



**Police Department**  
**Central Connecticut State University**  
1615 Stanley Street, New Britain, CT 06050  
☎ (860) 832-2375      **FAX** (860) 832-2379



## **INTRODUCTION**

The following are the parking and traffic regulations for the campus and facilities of Central Connecticut State University. These regulations have been developed by the Central Connecticut State University Parking & Traffic Regulations Panel (hereinafter called the Panel) and are authorized by the President. The authority of the President and the Panel stems from Connecticut General Statute's § 10a-92.

The traffic regulations of the city of New Britain, the town of Newington, and the state of Connecticut may apply to some areas of the campus and will be enforced where applicable.

Authority for the enforcement of these regulations rests with the Chief of Police/Director of Public Safety and/or his or her officers.

## **PARKING AND TRAFFIC REGULATIONS PANEL**

**Role:** Connecticut General Statutes § 10a-92 specifies that a committee shall be appointed "...to establish parking and traffic regulations...(and that the committee) may prohibit, limit or restrict the parking of passenger vehicles, determine speed limits, restrict roads or portions thereof to one-way traffic and designate the location of crosswalks, ...order to have erected and maintained signs designating such prohibitions or restrictions, and impose a fine upon any person who fails to comply with any such prohibition or restriction." Accordingly, the Panel is designated to carry out this mandate and shall do so by developing changes to these regulations, subject to approval by the president. The panel shall also advise the president on physical improvements or alterations to existing parking facilities, suggest new University parking facilities, review and comment to the president on plans for new parking facilities or changes in existing facilities, and address other issues presented by the president for consideration.

**Task Force on Parking:** The Task Force on Parking helps the University deal with short- and long-term parking issues. The Interim Chief Facilities Officer shall chair the Task Force. The President has appointed additional members in accordance with the listing below:

Teaching Faculty  
Administrative Faculty  
Student Government Association Representatives  
Student Representatives from Inter-Residence Council  
Student Representatives



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**Parking and Traffic Appeals Committee Membership:** The Chief of Police/Director of Public Safety or his/her designated officer shall chair the Panel. The President shall appoint eight (8) additional members to the Panel in accordance with the listing below:

Teaching Faculty: Two Members; Indefinite Terms

Administrative Faculty: One Member; Indefinite Term

Classified Employees: Two Members; Indefinite Terms

Student Representative from the Inter-Residence Council: One Member; One Academic Year

Student Representative from the Commuting Population: One Member; One Academic Year

Parking Appeals Committee: One Member; Term of Office

**Effective Period:** The regulations contained herein are in effect around the clock and throughout the year, including periods of recess and intermission. Color-coded parking will be in effect Monday through Friday from 7:00 AM until 4:00 PM. Color-coded designations are not required on weekends or Monday through Friday from 4:01 PM through 6:59 AM. At such times, parking is allowed in any open and available lot.

**Authority:** Only the Director of Public Safety and/or the Director's designated agent has the authority to suspend all or part of these regulations, when to do so is in the best interest of public safety. Any significant suspension of regulations, either in terms of scope or duration, will immediately be reported to the President, and when practicable to the Panel.

**Applicability:** These regulations are applicable to all that operate, park, and/or own motor vehicles on the campus of CCSU.

**Campus Roads:** All roadways within the confines or perimeter of the University are deemed to be highways under 14-1 (34) of the Connecticut General Statutes and all Connecticut Motor Vehicle laws are applicable upon these roadways.

## **DEFINITIONS**

**Campus:** All property owned by or under the control of Central Connecticut State University.

**Emergency Operations:** Any University actions to deal with unforeseen events that pose an immediate threat to the well-being of the community or create a risk for substantial interference with University business.

**Fraudulent Registration:** Fraudulent registration is defined as any attempt to obtain or use any University parking decals under false pretenses. Fraudulent registration also refers to the creation or use of any counterfeit parking decals.



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**Improper use of Decal:** Includes the loaning of a valid decal to one not otherwise authorized for its use.

**Motor Vehicle:** Any vehicle so defined by Section 14.1 of the Connecticut General Statutes.

**Owner:** The owner of the vehicle, according to the Department of Motor Vehicles.

**Registrant:** The student, faculty member, or staff member to which a parking permit has been issued. This also refers to any co-registrants, for example, a registrant's spouse who is also employed at the University.

**Snow or Ice Emergency:** A situation in which weather conditions require snow removal and/or sanding operations on the campus. Under such conditions, parking may be banned in all open lots.

**Valid Decal:** A valid parking permit refers only to one of the permits referenced below that is current and has not been revoked.

**Visitor:** The term visitor is used in its normal sense and includes vendors conducting business with the University. Students, faculty and staff are not visitors for purposes of these regulations.

## **REGISTRATION & PERMITS**

**General Requirement:** With the exception of visitors, all vehicles operated or parked on the campus at any time must display valid CCSU parking decals. This applies to all members of the University community -- whether their association is full or part-time -- including University administrative and teaching faculty, staff members, and students. It also applies to all employees of vendors who will be using parking facilities on an ongoing basis. Campus visitors and guests to the campus do not require a parking decal.

**Fraudulent Registration or Improper use of Decal:** Either of these acts may result in the loss or alteration of parking privileges on the University campus. These acts may also result in the towing of the fraudulently registered vehicle and the application of such criminal sanctions as are authorized in the Connecticut General Statutes.

### **Types of Permits:**

**Commuter Students:** All commuter students, graduate and undergraduate, full and part-time, are required to obtain parking decals for any vehicles that will be operated or parked on campus. The decal will be displayed in the back windshield of the vehicle. The decal must be placed on the inside of the vehicle on the driver's side of the rear windshield. Students may only park in areas designated for "COMMUTER STUDENTS." Vehicles parked in parking areas that do not bear a valid student parking



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decal, may be ticketed and/or towed at the owner's expense.

**Faculty & Staff:** All Faculty and staff members are required to obtain parking decals for any vehicles that will be operated or parked on campus. The decal will be displayed in the back windshield of the vehicle. The decal must be placed on the inside of the vehicle on the driver's side of the rear windshield. Faculty/staff may only park in areas designated for "FACULTY & STAFF." Vehicles parked in areas designated for faculty/staff parking that do not display a valid decal may be towed.

**Resident Students:** All resident students (students residing in a CCSU Residence Hall) are required to obtain parking decals for any vehicles that will be operated or parked on campus. The decal will be displayed in the back windshield of the vehicle. The decal must be placed on the inside of the vehicle on the driver's side of the rear windshield. Students may only park in areas designated for "RESIDENT STUDENTS." Vehicles parked in parking areas that do not bear a valid resident student parking decal, may be ticketed and/or towed at the owner's expense.

**Vendor:** All Vendors conducting business at CCSU are required to obtain parking decals for any vehicles that will be operated or parked on campus. The decal will be displayed in the back windshield of the vehicle. The decal must be placed on the inside of the vehicle on the driver's side of the rear windshield. Vendors may only park in areas designated for "VENDORS." Vehicles parked in areas designated for vendors that do not display a valid decal may be towed.

*Faculty/Staff Parking Permits from all other Connecticut State Colleges and Universities (CSCU) system institutions shall be honored on this campus.*

**Medical Permits:** Students that suffer from a temporary physical condition necessitating special parking arrangements may obtain a Medical Parking Permit from the University Police Dept. The permit authorizes the student to park in any faculty, staff or student parking area -- for a period not to exceed 6 weeks (renewable). A physician's statement specifying the nature and duration of the disability must accompany all requests for Medical Parking. NOTE: Medical permits do not authorize parking in handicapped spaces or reserved spaces. (See Disabled Parking Placard information below)

**Disabled Parking Placard:** Permanent or Temporary Disabled Parking Placards or license plates displaying the International Symbol of Access issued by the Department of Motor Vehicles entitle the bearer to park in all spaces reserved for disabled parking and in any legal parking space (except for Reserved spaces) in all parking lots, as long as they are physically able to exit the vehicle within the confines of the designated space.

**Visitors:** Campus visitors and guests do not require a parking decal and should park in areas designated as visitor parking

**Lost Decals:** Lost or stolen decals must be reported to the University Police Department immediately. The purposeful false reporting of any incident to the police (including the loss or theft of decal) is punishable under Connecticut law.



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**Transfer:** Registration decals are issued for specific vehicles. They are not transferable

## **RESERVED PARKING POLICIES**

**Davidson Hall:** Parking for Davidson Hall is at the discretion of the Office of the President.

**Charter Oak State College (COSC):** COSC, located on property owned and/or under the control of CCSU, has approximately thirty (30) parking spaces directly in front of its facility. These parking spaces represent an eastward expansion of the existing Manafort Lot. All COSC spaces will be reserved as follows:

As described by appropriate signs, a number of spaces will be reserved for particular individuals on the COSC staff at all times. Remaining spaces in the COSC lot are reserved for COSC before 5:00 PM and on Saturdays. Enforcement of parking within the COSC area will be upon complaint.

## **SPECIAL EVENTS PARKING**

**Large Scale Events:** Parking for University scheduled events will be coordinated the Central Reservations Office.

## **PARKING & TRAFFIC**

**Responsibility:** It is the responsibility of each vehicle registrant and vehicle operator to know these regulations and comply with them. The responsibility to find a valid and lawful parking space rests with the vehicle operator. A lack of adequate parking space shall not constitute an excuse for violation of these regulations.

The registrant is responsible for all campus parking violation notices, fines and penalties. In the case of vehicles not registered with the University Police Department, or in the case of fees not paid by the registrant, all campus parking violation notices, fines and penalties are the responsibility of the owner of the vehicle.

**Towing Expenses:** Unless specifically stated otherwise in the applicable section, all expenses related to the towing of vehicles, and any storage charges, are the responsibility of the registrant. If unpaid by the registrant, such charges become the responsibility of the owner. Illegally parked vehicles may be towed without notice to the operator, registrant or owner. The University may employ vehicle booting in the event of excessive unpaid tickets.

**Insurance:** All vehicles operated on the campus, whether registered with the state of Connecticut or not, must meet or exceed the minimum state requirements for insurance coverage.



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**Liability:** The University is not responsible for any vehicle or its contents while being operated or parked on University property.

**Overnight Parking:** Overnight parking is permitted. Color-coded parking will be in effect Monday-Friday from 7:00 am to 4:00 pm. Color-coded designations are not required on weekends or Monday through Friday from 4:01 pm through 6:59 am. **Caution!** Overnight parking between November 1 and April 15 should be restricted to parking garages. The use of open lots is strongly discouraged because of winter weather. All persons parking in open lots overnight during this period do so at the risk of being towed without notice.

**State Laws:** All provisions of the "Connecticut Motor Vehicle Laws" are applicable on all campus roadways, driveways, parking lots and other parking facilities. All vehicles parked on the campus must bear valid and lawful state vehicle registration plates. Vehicles parked in violation of this regulation may be towed at the owner's expense and subjected to additional enforcement action as well.

## **PENALTIES**

Campus Parking Violation Notices: All parking violations are subject to fines in accordance with the following schedule:

- Not displaying a University Parking Permit - \$25.00
- Parking Ban-\$25
- Improperly Parked-\$25
- Not a parking area-\$25
- Other-\$25 (includes Fire Lane, tow zones)

## **Specific Violations**

**Failure to Display Permit:** A valid parking decal must be displayed in the rear driver's windshield of the vehicle at all times.

**Parking while Snow Ban in Effect:** In anticipation of snow, or because of snow or icy conditions, it may become necessary to clear all parking lots (regardless of lot designation) to facilitate snow and/or ice removal operations. Whenever it becomes necessary to institute such a parking ban, the police will make reasonable attempts to notify registrants. These reasonable attempts will include notices via electronic mail or postings and direct notification of residence hall directors. No further notification efforts are required

At any time during snow removal operations, the snow removal crew chief may determine that one or more vehicles are impeding snow removal operations. Upon such advisement by the crew chief, the police will tow the vehicle(s) at the owner's expense. If time permits, the police may attempt to notify the registrant in advance of towing, but are under no obligation to do so.



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**Parking in a Faculty or Staff Lot without a valid Faculty/Staff Permit:** In addition to ticketing, vehicles parked in violation may also be towed without warning.

All vehicles parked or operated on University property must bear valid state vehicle registration plates. Vehicles in violation of this regulation may be TOWED at the owner's expense. An infraction notice or summons may also be issued.

**Position:** All parked motor vehicles must be in such a position as to be within the marked boundaries of the parking spaces. Vehicles may not occupy more than one parking space.

**Hazardous Parking:** Vehicles may not be parked in such a manner as to constitute a serious hazard or interfere with or otherwise impede the flow of vehicles, pedestrian traffic, or block or interfere with access to any facility. Vehicles parked in violation of this regulation may be TOWED at the owner's expense.

**Mechanical Condition:** Vehicles may not be parked on University property when the mechanical condition of the vehicle threatens public safety. Vehicles may not be parked on the campus for the purpose of being mechanically repaired, altered or adjusted. Minor emergency repairs do not constitute "mechanically repaired" for the purpose of these regulations. Vehicles in violation of this regulation may be towed.

**Restricted Parking:** Vehicles may not park in a parking space marked "DESIGNATED SPACE," including handicapped, reserved or assigned parking spaces unless authorized to do so by appropriate parking permit. This violation may result in a vehicle being TOWED at the owner's expense. Note: At the discretion of the police, those parked in spaces marked "disabled" may be issued a state infraction (in place of a campus parking ticket), may be towed, or both.

**Prohibited Parking:** Vehicles may not be parked on the grass, sidewalk, walkways, or unpaved areas. Unauthorized vehicles may not be parked in lots reserved for faculty and staff. Vehicles in violation of this regulation may be TOWED at the owner's expense, without any prior notification.

**Loading Zone:** Vehicles may not be parked in any loading area. Vehicles in violation of this regulation may be TOWED at the owner's expense.

**Postings:** Vehicles may not be parked in violation of any posted regulations of the CCSU Police Department.

**Hazardous Materials:** No vehicle may be operated or parked on any University roadway, driveway, parking lot or other parking facility, when that vehicle contains explosives, radioactive materials or chemical substances that have been defined by the U.S. Department of Transportation as "HAZARDOUS." Violators will be TOWED at the owner's expense.



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**Campus Speed Limit:** Vehicles shall be operated on campus and adjacent city streets at the posted speed limits. Vehicles shall not be operated on any campus roadway at a speed more than fifteen (15) mph.

**Prohibited Operation:** Vehicles shall not be operated on lawns, unpaved areas, sidewalks or walkways. This provision does not apply to emergency vehicles, University service vehicles, or vehicles operated by contractors on campus with permission.

**Public Endangerment:** Vehicles shall not be operated on any campus roadway, driveway or parking lot or other parking facility so as to threaten or endanger the safety of others.

**Prohibited Vehicles:** Snowmobiles and all-terrain vehicles, including three and four wheel vehicles, shall not be operated anywhere on University properties or roadways except by emergency personnel.

**Fire Lanes and Tow Zones:** Vehicles may not be parked in any area marked "FIRE LANE" or "TOW ZONE." Vehicles must be parked in a marked, legal parking space. Vehicles parked in violation of this regulation will be TOWED at the owner's expense.

**All Other Violation Notices:** Penalties for any municipal and Connecticut State parking and moving violations are determined according to city or state ordinances. Depending on the severity of the violation, the owner/operator of a vehicle may be issued an Infraction Notice instead of a University parking ticket. The fines on an infraction are pre-determined by state law and are not discretionary.

**Refusal to Pay Fines:** Failure to respond to reasonable notice and to arrange for payment of outstanding fines shall be considered a refusal to pay fines, is a separate offense, and shall result in the towing (from University property) and impoundment of any vehicle owned or operated by the responsible party.

## **PAYMENT OF FINES**

**Payment of Fines:** All fines levied in connection with violations of these regulations must be paid within ten (10) days of receipt of a violation notification or the amount due will double automatically.

**Withholding Transcripts and Ineligibility to Register for Classes:** The Registrar may refuse to allow class registrations until all fines have been paid in full.

**Collections and Summonses:** If the fine remains unpaid, the matter will be turned over to a collection agency. If the matter remains unresolved, additional action may be taken through the issuance of a State Infractions Notice, enforceable through State Courts.

**Revocation of Parking Privileges:** Central Connecticut State University reserves the right to refuse,



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reject, **alter** or revoke campus parking privileges in instances of repeated abuse of these regulations, or a refusal to pay fines. This authority is specifically designated to the Chief of Police/Director of Public Safety. All such decisions may be appealed to the Parking Violations Appeals Committee.

**Payments:** All campus parking violation notices must be paid in person or by mail to the University Bursar's Office, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. Checks should be made payable to CCSU. Cash payments will be accepted only at the Bursar's Office.

## **TOWING**

**Campus Policy:** The University reserves the right to remove or impound any or all vehicles parked in violation of those regulations that contain a "TOWING" clause.

**State Laws:** Vehicles parked on University property in violation of Connecticut State Traffic Regulations that authorize towing may be **TOWED**.

**Authority:** Authority to tow a vehicle rests with the Chief of Police/Director of Public Safety and/or his or her designated officer.

**Damage:** The University assumes no responsibility for any damage, actual or alleged, resulting from towing. Any such damage is the responsibility of the towing contractor.

**Emergency Operations Towing:** The University reserves the right to tow any vehicle that interferes with or obstructs emergency operations. These vehicles will be towed at the expense of the University unless the registrant has been contacted, is available to remove the vehicle and refuses to do so. If circumstances permit, a reasonable effort will be made to locate the operator of the car in advance of towing. For purposes of this regulation, this definition does not include Snow and Ice Emergencies.

## **APPEALS**

**Campus Parking Violation Notices:** All University parking violation notices may be appealed to the University Parking and Traffic Appeals Committee. Appeal forms are available at the University Police Department. Note: All fines must be paid in full before the Committee will consider an appeal. The appeal form must be filed within ten days of the issue date of the violation.

**Other Violation Notices:** Municipal parking violations may be appealed to the municipality through the process noted on the violation notice. Infraction notices require a mail-in plea to the Centralized Infractions Bureau in accordance with the instructions on the infraction notice. A Misdemeanor Summons requires a court appearance at the designated Superior Court.

**Discretionary Authority:** Persons complaining about, or who appeal the issuance of, a campus parking ticket will routinely be referred to the University Parking and Traffic Appeals Committee.



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However, in extreme cases, the Chief of Police/Director of Public Safety is empowered to void campus parking tickets when he or she deems it to be in the best interest of the University.

**Appeals of Towing Fees:** Towing fees are not subject to the appeals process. The Chief of Police/Director of Public Safety will process a refund only when a vehicle has been unlawfully towed.

## **BICYCLES, SKATEBOARDS, ROLLERBLADES, ROLLER-SKATES, & MOPEDS**

**Prohibitions – Skateboards, Rollerblades & Roller-Skates:** No person shall ride or operate a skateboard, rollerblades or roller-skates, except in a careful and prudent manner, with reasonable regard for the safety of the operator and other persons. Skateboards, rollerblades and roller-skates are specifically prohibited within the parking garages of the University.

**Restrictions - Bicycles:** Except for bicycles operated by employees of the CCSU Police Department in the performance of duty, the operation of bicycles within parking garages and other CCSU buildings is prohibited.

Bicycle operators are reminded that while riding on roads or highways they are to keep to the right side of the roadway and that they are subject to the same traffic regulations governing the operation of vehicles (e.g., stop signs, traffic lights and one-way street designations).

No person shall ride or operate bicycles upon properties owned, leased or occupied by Central Connecticut State University, except in a prudent and careful manner, with reasonable regard for the safety of the operator and other persons.

**Security:** No bicycle or moped may be parked in any University building, nor shall any moped or bicycle be chained, tied, or affixed in any manner to a railing adjacent to a sidewalk or stairs leading to a building or any other portion of the building that is used for entrance or egress. The University reserves the right to remove any bicycle/moped parked in this manner and shall have the right to cut or physically remove any locking device attached to the bicycle/moped in order to remove it for the safety of pedestrians and/or violation of State fire codes.

The University assumes no responsibility for replacement of any locking device, nor does the University assume any responsibility for real or assumed damage to bicycles/moped during removal/storage operations.

**Warning Devices:** Bicycles being operated during the hours of darkness must also be equipped with a light on the front of the bicycle and a reflector on the rear.

**Mopeds:** For the purpose of these regulations, "mopeds" shall follow the same rules as bicycles. However, the operator must be at least 16 years of age and possess a valid operator's license.

**Penalties:** In lieu of or in addition to the fines cited in above, anyone found damaging University



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property as a result of violating these policies may be charged under applicable State Statutes. Violators who are not affiliated with the University as students or employees may be charged with a trespassing offense under applicable State statutes.

## **PEDESTRIANS**

**Right of Way:** Pedestrians have the right-of-way on sidewalks, parking lots and all other areas on the interior of the campus. However, pedestrians shall grant the right of way to emergency vehicles.

**Responsibility:** Pedestrians shall be responsible to use sidewalks and marked crosswalks wherever possible and shall abide by the Connecticut General Statutes regarding use of the sidewalks and roadways.

## **LITTERING**

**Littering Prohibition:** No person shall throw, scatter, spill, place or cause to be blown, scattered, spilled, thrown or placed or otherwise dispose of any litter upon public or private property in this state.

**Operator Responsibility:** When any such material or substances are thrown, blown, scattered or spilled from a vehicle, the operator thereof shall be deemed to have committed such offense.

**Fines:** Any person who violates any provisions of this section shall be fined in accordance with the applicable state statute.

## **APPENDIX A - PARKING AND TRAFFIC APPEALS COMMITTEE**

Zukowski, Johanna (Student)  
Cervoni, C. Chair (Police)  
Crespi, C. 18 (AAUP)  
Erwin, J. (Police)  
Klusek, J. (Student)  
Moore, K. 18 (SUOAF)  
Kovel, J. 18 (AAUP)  
SUOAF Vacancy  
AAUP Vacancy

## **APPENDIX B – CT GENERAL STATUTES TITLE 10A—92 (2012)**

### **2012 Connecticut General Statutes**

#### **Title 10a - State System of Higher Education**

#### **Chapter 185b - Constituent Units**

#### **Section 10a-92 - (Formerly Sec. 10-109d). Campus traffic and parking regulations.**

#### **Universal Citation:** [CT Gen Stat § 10a-92 \(2012\)](#)

The Board of Trustees of the Connecticut State University System shall appoint a committee at each campus to establish traffic and parking regulations for passenger vehicles on such campus. Such traffic committee, subject to the approval of said board and of the Office of the State Traffic Administration, may: (1) Prohibit, limit or restrict the parking of passenger vehicles; (2) determine speed limits; (3) install stop signs; (4) restrict roads or portions thereof to one-way traffic; (5) designate the location of crosswalks on any portion of any road or highway subject to the care, custody and control of said board of trustees; (6) order signs to be erected and maintained designating such prohibitions or restrictions; and (7) impose a fine upon any person who fails to comply with any such prohibition or restriction. Violation of any provision of this section shall be an infraction. All fines so imposed at each state university, less an amount not to exceed the cost of enforcing traffic and parking regulations, shall be deposited in the institutional operating account of such state university for scholarships and library services or acquisitions. The Board of Trustees of the Connecticut State University System shall establish at each campus a committee which shall hear appeals of penalties assessed for parking or traffic violations. The membership of both the committee to establish traffic and parking regulations and the committee to hear traffic violation appeals shall include student and faculty representation.

(P.A. 73-151, S. 1; P.A. 82-218, S. 39, 46; P.A. 91-256, S. 25, 69; June Sp. Sess. P.A. 91-7, S. 15, 22; P.A. 94-245, S. 36, 46; P.A. 06-133, S. 4; P.A. 11-256, S. 8; P.A. 12-132, S. 4.)

History: P.A. 82-218 replaced “state colleges” with “Connecticut State University” pursuant to reorganization of higher education system, effective March 1, 1983; Sec. 10-109d transferred to Sec. 10a-92 in 1983; P.A. 91-256 deleted provision requiring that fines not exceed \$25 and that the money be placed in a scholarship account, added provision that funds be deposited in institutional operating accounts, provided for the use of fines to offset the cost of enforcing traffic and parking regulations, required the fines to be used for library services and acquisitions and made a technical change; June Sp. Sess. P.A. 91-7 provided for the use of funds for scholarships; P.A. 94-245 made violation of any provision of the section an infraction, effective June 2, 1994; P.A. 06-133 added installing stop signs to

list of authorized activities of traffic committees, effective June 6, 2006; P.A. 11-256 inserted numeric Subdiv. designators and made technical c.A. 12-132 replaced “State Traffic Commission” with “Office of the State Traffic Administration”, effective July 1, 2012.

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