## Rutgers Parking 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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## 1. GENERAL INFORMATION

Rutgers Parking Department of Transportation Services (DOTS)

Website:
Parking Services | Institutional Planning and Operations

Contact Us:
Active Rutgers Faculty, Staff, and Students, submit a case through DOTS Help

Visitor, Guest, Non-affiliate, University Hospital Employee's, please email Parking at dotshelp@rutgers.edu

## 2. RULES AND REGULATIONS

- PARKING PERMITS ARE REQUIRED AND ENFORCED YEAR-ROUND
- FACULTY/STAFF CAN REGISTER MULTIPLE VEHICLES TO A PERMIT, HOWEVER ONLY ONE VEHICLE CAN BE PARKED ON CAMPUS AT A TIME
- STUDENTS CAN ONLY REGISTER TWO VEHICLES TO A PERMIT, HOWEVER ONLY ONE VEHICLE CAN BE PARKED ON CAMPUS AT A TIME
- THE LICENSE PLATE MUST BE ENTERED CORRECTLY. ONE INCORRECT NUMBER OR LETTER WILL RESULT IN CITATIONS AND/OR TOWING/IMMOBILIZATION

**Parking Overview**

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

Parking rules and regulations are in effect 24 hours a day, seven days a week, 365 days a year. Violaters are subject to ticketing, and/or towing/immobilization at the vehicle owner's expense, forfeiture of all fees paid, revocation of parking privileges, and/or judicial action.

Registration with a valid email address, mobile phone number and purchase of a valid Rutgers parking permit is always required for all vehicles parked within jurisdictional areas of Rutgers University.

These rules, regulations, and fees are subject to change at the discretion of the Department of Transportation (DOTS). Notice of changes will be published to the DOTS website at Parking Services | Institutional Planning and Operations

**Areas of Jurisdiction**

The information contained within applies to all University properties, parking lots, parking decks and roadways. The city streets, city decks, and city meters are not Rutgers property. City restrictions and regulations apply in these locations. The permit holder assumes all risk of accident and expressly agrees that the University shall not be liable under any circumstances for injury to person, or property loss, or damage. It is also the responsibility of each permit holder to understand and abide by all applicable rules and regulations.

Rutgers does not reimburse for damage to, or loss of personal items kept in vehicles, either on campus or when traveling on university business. Employees are encouraged to carry a homeowner's, auto, or tenant's policy, or specific property insurance to cover the risk of damage or loss.

**Parking Permit**

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

**Vehicle Registration**

You must register your vehicle(s) in the DOTS website. Vehicles are to be registered for an individual's personal use only with a valid email address and mobile phone number prior to parking on campus. The license plate of the vehicle (permanent, temporary, or rental) and state the plate was issued is required for registration. This information must be kept up to date by the operator of the vehicle. One student cannot register another student's vehicle. In addition, one faculty/staff member cannot register another student's or faculty/staff vehicle (except for those participating in the Carpool program).

Rented Vehicles: Individuals that need to bring rented, loaner or dealership vehicles on campus for any length of time are required to add the vehicle to their parking permit before parking on campus. Unreported vehicles are subject to ticketing and/or immobilization. If you have a current parking permit, you can add your temporary rental vehicle to your account online; when you are done with that vehicle you can unlink the plate from your permit.

Motorcycles, Mopeds or any other motorized vehicle are required to be registered with DOTS and be associated with a valid permit. Any vehicle that is used as a primary vehicle is charged for a full parking permit. Any additional vehicle can be added to an existing permit at no additional cost.

All vehicles must park in a valid parking stall and are not permitted to park on sidewalks or in bicycle lanes.

University affiliates: are not permitted to register a visitor's license plate to their DOTS parking account.

**Parking on University Property**

Parking on university property is permitted for university business only. The purchase of a parking permit provides the privilege of parking on campus in a marked stall. Availability of parking stalls is not guaranteed with a parking permit. Non-availability of space in specific stalls or lots does not excuse illegal or improper parking. If there are no available stalls in your designated area, you should go to the next available lot allowed by your permit. Other illegally parked vehicles do not excuse illegal parking and does not indicate that parking rules are not in effect. While you may register more than one vehicle to your permit, only ONE vehicle is permitted on campus at a time.

All vehicles must be parked so that the license plate is visible from the driving aisle. Any vehicle that does not have a stated issued front license plate, is required to pull into the stall so that the license plate is facing out. 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. Plates not fixed to the bumper are not readable.

For Newark permit holders parking in the Newark decks, if you do not have a front plate the system is not able to validate your permit. Alternative methods for entry are the use of an access card or by using the ParkWhiz mobile application should the LPR (License Plate Recognition) be unsuccessful in capturing your license plate information at the gate. Descriptions on how to obtain these alternative methods can be found in the Department of Transportation website: https://ipo.rutgers.edu/alerts/lpr

**State Registration Laws**

While parked on university property, all individuals must abide by state registration laws. Permits are issued for registered vehicles only. Rutgers University Police Department (RUPD) will tow vehicles without valid state license plates or inspection stickers at the owner's expense.

**License Plate Recognition (LPR)**

At certain facilities and surface lots, DOTS utilizes License Plate Recognition Cameras and software for parking and access control. LPR data is also collected by fixed cameras at Rutgers University parking garages, streets, and parking lots. This includes the academic campuses of New Brunswick, Newark, Camden, and Rutgers Health.

**Marked Stalls**

Parking on Rutgers property is allowed **ONLY** in marked stalls (between two painted lines) with a valid Rutgers parking permit. Marked stalls are provided in all lots. A vehicle parking on or over

a painted marked line or curb is considered in violation. All vehicles must be parked entirely within a marked stall. Absence of a marked stall indicates "NO 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. Those in violation of this policy are subject to enforcement actions including and up to arrest for damage to private and public property located within campus grounds. In the absence of a sign at the entrance to a lot, refer to the Campus 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 and/or towed/immobilized appropriately.

**ADA Registration and Parking**

Parking in a handicapped stall requires ADA registration with DOTS and the display of proper identification from a state motor vehicle agency. A valid parking permit is required to park on campus. Please submit a copy of the permanent handicap placard and ID card to DOTS. If a temporary placard was issued by a municipality, you are required to submit a copy of the front and back temporary placard to DOTS. This information will be validated and updated in your account. ADA placards must be in the name of the account holder to be linked to the requestor's account. 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.

**Responsibility for University Parking Violations**

The individual 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 the vehicle. Violations on a vehicle not registered with DOTS will be investigated through state motor vehicle agencies and citations will be sent out via the US Postal Service. Any vehicle that is found to be registered to a relative of a current or previous permit holder will become the responsibility of last registered permit holder, unless the registered owner takes responsibility for the parking violations by making payment in full and registering the vehicle with DOTS. When no current or previous permit holder is found, the registered owner of the vehicle as reported by the state motor vehicle agencies will become responsible for the vehicle. Vehicles with unpaid citations totaling over $300.00 are subject to towing/immobilization without notice at the vehicle owner's expense. Parking privileges may also be revoked. Unpaid parking citations will result in the denial of obtaining a parking permit. Unpaid citations will eventually be sent to a collection agency to ensure payment.

**Restricted Parking**

There are specific time and lot allowances for Student, Faculty and Staff and Visitor permits. Please check the DOTS website for complete regulations and for areas that allow 24-hour parking according to your permit.

**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/faculty) must be reported to the DOTS office immediately by opening a case for assistance (**DOTSHelp.rutgers.edu**). A review will be made to determine the need for a change or parking assignment. If a change in parking assignment requires additional fees, those fees are the responsibility of the individual to resolve and pay prior to issuance of a new permit. You are required to park according to your current permit until the assignment has been changed by DOTS.

**Disabled Vehicles**
Disabled vehicles must be reported to the university police (RUPD) by calling the non- emergency number (https://www.rutgers.edu/about/campus-safety). Disabled vehicles should not obstruct traffic flow, endanger safety or be parking in a restricted area. 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 permit must be renewed every 24 hours. Disabled vehicles not reported or not re-reported will be towed.

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

**Storage of Vehicles/Trailers and/or Abandoned Vehicles**
Registered or unregistered trailers (storage containers), vehicles, abandoned 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 the university property at the vehicle owner's expense.

**Uncovering Vehicles**
The university has the right to uncover vehicles (i.e., motorcycle covers) to determine whether they are registered with DOTS and have a valid parking permit.

**License Plate Covers**
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. You are required to remove the cover from your license plate if you're parking on State University property. Failure to do so will result in ticketing, and/or towing/immobilization and revocation of your parking privileges.

**Park and Ride**
University property shall NOT be used for commuting by public transportation (Park and Ride) and/or long-term vehicle storage for non-university business. Vehicles parked on campus must be intended for campus related activities such as employment, class sessions, events or other University activities held on campus. Violators will be ticketed and/or towed from university property at owner's expense. Individuals traveling for university business must submit a case to DOTS for approval 10 days prior to departure with supporting documentation required.

**Temporary Closure of Parking Areas and Roadways**
The university reserves the right to temporarily close parking areas, lots and Parking Decks for reasons related to large events, repair or safety. Vehicles found parked in areas that have been closed by barricades, signs, or notifications are subject to ticketing/towing at the owner's expense.

**Snow Removal Operations** During inclement weather conditions, snow removal operations are coordinated and scheduled with University Facilities. Instructions regarding time and alternate locations for 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 vehicles is the responsibility of the vehicle's owner. Top floors of the parking decks will be closed during inclement weather for safety reasons. All signage must be adhered to, failure to adhere to signage during inclement weather will result in citation, tow and possible loss of parking privileges.

**Parking in Loading/Unloading Zones**
Parking in loading/unloading zones is prohibited for any length of time. 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. Unauthorized vehicles parking in loading/unloading zones will be towed and cited accordingly.

## 3. ELECTRIC VEHICLE CHARGING

Electronic vehicle (EV) charging stations located within University property is ONLY for vehicles registered to a valid Rutgers parking permit with permission to park in the charging station location. Illegal EV charging is not allowed at any time.

**Illegal EV charging** refers to the use of electric vehicle (EV) charging equipment or infrastructure in a manner that violates laws, regulations, or property policies. This can include:

1. **Unauthorized use of EV charging stations** – Charging a vehicle at a station without a valid permit or at a location not allowed by your current permit.
2. **Theft of electricity** – Drawing power from an outlet or charging station without paying for it or without the owner's consent (e.g., plugging into a public or private building's exterior outlet without approval).

3. **Charging in prohibited areas** – Using extension cords across sidewalks, plugging into outlets in public parks or streetlights, or charging in areas not designated for EV use, which can create safety or accessibility hazards.
4. **Tampering with equipment** – Modifying, bypassing, or damaging charging station hardware or software to avoid payment or extend charging privileges.

Illegal EV charging will result in a citation, notification to the Dean of Students for Students, to Management for Faculty/ Staff Members and suspension of parking privileges.

## 4. ENFORCEMENT

Parking regulations on Rutgers University campuses are enforced 24 hours a day, 7 days a week, 365 days a year. Citations may be issued electronically or as paper citations placed on the vehicle, depending on the device used to scan the license plate (License Plate Recognition (LPR) or handheld device).

Vehicles registered to an active Rutgers parking permit at the time the citation is issued may receive both a paper citation placed on the vehicle and an electronic citation sent to the email address on record. Account holders are responsible for maintaining an accurate and up-to-date email address for parking notifications.

For vehicles not registered to an active Rutgers parking permit at the time of issuance, a paper citation may be placed on the vehicle. If a registered vehicle owner is identified through a DMV report, the citation will also be mailed to the owner's address on file via the U.S. Postal Service.

Vehicles may be towed or immobilized depending on the offense and the number of outstanding violations.

For detailed explanations of each violation please visit:

https://ipo.rutgers.edu/parking/enforcement

**Payments for parking fines may be made online at** https://rutgersuniversity.netlify.app/.

A $5 late fee is assessed if payment is not received within 10 days of the citation being issued. An additional $5 late fee is assessed if payment is not received within 20 days, bringing the total late fees to a maximum of $10. These late fees apply to violations emailed to active permit holders.

For violations issued to non-permit holders and mailed via the U.S. Postal Service using information obtained through DMV records, the appeal period is extended. Please refer to the appeal deadline indicated on the mailed violation notice.

Late fees are placed on hold while a violation is under appeal.

White Sticker: A white sticker is applied when a vehicle's license plate is not registered to a valid parking permit or the account has two or more outstanding citations. It notifies the driver of the issue and directs them to contact DOTS for assistance. The Enforcement Officer will write the vehicle's license plate state and plate number on the sticker.

Red Tow Sticker: A red tow sticker is applied only after a white sticker has already been placed on the vehicle. It notifies the driver that the vehicle's license plate is not registered to a valid parking permit or that the account has outstanding citations exceeding the established towing/immobilization threshold. The sticker directs the driver to contact DOTS for additional assistance. The Enforcement Officer will write the vehicle's license plate state and plate number on the sticker.

Appeals: Citations currently under appeal do not count toward sticker eligibility. Citations for which an appeal has been denied do count towards stick eligibility.

## Appeals

An appeal is defined as a dispute over the validity of a citation. It is not a statement explaining the reasons a parking regulation was violated.

Citations may be issued electronically, on paper, or both, depending on the device used to issue the citation.

For vehicles linked to an active Rutgers parking permit at the time the citation is issued, an electronic notification is sent to the email address on record. If a paper citation is also issued, it will be placed on the vehicle. The appeal period is 10 days from the date the citation is issued.

For vehicles not linked to an active Rutgers parking permit at the time the citation is issued, an electronic notification is not sent. A paper citation may be placed on the vehicle. If no paper citation is placed on the vehicle, the violation is currently under review to identify the registered owner. Once the registered vehicle owner is identified through a DMV report, the citation notice will be mailed to the owner's address on file via the U.S. Postal Service. The appeal period for these citations is extended. Please refer to the appeal deadline indicated on the mailed citation notice.

Once the applicable appeal deadline has passed, the right to appeal is forfeited, and the individual is responsible for all fines associated with the citation. The appeal process provides an opportunity to demonstrate that the citation was issued in error or is otherwise invalid.

All appeals must be submitted online through your parking portal. A separate appeal must be submitted for each citation. A factual statement explaining why the citation should be dismissed is required. The individual appealing the citation is responsible for providing any supporting documentation.

While a separate appeal must be submitted for each citation, if you are opening a DOTSHelp case to request assistance with your account, only one case needs to be submitted per account. Please do not open separate cases for each citation, as this may delay our response.

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
- Time constraints
- Lack of parking in desired location
- Financial hardship
- Stating occupant inside idle vehicle

**Towing/Immobilization of Vehicles**

Vehicle is subject to towing/immobilization at the vehicle owner and or/operator's expense due to account delinquency with an outstanding balance of $300.00 or more for unpaid citations and late fees. DOTS reserves the right to tow/immobilize any illegally parked or unauthorized vehicle at its discretion on a case-by-case basis. Towing/immobilization cost may not be appealed or reimbursed.

A vehicle may also have a demobilizing device attached to the front of the windshield making the vehicle undrivable; this would be applied instead of the vehicle being towed. The individual would need to pay a fee to have the device deactivated to remove the device. The device must be returned undamaged within 24 hours of payment for the deposit to be returned.

Return the immobilization device to one of the following RU locations:

> **New Brunswick**: Public Safety Deck (55 Paul Robeson Blvd New Brunswick, NJ 08901 (entrance on the corner of Elijahs Way) enter the garage to the 2nd Level (the Dropbox is located before you enter the stairwell next to the Elevator).
>
> **Newark**: Inside the lobby of Deck 4 by the elevator (48 New Street, Newark NJ 07102)
>
> **Camden:** 424 Market Street Camden, NJ 08102

Towable/immobilized offenses include, but are not limited to:

- Parking in marked fire zone
- Parking in handicapped stall
- Outstanding balance of $300.00 or more due to unpaid citations
- Improper use of a parking permit
- Vehicles parked in a closed lot during a scheduled event or during snow removal operations
- Parking in guaranteed/reserved stalls
- Violation of rules and regulations as outlined on the DOTS website

Private companies contracting with the university provide towing services. The 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 the university property. Tow companies are expected to treat everyone professionally and courteously. All claims for damage must be made directly to the tow company.

## 5. EMPLOYEE SERVICES

### Faculty/Staff Parking Permits

Permits are purchased online through the parking portal. Payments may be made by credit card, e-check or payroll deductions (for eligible employee type only). Rutgers Health employee permits are processed only with payroll deductions. Faculty/Staff with unpaid ticket(s) will not be issued a permit until citations are paid. Parking permits are valid only until the date of expiration, regardless of the date of purchase.

Faculty and Staff parking permits fees are based on employee bargaining unit agreements.

Coadjutants, Part Time Lecturers and Teaching Assistants are required to apply for a temporary permit until payroll has been updated. They are required to apply for a permit once they have received their 1st paycheck.

A maximum of ten (10) Daily permits may be purchased on the employees' individual parking account. Instructions can be found on our website, Faculty/Staff Parking Permits

Registering a vehicle for another person's use through false information constitutes improper registration. One faculty/staff cannot register another student's/faculty/staff/visitor's vehicle. There is no refund for a permit obtained improperly.

Faculty/Staff are not to create visitor accounts. Visitor parking accounts are intended solely for individuals not affiliated with Rutgers University.

### Newly Hired Employees

As new employees are onboarded and provided a NetID, they'll be able to log into the parking portal and register for a temporary 15-day parking permit. After the expiration of the 15-day permit, new

employees are expected to enter the parking portal again and purchase the standard employee parking permit. Failure to do so will result in issuances of citations by Public Safety vehicle scans.

### Parking Cards for Gated Lots and Decks

For New Brunswick:
Common gated lots are accessible with a common lot keycard. Faculty/Staff with active annual permits may purchase a keycard for a fee of $15.00. There is a $15.00 replacement fee for lost/damaged cards. Common gates lots are located at College Ave. Lot 16, Busch Lot 55, Douglass Lot 79A

- **Assigned gated lots** require approval for Parking Operations. Lot coordinators will make requests through a separate portal in where is in queue as a task item for Parking Operations to approval or deny the request.
- **For New Brunswick Parking Authority Decks**: Access to New Brunswick Parking Authority (NBPA) decks are for eligible full-time (Type 1) employees with active annual permits. Eligible employees for NBPA decks must sign up for the Wellness, Plum, Morris or Paterson deck waitlist from employee parking portal account. Validated access of permit holders to NBPA decks is by card access only. Any pulled tickets (transient) must be paid by the employee, there are no refunds for pulled tickets.

### For Rutgers Health Newark Campus

- **Access cards**: Issuance of access cards are used as the alternate method of entry/exit should the LPR unsuccessfully capture your license plate information at the gate. Access card can be claimed with receipt of permit purchase at the Bergen/P2 deck located at 160 Bergen St (M-F 8am-4 pm). There is no additional fee on the initial issuance of access card, any lost or damaged cards require a $15.00 fee.
- **ParkWhiz**: The ParkWhiz mobile app is an optional method to access the decks should the LPR unsuccessfully capture your license plate information at the gate. The mobile app is an alternative option and free to download. Your mobile number must be up to date in your parking account, visit https://parkingbase.com/c/rutgers/login to review your information.

### Employee Permit Refund Policy for Rutgers Employees only

Refund requests must be submitted within the eligible period required as defined below. All requests will be processed accordingly.

### Faculty/Staff Refund Request

- Transactions purchased with Debit/Credit Card or Electronic Check
    - Full Refund be submitted within 5 business days from date purchase. Refunds only apply to annual permits purchased in full
    - Permits purchased via payroll deduction are not eligible for a refund

- To cancel Payroll Deduction for the purchased parking permit, log in to your parking portal and navigate to the "PERMIT" option. There you can click on "DELETE PERMIT". That will cancel your permit and cease further payroll deductions.

- Any approved refunds will be issued after all outstanding DOTS balances have been satisfied.

**Transactions Not Eligible for Refund**

- Keycards
- Temporary Permits *(e.g. Type 4 permit)*
- Paid citations and late fees

## 6. STUDENT SERVICES

**Student Parking Permits**

Registration is prior to the start of each semester and permits are sold per semester and valid for that semester. Unregistered students are not eligible for a parking permit. Fall permits are valid during Fall/Winter semesters and Spring permits are valid during Spring/Summer semesters. Additional permits are available for Reading days, Winter/Summer session for students who do not hold a current semester permit.

Permits are purchased online on the individuals parking portal.

Students cannot create visitor accounts. Visitor parking accounts are intended solely for individuals not affiliated with Rutgers University.

Students with a record of unpaid citations will not be allowed to purchase a permit until citations are paid. Resident student parking assignments are made to specific lots according to the student's on-campus residence. Commuter student permits are assigned lots according to their school code.

Registering a vehicle or permit for another person's use through false information constitutes improper use. One student cannot register another student/visitor's vehicle. In addition, one faculty/staff cannot register another student's/faculty/staff/visitor's vehicle. Students shown to be linking and unlinking other students' vehicles will be sent to the Office of Student Conduct and may have parking privileges revoked. There is no refund for permit obtained improperly.

**Student Refund Policy**

Refund requests must be submitted **prior to the add/drop date** of the semester the parking permit was purchased for. Any student refund request submitted AFTER the add/drop date will NOT be approved. Student permits purchased after the add/drop date may be requested within 5 business days from the date of purchase. (Penalties will apply)
Rutgers Health Students requesting a permit refund must be submitted before Spring semester starts for a partial refund.

Any approved refund will be issued after all outstanding balances have been satisfied. Permits are deactivated immediately once the case has been submitted.

**Transactions Not Eligible for Refunds:**
Daily permits, Keycards, Temporary permits, Paid Citations and late fees, Transient deck fee

**Additional Parking**
Additional parking privileges are available per semester upon request but will be reviewed for consideration by DOTS. The forms submitted do not guarantee approval and a valid parking permit is required to file a request. Additional parking requests are examined on a case-by-case basis. Students who require accessible parking, temporary or permanent, to park in university parking areas must have a valid parking permit. If approved, an additional $30 fee will be charged for the additional parking access.

**Additional Parking for Medical Needs** – Request for medical needs also require the treating physician to submit a Certification of Medical Needs form. The certification of Medical Needs form will be reviewed by one of the University doctors. Both forms must be filled out completely each semester and once the forms are reviewed and approved by the university doctors, DOTS will notify the student by email.
Additional Parking for Medical Needs application forms

**Daily Permits**
Students who do not hold a semester permit may purchase a maximum of 10 daily permits per semester from the student's parking portal account. Additional information can be found at Student Parking Permits **Students with active semester permits are not allowed to purchase daily permits.**

**Winter/Summer Session Permits**
Students who are taking Winter or Summer session have the ability to purchase a parking permit for that period, if they do have any a Semester permit.

## 7. UNIVERSITY HOSPITAL EMPLOYEES

Permit costs for parking are deducted from each paycheck through University Hospital payroll, permits expire on July 1st regardless of when issued. Anyone with a record of unpaid citations will not be issued a permit until citations are paid. Employees must complete a vehicle registration form with UH HR dept., once this form is received Rutgers DOTS will create a parking account, and a permit will be issued which will be reported for payroll deduction. Employees are issued an access card for the parking decks at initial registration. Bring a copy of your parking permit receipt to the office located in Bergen Deck/P2. (there is a replacement fee of $15.00 for all access card replacements)

Additional information for University Hospital employees can be found here University Hospital Employees

## 8. NON-AFFILATES

Non-affiliate permits are issued to service providers or vendors authorized to do business with the University as consultants or other professional services.
Non-affiliates must open a DOTS case and provide proof of eligibility and must be verified to purchase the non-affiliate permit. Supporting documentation from the university department and organization such as a letter from the hiring department or purchase order agreement with the University can be submitted as proof.

Additional information for non-affiliates can be found here Non-Affiliate Parking Permits

## 9. VISITOR PERMITS

Visitor parking accounts are intended solely for individuals not affiliated with Rutgers University in any way. Visitors are defined by the University as individuals or groups who are traveling into campus for an activity or special event. By registering a vehicle for permit to park, vehicle operators consent to Rutgers University use of automated license plate recognition (LPR) technology. Visitors must have a valid permit before parking on campus. For more information in reference to parking for visitors, go to Visitor Parking Permits

## 10. RETIREE and SENIOR AUDIT PERMITS

Rutgers retirees who plan to visit the campus can register their vehicle to park on campus. Retiree parking registration must be renewed every 2 years. Senior Audit participants can apply for a semester parking permit while taking audit classes on campus. To register for Retiree or Senior Audit permit parking, send a vehicle information to https://dotshelp.rutgers.edu/ru_dots

## 11. FAMILY HOUSING PARKING PERMIT –FOR FACULTY/STAFF or STUDENT SPOUSES

Faculty, Staff. and students living in university family housing and parking a 2nd vehicle on campus for a spouse or housing partner, a Rutgers parking permit is required for the additional vehicle for a fee of $100. To set up a spouse's parking account, visit dotshelp.rutgers.edu

## 12. SPECIAL EVENT PARKING

Rutgers hosts events on campus that require parking for event attendees. Parking services will work with the Event Coordinator and assist in the setup of the parking registration process. Event attendees MUST register for permit to park in the designated lot or deck for the event. Special Event parking permits is for registered attendees of an event with over 10 or more attendees. This is not

for any reoccurring event with the same attendees on a weekly basis over an extended period. Any special meeting or gathering with less than 10 attendees can direct attendees to register for Visitor parking. For more information, please visit https://ipo.rutgers.edu/parking/events

## 13. DATA GATHERED VIA THIRD PARTY VENDORS

License Plate Recognition (LPR)

### License Plate Recognition (LPR) System

The Rutgers Department of Transportation Services (DOTS) uses LPR technology for parking access control and enforcement. The system includes fixed cameras and mobile, vehicle-mounted units operated by trained personnel across all Rutgers campuses (New Brunswick, Newark, Camden, and Rutgers Health).

### Data Collection and Use

The LPR system captures two images per vehicle: a context photo and a license plate photo, usually from the rear. It also logs GPS coordinates and timestamps. License plate numbers are converted into alphanumeric data for enforcement purposes. This data is used to verify parking permits, issue citations, and assist the Rutgers University Police Department (RUPD) in investigations. Any other use requires written approval from university leadership.

### Access to Records

Access is limited to authorized Rutgers personnel and select law enforcement and vendors. All users must log in with unique credentials, and all activity is recorded. Unauthorized access is strictly prohibited.