This booklet is provided to acquaint you with the current motor vehicle regulations for the Curry College campus. Whether you maintain a vehicle on campus throughout the year or bring one onto campus occasionally, you are expected to be familiar with and obey these regulations.

It is the responsibility of the Department of Public Safety to see that all roadways and FIRE LANES throughout the campus are never blocked by traffic or parked vehicles, so that we may provide open and safe roadways for the protection of the entire community. Therefore traffic violations will be issued and towing will be done where the regulations, as set forth in this booklet, are not observed.

We sincerely hope that we never have the occasion to ticket or tow your vehicle, and we look forward to having the opportunity to serve your and your guests in the coming year. If you have any questions feel free to contact thru office at 333-2232. The Office of Public Safety is open Monday through Friday from 8:30am to 7:00pm, and Saturday from 9:00am to 5:00pm. We are located in the Public Safety Building located in the Mayflower Parking Lot.

Brian G. Greeley
Director of Public Safety
August 2010
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CHAPTER 1
REGISTRATION OF MOTOR VEHICLES

SECTION 1: MINIMUM QUALIFICATIONS
1. All community members who drive and park a motor vehicle on campus must obtain a valid Curry College Vehicle Permit by completing the necessary forms and paying the fee set. In order to qualify as the registered operator of a motor vehicle on campus you must possess and bring with you at the time of registration:
   a. A valid drivers license
   b. A valid state vehicle registration
   c. Proof of insurance that meets Commonwealth of Massachusetts’s minimum requirements
   d. A valid Curry College I.D. card
2. Motor vehicles shall be defined as any car, truck, motorcycle, motor scooter or moped.

SECTION 2: REGISTRATION PROCESS
All vehicles must be registered within one business day of their arrival on campus. The registration will be one of the following
1. Annual Vehicle Permits-Students (Full-time, Part-time, Graduate & Continuing Education)
   a. All students, who intend to have a vehicle on campus, must obtain a parking permit during the scheduled registration days or during business hours at the Office of Public Safety, located in the Mayflower Parking Lot.
   b. Continuing Education student may register at C.E. Department Office
   c. At each registration, students must complete the necessary forms, pay the set fee, and affix the permit on their vehicle as directed,
   d. All expired Curry College vehicle Permits must be removed from the vehicle.
   e. Students must re-register their vehicles each academic year
   f. If the student changes vehicles during the academic year, the new vehicle must be registered and affixed with a permit.
2. Temporary Permits
   a. All students who intend to have a vehicle on campus for less a short period of time (less then 14 days) must obtain a Temporary Vehicle Permit during business hours at the Public Safety Office, located next to the Library on the Quadrangle.
   b. All students who intend to use a substitute vehicle must obtain a Temporary Vehicle Permit during normal business hours at the Public Safety Office, located next to the Library on the Quadrangle.
   c. All community members must complete the necessary forms and affix the permit to their vehicle as directed.
   d. There is no fee for Temporary Vehicle Permits.
3. Temporary Handicap Permits
   a. Curry College recognizes Handicap Permits issued by all governmental licensing authorities.
   b. Community members who suffer from a VISIBLE TEMPORARY disability (a cast, crutches, a broken leg etc.) are eligible to receive a Temporary Handicap Permit. The permits are available at the Public Safety Building located in the Mayflower Parking Lot.

4. Faculty/Staff
   a. All faculty/staff are required to register their vehicles with the Department of Public Safety
   b. Faculty/Staff are also required to show an current vehicle registration, driver’s license and Curry ID Card

SECTION 3: VISITORS
All visitors must be registered with the Department of Public Safety. Students who are expecting guests may register them with the Department of Public Safety by calling extension 2222 anytime and the information will be entered into the computerized Visitors Log. Please be able to provide the following information:
   1. Your name
   2. Your campus address
   3. Your extension
   4. Your guests name
   5. Their estimated arrival time
   6. The make, model, color and license plate information of the guest’s vehicle

SECTION 4: REGISTRATION MODIFICATIONS
All community members must come to the Office of Public Safety located next to the Library on the Quadrangle during normal business hours to report the following:
   1. If your vehicle changes
   2. If you change plates.
   3. If you change your license (beyond simple renewal).
   4. If you change your campus, local or home address.
   5. If you change your name (through marriage, for example)

SECTION 6: TRANSFER OF VEHICLE PERMITS
Vehicles Permits are not transferable to another student or vehicle. Any person who wishes to transfer a Vehicle Permit to another vehicle must amend their campus registration as prescribed in the preceding section.

SECTION 7: LOST OR STOLEN PERMITS
Any person whose Vehicle Permits is lost or stolen must file a report with the Department of Public Safety within three business days of the loss or theft.
CHAPTER 2

PARKING REGULATIONS

SECTION 1: GENERAL PARKING POLICY
All persons are initially granted the privilege of parking their vehicle on campus provided that they have obtained a valid Vehicle permit and conform to the rules of this Motor Vehicle Code.

SECTION 2: PARKING LOT ASSIGNMENTS
All persons must park their vehicles in the designated parking lots according to their classification.

1. FACULTY and STAFF – All non-student employees of the college can park as follows:
   a. NORTH CAMPUS –
      i. Hafer Lot – Access card needed for entry to this area
      ii. Athletic Field Lot
      iii. Student Center Lot if your office is in the Student Center or Admissions
      iv. Library Lot
      v. Mayflower Lot
   b. SOUTH CAMPUS –
      i. Front Gate Lot
      ii. Kennedy Lot
      iii. Main House PAL Lot
      iv. Cottage Lot
      v. Tennis Court Lot

2. NORTH SIDE RESIDENT STUDENTS would be issued Silver stickers - All North side resident students may park in the following areas
   a. Mayflower Hall Parking Area
   b. 886 Brush Hill Road Lot
   c. NCRH Lot
   d. Scholars lot
   e. Atherton St Lot for Residents only
   f. Front gate Lot after 6:30pm and weekends/holidays
   g. Tennis Court Lot after 6:30pm and weekends/holidays
   h. Athletic Lot neutral lot after 6:30pm and weekends/ holidays
   i. Student Center Lot from 6:00pm – 1:00am and all day Saturday and Sunday only

3. SOUTH SIDE RESIDENT STUDENTS would be issued Green stickers - All South side resident students may park in the following areas
   a. SCRH/156 Lot
   b. Milton Hall Lot
   c. Main House-PAL Lot, designated spots only
d. Suites Lot  
e. Front gate Lot-neutral after 6:30pm and weekends/holidays  
f. Athletic Lot-neutral lot after 6:30pm and weekends /holidays  
g. Tennis Court Lot-neutral lot after 6:30pm and weekends/holidays  
h. Cottage Lot

4. COMMUTER & CE STUDENTS – Commuter & CE students may park in the following areas:
   a. Athletic Field Area
   b. Front Gate Parking Area
   c. Levin Library Parking Lot
   d. Student center Lot
   e. Tennis Court
   f. Levin Lot
   g. Mayflower Lot

5. VISITORS – All persons who are not students or Faculty/Staff are considered Visitors.
   a. North Campus – All visitors are required to park their vehicles in the ATHLETIC FIELD LOT (Lot D)
   b. Student center Lot
   c. South Campus – All visitors are required to park their cars in the FRONT GATE LOT (Lot G)

6. STUDENT CENTER – The Student Center parking lot will be open to commuter students, visitors and Curry employees who work in the Student Center and 1000 Brush Hill Rd for all day parking. Short term parking for all other Curry employees will be permitted during the day. The lot will be open to all from 6PM to 1AM and all day on Saturdays and Sundays. Overnight parking is not permitted.

SECTION 3 SPECIAL RESERVED PARKING AREAS

Certain parking areas on campus have been designated as reserved lot or spaces.

1. HANDICAP PARKING – These areas are reserved for vehicles that bear valid Handicap license plates or placards issued by any governmental issuing authority.

2. PRESIDENT’S PARKING AREA – The lot adjacent to the Presidents Office on Atherton Street has been reserved for persons who have been authorized by the President of the College to park.

SECTION 4 NO PARKING ZONES

All vehicles, except those designated as Emergency Vehicles by the Director of Public Safety or his designee and vehicles authorized by the Director of Buildings and Grounds, are prohibited from parking in NO PARKING ZONES.

1. FIRE LANES – ALL CAMPUS ROADWAYS HAVE BEEN DESIGNATED AS FIRELANES by the MILTON FIRE DEPARTMENT. Community members are allowed to use these roadways for parking to LOAD AND UNLOAD vehicles, provided that someone will be with the vehicle to
move it when requested. Leaving a vehicle in the road unattended and with the emergency
flashers on is not acceptable and the vehicle will be ticketed and/or towed.

2. **FIRE GATES** – All roadway gates have been designated as FIRE GATES. Parking in front of a
fire gate is not permitted at any time for any reason.

3. **LOADING ZONES** – All loading zones have a maximum time limit of TEN minutes. Only
authorized vehicles can use loading zones.

4. **GRASS AREAS** – No vehicles are allowed to park or drive on any grass area without the
permission of the Director of Buildings and Grounds.

5. **WALKWAYS** – No vehicles are allowed to park on, block or drive on any walkways.

6. **BRUSH HILL ROAD** – The Town of Milton does not allow parking on the road. Vehicles will
be issued tickets by the Milton Police.

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**CHAPTER 3**

**OPERATING REGULATIONS**

**SECTION 1**

**GENERAL OPERATING POLICY**

All persons are initially granted the privilege of operating their vehicle on campus providing

1. That they have obtained a valid driver's license,
2. That their vehicle is duly registered,
3. That the vehicle has a valid Curry College Parking Permit
4. They conform to the rules and regulations outlined in this Motor Vehicle Handbook.

**SECTION 2**

**GENERAL RULES OF THE ROAD**

1. **FRONT ENTRANCE** – All vehicles shall come to a COMPLETE STOP at the Front Entrance
gatehouse when entering campus to allow the officer to inspect the Parking Permit.

2. **SPEED LIMIT** – The speed limit on all campus roadways and in all parking lots is 15 Miles per
Hour.

3. **STOP SIGNS** – All vehicles shall come to a complete stop at all posted STOP SIGNS.

4. **WRECKLESS OPERATION** – No person shall operate a vehicle in such a way as to endanger
the lives or safety of the community.

5. **IMPEDED OPERATION** – No person, when operating a vehicle, shall permit to be on or in the
vehicle or on or about his or her person anything, which may interfere with or impede the proper
operation of the vehicle.

6. **STOPPING ON REQUEST** – All persons shall stop for Public Safety Officers, any other Police
Officers and/or Public Safety dispatchers assigned to the Front gatehouse when requested.
7. OPERATING UNDER THE INFLUENCE
   a. No person shall operate a motor vehicle while under the influence of an alcoholic beverage as defined in Chapter 90 of the Massachusetts General Laws.
   b. No person shall operate a motor vehicle under the influence of drugs or narcotics if:
      i. The drug was illegally obtained and consumed as defined by Chapter 94C of the Massachusetts General Laws
      ii. The person is legally impaired as defined by Chapter 90 of the Massachusetts General Laws.
   c. Whoever operates a vehicle on Curry College property shall be deemed to have consented to follow the orders of Public Safety Officers in the event that they are stopped for suspicion of alcohol or drug impairment. When a Public safety Officer has reasonable suspicion to believe that the driver is impaired, the officer may refuse to allow the driver to further operate the vehicle and may tow the vehicle from the property of Curry College at the owner’s expense.

8. TRANSPORTING ALCOHOL – No person shall transport alcohol in any vehicle if:
   a. The person is under the legal age set by The Commonwealth of Massachusetts, To transport alcohol; and/or,
   b. The amount exceeds the level set by Chapter 138 of the Massachusetts General Laws.

9. OPEN CONTAINERS – No person shall possess or allow any passengers to possess any open containers of alcohol while operating a motor vehicle.

10. SAFETY STANDARDS – All vehicles are expected to conform to the minimum safety standards as defined in Chapter 90 of the Massachusetts General Laws.

11. INSURANCE REQUIREMENTS - The following are the Commonwealth of Massachusetts’s minimum insurance requirements to operate a vehicle within the state of Massachusetts
   a. Coverage for anyone injured or killed by your car in an accident in the state. Minimum coverage - $20,000/person, and $40,000/accident
   b. Personal injury protection for you, passengers, authorized operators, and pedestrians who are injured in an accident involving your car, regardless of who is at fault. Minimum coverage - $8,000
   c. Uninsured motorist coverage to protect you, household members, passengers, and other drivers of your car against losses incurred in an accident with an uninsured or unidentified hit and run driver. Minimum coverage - $20,000/person and $40,000/accident
   d. Damage to someone else’s property. Pays for damage to someone else’s property when you are at fault for the accident. Minimum coverage - $5,000

CHAPTER 4: WEATHER EMERGENCY/SPECIAL EVENT RESTRICTIONS

SECTION 1 DRIVING RESTRICTIONS
In the event of a weather emergency or if a Special Event so indicates, the Department of Public Safety may invoke certain temporary parking and/or operating restrictions, which will supercede any conflicting regulations set forth by this Motor Vehicle Code. Community members should park their vehicles at the Front Gate parking Lot, if they expect to be away from the campus overnight or all weekend.
SECTION 2  SNOW STORMS/SNOW REMOVAL

NOTIFICATION – In the event of a snowstorm, community members should contact their Resident Assistant, listen to WMLN Radio 91.5 FM, or call Extension 2075 to find out if one of the following conditions has been invoked in order to allow for the removal of snow on campus roadways and parking lots. Please do not call extension 2222 as you will be tying up our emergency lines for non-emergency business:

1. **LEVEL ONE (Parking Ban Only)** – Once a Parking Ban has been put into effect all vehicles must be moved to the designated parking lots until notified that the Parking Ban has been lifted. Persons may still operate their vehicles on campus providing that they do not park anywhere but in the approved parking areas.

2. **LEVEL TWO (Driving and Parking Ban)** – If both a Driving and Parking Ban is imposed, persons are allowed to move their vehicles to the designated parking lots, however once they have moved their vehicles to the approved area, the vehicle may not be driven until the Driving Ban has been lifted.

3. **SNOW REMOVAL IN PARKING LOTS** Department of Public Safety and Building and Grounds will institute a program of Snow Removal. Community members will be directed to appropriate parking areas in order to implement the removal. Information will be provided via Residence Life staff, signage and the Snow Emergency Hot Line.

4. **CANCELLATION** – Once a ban has been lifted or changed, community members will be informed through their Resident Assistant, WMLN Radio 91.5 FM, or by calling Extension 2075.

SECTION 3   OTHER EMERGENCIES

The Department of Public Safety may at any time invoke any other restrictions on parking and/or operating vehicles on campus as the need arises. Notification will be made in the same manner as in Section 2 of this Chapter.

SECTION 4   SPECIAL EVENTS

The Department of Public Safety may at any time invoke any other restrictions on parking and/or operating vehicles on campus during Special Events. Community member notification will be made in the same manner as in Section 2 of this chapter and by Campus Mail, if possible. Should any Special Event involve the Athletic Field Lot then people who are displaced from that parking area would be allowed to park in the other available student parking areas during the time that they are displaced from their normal parking area.

CHAPTER 5

VIOLATIONS OF THE MOTOR VEHICLE CODE

SECTION 1   SANCTIONS

Any community member who violates any section of this Motor Vehicle Code may be ticketed/towed and/or be subject to further disciplinary action by the College’s Judicial Affairs process. Any visitor who violates any section of this Motor Vehicle Code may lose their privilege to park and/or operate a vehicle on college property.

SECTION 2   REGISTRATION VIOLATIONS

1. **FAILURE TO PROPERLY REGISTER** – Any person who fails to properly register a vehicle with the Department of Public Safety, any person who fails to properly amend their campus registration, as needed, any person who supplies false information on any Department of Public Safety form, may be referred for disciplinary action and their vehicle may be ticketed and/or towed.
2. FAILURE TO DISPLAY A VALID PERMIT – Any vehicle that does not display a valid Vehicle Permit may be ticketed and/or towed.

3. ALTERING PERMITS OR FORMS – Any person, who in any way, alters, forges or manufactures a Vehicle Permit or any person, who displays an improperly obtained Vehicle Permit or allows any other person to attach an improperly obtained Vehicle Permit to any vehicle under their control may be referred for disciplinary action.

SECTION 3    PARKING VIOLATIONS.

1. NO PARKING ZONES – Any vehicle that is parked, unattended an any FIRE LANE, in front of or blocking in any way any FIRE GATE, or any vehicle which is parked in a Loading Zone for more than TEN minutes, on any Grass Area, on any Walkway, or is parked in the marked Bookstore spaces at the 886 Brush Hill Road lot for more than 20 minutes may be ticketed and/or towed.

2. FACULTY/STAFF PARKING LOTS – Any vehicle that is parked in the Faculty/Staff Lot that does not properly display a valid Faculty/staff Vehicle permit may be ticketed and/or towed.

3. HANDICAP PARKING SPACES – Any unauthorized vehicle that is parked in any posted Handicap Space or hash marks next to a Handicap space may be ticketed and/or towed.

4. SPECIAL RESERVED PARKING AREAS – Any vehicle that is parked in any Special Reserved Parking area that does not display a valid Special Reserved Parking Permit AND a valid Curry College Vehicle Permit may be ticketed and/or towed.

5. WEATHER EMERGENCY/SPECIAL EVENT PARKING - Any vehicle that is parked in any lot other that those designated during a weather emergency or Special Event may be ticketed and/or towed.

6. PARKING DURING SUSPENSION OF PRIVILEGES - Any vehicle which is owned or under the control of any person whose privilege to park and/or drive on campus has been suspended may be ticketed and/or towed, and the person may be referred for disciplinary action, and the privilege of parking at the Front Gate may be revoked.

SECTION 4 OPERATING VIOLATIONS

1. FAILURE TO STOP - Any person, when operating a motor vehicle, which fails to stop for a posted stop sign, or fails to stop at the Front Entrance gate House when entering campus, or fails to stop for a Public Safety Officer, may be ticketed, and their driving privileges may be revoked.

2. SPEEDING - Any person who operates a vehicle in excess of a speed that is reasonable and proper for the road conditions, or who operates a vehicle at a speed in excess of 15 miles per hour on any Campus roadway may be ticketed.

3. RECKLESS OPERATION - Any person who operates a vehicle in such a way that constitutes gross negligence or reckless disregard for the lives or safety of the public may be ticketed.

4. OPERATING UNDER THE INFLUENCE - Any person who drives while legally impaired by alcohol and/or drugs, or any person who is under the influence of alcohol who is under the legal
age to consume alcohol or any person who is impaired by narcotics or other drugs may be ticketed and or towed, their parking and driving privileges may be suspended, and they may be referred for disciplinary action.

5. **OPEN CONTAINERS** - Any person who possesses and open container(s) of an alcoholic beverage while operating a vehicle or allows any passenger(s) to possess any open container(s) of an alcoholic beverage may be ticketed and/or towed.

6. **STANDARDS VIOLATION** - Any person who operates a vehicle, which does not meet minimum safety or insurance standards, may be ticketed and their vehicle may be towed.

7. **OPERATING DURING SUSPENSION** - Any person who operates a vehicle after their privilege to operate a motor vehicle on campus or in the Commonwealth of Massachusetts has been suspended may be ticketed, the privilege of parking at the Front gate may be revoked, they may be referred for disciplinary action and their vehicle may be towed.

8. **OPERATING WITHOUT A LICENSE** - Any person who operates a vehicle on campus who does not have a valid state driver’s license on their person or under their control in the Vehicle, may be ticketed.

9. **OPERATING WITHOUT A STATE REGISTRATION** - Any person who operates a vehicle on campus who does not have a valid state vehicle registration on their person or under their control in the vehicle may be ticketed.

10. **OPERATING A MOTORCYCLE OR MOPED WITH OUT A HELMUT** - Any person who operates a moped or motorcycle without an approved safety helmet may be ticketed and/or towed.

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**CHAPTER 6**

**SUSPENSION OF PRIVILEGES**

**SECTION 1**

**SUSPENSION POLICY**

The privilege to park and operate a vehicle on campus may be suspended if

1. Any person who has received ten or more parking citations in any academic year.

2. Any person who receives any further violations or causes their vehicle to be towed after the reinstatement of their parking and driving privileges after a suspension for receiving excessive parking and/or operating citations may be subject to further disciplinary action.

3. Any person who has received two or more operating citation(s) in any academic year.

4. Any person whose continued operation of a motor vehicle on campus would constitute a clear and present danger.

5. Any person who has been cited for a violation of the Motor Vehicle code that constitutes gross negligence or reckless disregard for the lives or safety of the public.

6. Any person who is stopped by a Public Safety Officer for suspicion of operating a vehicle under the influence of alcohol/drugs and who fails to follow the orders of Public Safety Officers.

7. Any person who fails to register their vehicle with the Department of Public Safety.
SECTION 2  PROPER NOTIFICATION
1. The Director of Public Safety or their designee shall be deemed to have properly notified the violator if a Suspension Notification Letter is delivered in person or by mail to:
   1) The home address listed on their registration form, or
   2) The campus address listed in the college records, or
   3) The local address listed on their vehicle registration form.

SECTION 7
RESPONSIBILITIES OF PERSONS WHO’S PRIVILEGES HAVE BEEN SUSPENDED.
1. Any person whose vehicle privileges have been suspended must adhere to the following sanctions:
   1. You are to drive your vehicle to the Front Gate Parking Lot immediately or to a Lot as directed by Public Safety.
   2. You are not permitted to drive any vehicle on College property for the duration of the suspension as noted in your suspension notification letter.
   3. You are not permitted to park any vehicle registered to you or any member of your family on College property at anytime during the period of suspension. If any vehicle known to be driven by you or known to be under your control is found on campus during this time, it will be towed immediately at your expense.
   4. If you are seen driving any vehicle on College property during the suspension period, a recommendation for severe disciplinary action will be instituted against you immediately.
   5. You may not allow any other person to operate your vehicle on campus property during the suspension period.

CHAPTER 7
APPEALS
SECTION 1  TICKET APPEALS
1. The person who wishes to file an appeal will be required to complete a Ticket Appeal Form on the Safety Website and submit it to the Director of Public Safety or their Designee within seven business days.

2. The Director of Public Safety or their designee will review the appeal and then issue one of the following rulings in writing and foreword it to the violator by mail:
   1) GUILTY - The violation will remain on the violator’s record and the violator will be responsible for the fine
   2) REDUCED TO A WARNING - The violation will remain on the violators’ record but the violator will not be responsible for the fine.
   3) NOT GUILTY - The violation will be removed from the violator’s record and the violator will not be responsible for the fine.

SECTION 2  SUSPENSION APPEALS
Any person who wishes to appeal a suspension of their parking and/or operating privileges may do so by writing a letter to the Dean of Students or designee
CHAPTER 8

CHANGES IN THE MOTOR VEHICLE CODE

The Department of Public Safety, after conferring with the Dean of Students, may amend the Motor Vehicle Code at any time for cause providing that the entire community is notified of any such changes.

CHAPTER 9

FEES, FINES AND TOWING

SECTION 1    REGISTRATION FEES
The Department of Public Safety will set the rates for registration fees each year. A copy of these fees shall be made available at the time of registration. Payment may be made in cash, by check, or by charging the amount to your student account.

SECTION 2    VIOLATION FEES
The Department of Public Safety will set the rates for violation fines each year. A copy of these fines shall be available at the Office of Public Safety. Guilty violations will be added to the offenders account.

SECTION 3    TOWING CHARGES
Public Safety Officers may tow vehicles that are parked in tow zones or are otherwise illegally parked to a proper on-campus location or to a tow lot off campus.

A) OFF-CAMPUS TOWS - The owner of any vehicle that is towed is responsible to make payment to the Tow Company that has towed the vehicle. The Massachusetts Department of Public Utilities sets tow rates.

B) ON-CAMPUS TOWS - The owner of any vehicle which was towed from a tow zone to another on-campus location will have those tow charges added to their student accounts.