charged for all replacements.

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**DECAL REMOVAL**

A “How To” Guide...

- CSI decals are made of pressure sensitive polyester, with an ink overlay. They will cause no damage to a car window!

- You CANNOT remove a decal with window cleaners, solvents or any liquids.

- You CAN “peel-off” a decal with ease. Be sure to remove all layers at once. A razor blade in a safety holder may also be used for removal.

**BEFORE SELLING, TRADING-IN, DONATING, OR DISPOSING OF YOUR CAR...**

**REMOVE THE DECAL.**

Replacements are issued only upon return of the old decal.
1. Who is responsible for the parking lots and where do the fees collected go?

The parking lots and the roadways throughout the campus are the responsibility of the college. Parking fees are collected by the College of Staten Island Auxiliary Services Corporation, Office of Parking Services, for the college.

2. Where can I park?

Parking is permitted only between parallel white lines and in those spaces or areas that are not restricted by a sign—e.g., “ Reserved,” “ Disabled Parking Space,” “ Fire Zone,” “ Service-Vehicles ONLY,” etc. **Drivers are cautioned that the college, having marked approved spaces, does not mark all areas where parking is prohibited.** Contact Parking Services at 982-2294 with any questions.

In addition to the designated spaces, there are a number of unpaved (gravel) areas where parking is permitted (such as specified areas on either side of Loop Road from Building 5N to the Forest Hill Road gate.) Please see the map in this booklet on p.13.

3. I noticed that certain lots have gate arms across the entrance. Who can park in these lots and how do the gates work?

These lots are reserved for faculty and staff of the college. The gates are activated with valid CSI Proximity ID card that is issued by the Office of Parking & DolphinCard Services to members of the college community who have active faculty/staff decals. After 6:00 PM Monday to Friday, Lots 1 & 2 become “unrestricted.” The gate arm in Lot 3 stays open after 7:45 PM. • **Please note that Staff Lot 4 is always reserved to staff parking only and does not open for student parking in the evening hours.**

4. I am a student that also works for the college. Do I qualify for a staff decal and an access card?

No. Student status prevails. You will be eligible for a student decal. Only those individuals who are issued CSI Faculty/Staff ID cards may purchase a staff decal.
5. Where do I park if there are no spaces available in the lot near my building?
The purchase of a decal does not guarantee a parking space. Parking is more readily available in the lots surrounding the North Quad-- Parking Lots #4, #6 (“Easy Parking”) and #7.

6. I’ve noticed “Easy Parking” signs around campus. What do the signs mean?
The signs direct drivers to Parking Lot #6, by the Sports & Recreation Center and the tennis courts. It’s the largest parking lot on campus and, it’s EASY to find a space there. You’ll also save time by not searching or waiting. You can walk to your destination or catch a “Loop Bus.” Try it once-- you’ll call it “Easy Parking” too. Remember that a valid CSI decal is required for all students who park on campus, including the Easy Parking area.

7. How often does the Loop Bus run, and is a fare charged?
The Loop Bus is available to all currently registered CSI students with a valid CSI DolphinCard. The Loop bus runs from the front gate to the internal loop which stops at 1A and 2A, then returns to the front gate.

For the most up to date schedule please visit http://www.csi.cuny.edu/administration/ops/loopcalendar.pdf

The “Loop Bus” is a free shuttle service.

It makes “Easy Parking” ... even easier.

8. I am expecting visitors. Where can they park?
Pre-authorized visitors who are on official college business may park in any general areas. A visitor hangtag must be requested by a department chairperson or office head and submitted to the Office of Public Safety at least 3 days prior to arriving on campus. “Request for Parking Authorization” forms are available at the Public Safety Office, 2A-108.

All other guests to the campus must stop at the entrance gate, request a “Visitor Parking Permit” and display it on the vehicle dashboard. Please note that this pass restricts parking to Lot 6 Only.

9. I noticed spaces reserved for “Motorcycles Only” in the parking lots.
On bad weather days, can cars park in these spaces?
No. These spaces are always reserved for motorcycles only.
The College of Staten Island requires, in addition to a valid CSI parking decal, every student or employee who displays a State, County or municipal agency handicapped permit or hang tag to REGISTER with the college prior to using the handicapped-reserved spaces on campus. A special decal is issued for your vehicle that will authorize parking in these spaces. Please see the applicable section below.

**Students**

Bring your hangtag credentials (hangtag, DOT permit, etc) and/or medical documentation to the Center for Student Accessibility (1P-101, 982-2510). In order to complete the hangtag registration process, please bring a copy of your NYS driver’s license and hangtag to the Office of Parking & DolphinCard Services (3A-106). If the hangtag is from another state, proof of hangtag ownership is needed. Please note the hangtag must match the name of the driver’s license and/or other verification paperwork.

**Faculty/Staff**

Bring your hangtag credentials (hangtag, DOT permit, etc) and a copy of your NYS driver’s license and hangtag to the Office of Parking & DolphinCard Services (3A-106). If the hangtag is from another state, proof of hangtag ownership is needed. Please note the hangtag must match the name of the driver’s license and/or other verification paperwork. A special decal will be issued to authorize the handicapped-reserved parking.

**PARKING UNLAWFULLY IN A HANDICAPPED-RESERVED SPACE SUBJECTS THE OWNER/OPERATOR OF THE VEHICLE TO A FINE AND TOWING.**
Frequently Asked Questions
(about Handicapped-Reserved parking)

1. What should I do if I cannot bring my regular car with my CSI decal and my handicapped authorization decal? If you are using an alternate vehicle for the day, simply obtain a yellow “Alternate Parking Permit” on your way in at the gate and fill in all requested information. Remember to display your official hang tag or permit as well.

2. What if all the handicapped-reserved parking spaces are filled? You will be able to park in any other available space on campus that you are eligible for by the type of decal you have.

3. Do I need to register with any college office if my vehicle has special handicapped plates? No. Vehicles with handicapped license plates are authorized to park in any handicapped-reserved space. A valid CSI parking decal is still required.

IF YOU ARE TEMPORARILY DISABLED...

There are “CSI Temporary Disabled” parking spaces on campus. Students, faculty and staff with short-term mobility problems may use these spaces by special permit only.

Bring your medical documentation to the Health Center (1C-112) for review. The medical staff will determine your eligibility for the permit, which will be valid for up to 60 days. The permit is issued in 1C-208. A valid CSI parking decal is required.

“CSI Temporary Disabled” permits may NOT be used in regular handicapped spaces.
1. I received a ticket on my car. What should I do?
A ticket must be paid by the return date. Payments may be made by mail, in person or by visiting our on-line payment website at http://www.csiparkingservices.com.

2. I lost the ticket and don’t know the ticket number.
In order to accurately credit your account, the ticket number is essential. Provide the Office of Parking Services with the vehicle plate number and they will locate the ticket. When remitting payment, always write the ticket number on the face of your check or money order.

3. What happens if I don’t pay the ticket by the due date?
A $5.00 late charge will automatically be added to each ticket and a late notice will be mailed to the registered owner/operator of the vehicle.

4. What if I don’t pay tickets received?
Students with one or more outstanding summonses may be subject to the placement of an academic record block. This block will prevent the student from registering for classes, receiving a transcript or obtaining a diploma. Faculty and staff with one or more outstanding summonses may have a letter of advisement sent to their Department Chair, Director or Dean and/or are subject to collection proceedings.

5. What do I do if my vehicle is immobilized?
CSI parking policy states that, “Repeat violators who have two or more outstanding summonses will have their vehicle booted.” A summons is considered outstanding when the fine has not been paid and the summons has been adjudicated pursuant to the college’s policies and procedures. The boot is removed when the outstanding indebtedness is satisfied.

6. I want to appeal a ticket. What should I do?
Written appeals must be submitted to the Office of Parking Services within ten (10) days of receiving a ticket. Appeal forms are available from the Office of parking Services or may be downloaded from the CSI Parking page http://www.csi.cuny.edu/parking_services/forms.html
## Classification of Violations

### Grade I

<table>
<thead>
<tr>
<th>Exceeding Posted Speed Limits</th>
<th>Driving in an Unsafe Manner</th>
<th>Unauthorized Use of a Disabled Parking Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motorists may not exceed posted speed limits at any time. The maximum speed on Loop Road is 25 m.p.h., conditions permitting. Vehicle speed is monitored by radar.</td>
<td>Endangering pedestrians, property, other vehicles or drivers. Utilizing a hand held phone while driving. Failing to obey posted traffic signs or the directions of college personnel responsible for traffic control.</td>
<td>Parking in a handicapped-reserved space without appropriate credentials or using a hang tag or permit belonging to another person. This violation subject to towing.</td>
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<tr>
<td>$75.00</td>
<td>$75.00</td>
<td>$75.00</td>
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</tbody>
</table>

### Grade II

<table>
<thead>
<tr>
<th>Obstructing Campus Operations</th>
<th>No Parking or Fire Zone</th>
<th>Parked on Lawn or Sidewalk</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Decal or Permit Displayed</td>
<td>Reserved Space, Staff Only, or Motorcycle Only</td>
<td>Not Between Lines</td>
</tr>
<tr>
<td>Decal Improperly Affixed</td>
<td></td>
<td>Parking Overnight Without Authorization</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$20.00</td>
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</tbody>
</table>

### Grade III

<table>
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<tr>
<th>Classification of Violations</th>
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</thead>
<tbody>
<tr>
<td>No Decal or Permit Displayed</td>
</tr>
<tr>
<td>Decal Improperly Affixed</td>
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</tbody>
</table>

## Transportation Options

**College of Staten Island Shuttle Bus Service**

The College provides a shuttle bus between CSI and the St. George Ferry Terminal. Pick up at the Ferry Terminal on the North Ramp. When you exit the ferry boat and enter the lobby proceed to your left. Take the elevator or stairs to the street level. The bus stop is to your right. When on campus you can pick up the Ferry Shuttle on the Great Lawn side of Building 2A at the Ferry Shuttle Shelter. For further information, call 982-3220 or visit [www.csi.cuny.edu/ferryshuttle](http://www.csi.cuny.edu/ferryshuttle).

**Carpooling**

In an effort to contribute to a greener environment and save money on costs associated with driving to campus, students, faculty and staff are encouraged to utilize services of the regional carpooling and rideshare organizations Commuterlink and GoLoco. To register for or obtain further information, visit [http://www.csi.cuny.edu/catalog/undergraduate/travel-information.htm](http://www.csi.cuny.edu/catalog/undergraduate/travel-information.htm).
<table>
<thead>
<tr>
<th>PARKING LOT ...</th>
<th>NEAREST BUILDINGS...</th>
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<tbody>
<tr>
<td>1</td>
<td>2A North Administration Building</td>
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<tr>
<td></td>
<td>3A West Administration Building</td>
</tr>
<tr>
<td></td>
<td>2N History, Political Science, Economics Philosophy</td>
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<tr>
<td></td>
<td>3N Business</td>
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<td></td>
<td>1P Center for the Arts</td>
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<tr>
<td>2</td>
<td>1A South Administration Building</td>
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<tr>
<td></td>
<td>3S Education</td>
</tr>
<tr>
<td></td>
<td>4S Psychology, Sociology, Anthropology and Social Work</td>
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<tr>
<td></td>
<td>6S Biological and Chemical Sciences</td>
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<tr>
<td></td>
<td>1P Center for the Arts</td>
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<tr>
<td>3</td>
<td>1L Library</td>
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<tr>
<td></td>
<td>1S Mathematics</td>
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<tr>
<td></td>
<td>2S English, Speech &amp; World Literature</td>
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<tr>
<td></td>
<td>5S Marcus Hall (Nursing)</td>
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<tr>
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<td>1C Campus Center</td>
</tr>
<tr>
<td></td>
<td>Bookstore &amp; Cafeteria</td>
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<tr>
<td></td>
<td>1N Computer Science, Engineering Sciences and Physics</td>
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<td></td>
<td>4N Engineering Technologies West</td>
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<td></td>
<td>5N – Physical Therapy</td>
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<tr>
<td>5</td>
<td>2R The Children’s Center</td>
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<tr>
<td>6</td>
<td>1R Sports &amp; Recreation Center All Playing Fields (“EASY PARKING” LOT)</td>
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<tr>
<td></td>
<td>Student Housing</td>
</tr>
<tr>
<td>7</td>
<td>1M Campus Services Central Plant</td>
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Questions...

All matters pertaining to campus parking... purchasing a decal, replacement decals, ticket payments, filing appeals, parking lot concerns--

CSI Auxiliary Services Corporation, Inc.
OFFICE OF PARKING & DOLPHINCARD SERVICES
West Administration Building 3A Room 106
2800 Victory Blvd Staten Island New York 10314

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Executive Director, CSI Auxiliary Services Corp.
Building 1C / Room 208 Telephone: 982–3035

Director of Public Safety Building 2A / Room 109
Telephone: 982–2116

Director, Office of Parking & DolphinCard Services
West Administration Building 3A Room 106
Telephone: 982–2296

DOLPHINCARD

One Card, Many Uses
www.csi.cuny.edu/dolphincard