

SACRED HEART UNIVERSITY



PARKING & MOTOR VEHICLE HANDBOOK

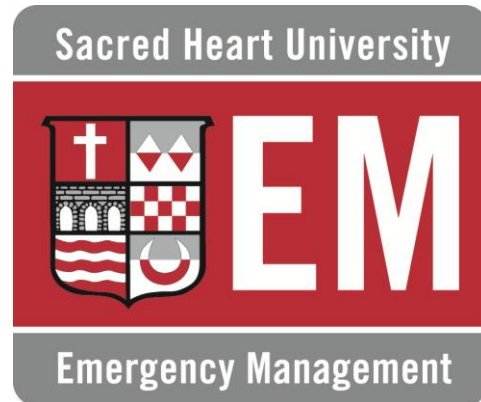
**Department of Public Safety
Bursar's Office / Student Accounts**

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Sacred Heart University Public Safety Leadership Team

The SHU Department of Public Safety is comprised of a fulltime dedicated staff of trained Public Safety Officers to provide Safety and Security services to the University Community. The members of the Public Safety Team work to ensure the university campus is physically safe and procedurally sound in compliance with Federal, State and Municipal statutes and regulations.



SHU Public Safety maintains a strong professional relationship with our municipal emergency services partners. In the event of an emergency situation, SHU Public Safety fully integrates with our municipal, state and federal emergency services partners.

We recognize our greatest responsibility is to achieve a safe and secure university community through the utilization of all available resources to maximize personnel, equipment and infrastructure assets at our disposal.

The SHU Public Safety Team is diligently working every day to build safety and security programs that will serve to foster confidence from and in the university community that we are vigilant, prepared and responsive in the face of adverse events or conditions that could impact the campus community.

The Department of Public Safety promulgates the statement that *"Safety Begins With You!"* Therefore, security is the shared responsibility of each member of the university community.

DPS Leadership Team

Paul J. Healy, Executive Director

(FBI/NAA-125th ASCJ, BSBM, MSBM)

•☎: Office (203) 396-6911

✉: healyp2@sacredheart.edu

Jack Fernandez, Director

•☎: Office (203) 371-7996

✉: fernandezj@sacredheart.edu

Addie Dennis-Manson, Assistant Director

•☎: Office (203) 365-7646

✉: dennisa@sacredheart.edu

Edward M. Shea, Assistant Director

•☎: Office (203) 365-4796

✉: sheae@sacredheart.edu

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Emergency Management at SHU

The SHU Comprehensive All-Hazard & Business Continuity Plan (CAH&BCP) encompasses both internal and external resources critical to our success in emergency situations to ensure the business continuation of education services at Sacred Heart University.

The two symbols below are of great importance in our mission to communicate to the campus community "timely notices" of conditions or events involving safety or security matters. We ask that you become familiar with each symbol and read all notices bearing these emergency management symbols.



1. WARNme - When you see the "WARNme" symbol know that SHU Public Safety is informing YOU of important information to increase you're "Situational Awareness" regarding campus Safety or Security matters. **YOU'RE ACTIONS AND AWARENESS WILL ASSIST PUBLIC SAFETY IN RESPONDING TO POTENTIALLY HAZARDOUS OR IMPORTANT SITUATIONS THAT COULD IMPACT THE SHU CAMPUS.**



Be Vigilant, Prepared and Responsive to these official notices.

2. CAMPUS ALERT - When you see the "Campus Alert" symbol know that SHU Public Safety has activated a *level (3) or (4) emergency incident on campus* and immediate action is required by YOU for safety and security reasons. SHU Public Safety will deploy the SHU/EAS text message "Emergency Alert System" to inform YOU of the incident conditions and further instructions.

FOLLOW INSTRUCTIONS IMMEDIATELY!

SHU Public Safety & University Officials will keep YOU informed!

The SHU (4) emergency levels and campus notification communication methods:

- **Level – (1)** covers a short-term internal "routine" emergency involving only university facilities and employees. Limited outside agency involvement may be required. ***Notification by: No DPS general notice – communication from DPS directly to person(s), standard global email and/or IT Connector.***
- **Level – (2)** includes an emergency with a predictable duration at a single site involving the university and a single outside agency such as the fire department. ***Notification by: No DPS general notice – communication from DPS directly to person(s), standard global email and/or IT Connector.***
- **Level – (3)** involves an emergency with an unpredictable duration with a multi-agency response. ***Notification by: SHU web based **Emergency Broadcast System SHU EAS** = Blackboard Connect – **Emergency Alert System Also: IT Connector, CATV**, phone tree calls, radio broadcast and/or commercial TV.***
- **Level – (4)** relates to a widespread emergency impacting a large segment of the university with long term implications. ***Notification by: = SHU web based **Emergency Broadcast System SHU EAS** = Blackboard Connect – **Emergency Alert System Also: IT Connector, CATV**, phone tree calls, radio broadcast and/or commercial TV.***

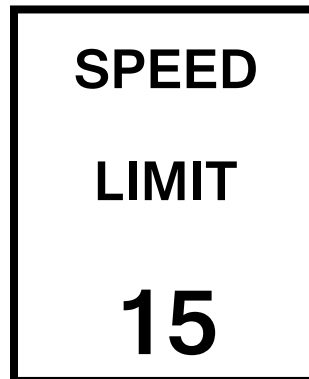
A Message from the Department of Public Safety

Welcome to Sacred Heart University

This motor vehicle handbook provides information about the University's parking and traffic policies and procedures.

Please familiarize yourself with the information contained in this handbook and feel free to contact our office if you have any questions, concerns or are in need of assistance.

Do exercise caution while traveling on our campus roadways; the campus' speed limit is 15 MPH.



Please be cognizant of pedestrians who maybe walking along the side of the roads and yield to pedestrians in the crosswalks. SHU Public Safety Officers and municipal police work in partnership to enforce SHU rules and applicable state traffic laws on all university owned or leased property.

SHU Public Safety Officers, as officials of the University on private property, have the authority to stop and issue University citations to motorists in violation of campus traffic regulations. All motorists on campus (students, faculty, staff, and visitors) are required to comply with the directives of Public Safety Officers.

Sacred Heart University

General Parking Information:

All vehicles that are parked in our University parking lots must be registered with Sacred Heart University. This process involves the completion of a parking decal application (a/k/a vehicle registration form) and the payment of a fee, if applicable. You should bring your Student or Faculty/Staff ID, driver's license and state vehicle registration form with you when applying for a permit.

It is the responsibility of all to assist in maintaining a safe campus by abiding by the regulations put forth in this Motor Vehicle Handbook. Parking on campus is a privilege, not a right; hence, the parking privileges of chronic violators may be reviewed to determine if revocation of privileges is warranted.

Parking permits are available from and distributed by the Student Accounts Office located in the SC Wing of the Main Academic Building.

General Information line: (203) 371-7925

See web link: http://www.sacredheart.edu/pages/27536_parking.cfm

At the beginning of each semester, there is a 2-week grace period for all students, faculty, staff and administrators to obtain their parking permits. During this vehicle registration period, vehicles without SHU decals are not ticketed for being unregistered. However, vehicles in violation of all other parking and traffic regulations are subject to being ticketed, booted and/or towed.

Vehicle Registration

For Faculty, Staff and Administrators:

All faculty, staff and administrators must register their vehicle/s at the Student Accounts Office. If your vehicle information changes (replacement vehicle, etc.), then the new information should be registered with the University, to ensure that our records are accurate and to issue you a new decal, where necessary. All employees will be asked to present an employee identification card, a driver's license and their Department of Motor Vehicle (DMV) registration.

Upon completion of the application employees receive a Faculty/Staff decal (at no cost). The decal must be affixed to the left front or to the left rear side window (window behind driver) of the vehicle. The decal may also be placed on a clear, plastic hang tag and hung from the rear view mirror. Vehicles on which a valid decal/permit is not properly/clearly displayed will be considered unregistered and hence prone to citation.

Faculty, staff and administrators are to park legally at all times (that is, in a parking space between two white lines). Parking illegally because the parking lot is full, other vehicles are parked illegally, one is pressed for time or late - are not acceptable excuses to disregard parking regulations. If you need parking assistance, please call the Public Safety office for suggestions as to where to park.

Note: Faculty, staff and administrators may not park in areas designated for resident student parking.

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Parking Lot Classifications and Assignments

Parking Lot	Parking Authorization
North Lot	<ul style="list-style-type: none"> • General Parking • Overnight parking with permit • Assigned to Residents for long-term parking • Visitor Parking
Library Lot	<ul style="list-style-type: none"> • General Parking • Commuter Parking • No overnight parking
Commuter Lot <i>On entering campus – lot on the right only</i>	<ul style="list-style-type: none"> • Commuter parking • Faculty & Staff Parking • No overnight parking
Roncalli Hall Lot	Faculty/Staff only
CWC Lot	Residents with CWC decal
JCC Lot	Residents with JCC decal
Parkridge Lot	Residents with Parkridge Lot decal
Parkridge Townhouse Driveway	Residents with Parkridge Townhouse decal
Scholars Commons	Residents with Scholars Commons decal
South Lot	Residents with South Lot decal
Taft Commons Lot	<ul style="list-style-type: none"> • Residents with Taft Lot decal • Residents may purchase a Commuter decal or a North Lot decal
Taft Commons Garage	<ul style="list-style-type: none"> • Residents with Taft Garage decal • Residents may purchase a Commuter decal or a North Lot decal
Administration Bldg. Lot	Faculty/Staff only
Curtis Hall Lot	Faculty/Staff and Visitor Parking only
Faculty/Staff Lot	Faculty/Staff only
Pitt Center Lot	<ul style="list-style-type: none"> • Rehab Patient Reserved Parking • Visitor Parking • Faculty/Staff Parking
Tennis Court Lot	Faculty/Staff and limited student parking.

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For Students

All students must register their vehicles with Sacred Heart University through the Student Accounts Office (203) 371-7925. Students will be asked to show their student identification card, state issued driver's license and DMV registration. Students may not park in lots designated for faculty/staff parking.

Note: All students (residents and commuters) are to park ONLY in the specific lot designated by their assigned decal, at all times throughout the day.

Commuter Students

Commuter students (defined as not living in University housing, on or off campus) may obtain a Commuter parking decal for a minimal fee. This decal allows commuters to park only in the Commuter lot, North lot and Library lot. Commuters may NOT park in these lots overnight. Overnight Commuter parking will require authorization (in advance) from the Public Safety office, in the form of a temporary overnight permit. The office is open 24 hours a day, every day.

Resident Students

Resident students live in University owned or leased housing. First year (freshmen) residents are NOT allowed to have a vehicle on campus.

Sophomore, junior and senior residents may request via application to park their vehicles in the parking lot associated with their hall of residence. *Due to the limited number of spaces, residents who are not assigned to park in their preferred lot may purchase a decal to park in the North Lot regardless of where they live.*



Scholars Commons Residents:

Scholars Commons parking decals are sold to Scholars Commons residents only. Since there are more residents than parking spaces, those Scholars Commons residents who are not assigned parking in the Scholars Commons lot, may purchase a North Lot decal. The North Lot decal allows overnight and long-term parking in the North Lot only.

Visitors are not allowed to park in the Scholars Commons Lot at any time. All the spaces are assigned to and thus reserved for residents with a Scholars Commons decal.

Parkridge Residents (Apartments & Townhouses):

Residents of the Parkridge Apartments may purchase a Parkridge Lot decal AND residents of the Townhouses may purchase a Parkridge Townhouse decal. Residents of Parkridge Apartments and Townhouses, who are not assigned to park in the apartment lot or at the townhouses, may purchase either a JCC decal or a North Lot decal.

The JCC decal authorizes parking in the first two parking aisles in the Jewish Community Center's parking lot, closest to Parkridge.

Only a limited number of JCC parking decals are available, hence Parkridge residents who are NOT assigned JCC parking decals may purchase a North Lot decal.

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Residents with any of the 3 Parkridge parking decals (Parkridge Lot, Townhouse and JCC Lot) may drive to campus and park in the North Lot; these residents are not authorized to park overnight in the North Lot.

Visitors are not allowed to park in any of the Parkridge parking lots at any time. All the spaces are assigned to and thus reserved for residents with the appropriate Parkridge (Lot, Townhouse, JCC) decal.

Seton and Merton Hall Residents:

Elizabeth Ann Seton Hall and Thomas Merton Hall are both freshman residential halls; hence residents in these halls are not permitted to have vehicles on campus.

Roncalli Hall Residents:

Students/Residents are not allowed to park at Roncalli Hall. There are a limited number of spaces in the Roncalli Hall parking lot which are reserved for faculty and staff who work in the building. Non-freshmen residents of Roncalli Hall may purchase a South Lot parking decal to park overnight in the South Lot. Once these parking spaces are accounted for, those Roncalli Hall residents who are not assigned to park in South Lot may purchase a North Lot decal.

Christian Witness Commons Residents:

Christian Witness Commons parking decals are sold only to residents who live at Christian Witness Commons. Since there are more residents than parking spaces, those residents who are not assigned to park in the Christian Witness Commons Lot, may purchase a North Lot decal. The North Lot decal allows overnight and long-term parking in North Lot only.

Visitors are not allowed to park in the Christian Witness Commons Lot at any time. All the spaces are assigned to and thus reserved for residents with a Christian Witness Commons decal.

Taft Commons Residents:

Residents of Taft Commons may purchase either a Taft Lot or Taft Garage parking decal. Residents with a Taft Lot or Taft Garage parking decal may drive to campus and park in the North Lot; these residents are not authorized to park overnight in the North Lot.

Only a limited number of Taft Lot and Taft Garage parking decals are available, hence Taft residents who are NOT assigned Taft Lot or Garage parking decals may purchase a North Lot decal if they wish to park overnight in the North Lot or a Commuter decal, if they wish to park in the Commuter lots during the daytime only.

Visitors are not allowed to park in the Taft Commons parking lots at any time. All the spaces are assigned to and thus reserved for residents with the appropriate Taft decal.

Oakwood Apartment Residents:

Residents living at Oakwood should contact the Office of Residential Life (tel. 203-416-3417) regarding parking at these facilities. Residents will then have to obtain a Commuter decal to park on Campus (not overnight)

These residents always have the option to purchase a North Lot decal if they wish to park overnight in the North Lot or a Commuter decal, if they wish to park in the Commuter lots during the daytime only.

Visitors and Guests

It is the responsibility of students, faculty and staff to ensure that visitors and guests are aware of the parking regulations and that they obtain temporary parking permits from the Department of Public Safety, every time they visit the campus. **Students may be held financially responsible for the parking fines of their visitors and guests.**

The temporary parking permit that is issued to a visitor generally assigns parking in the North Lot. Any other lot assignment for a visitor is considered on an individual and conditional basis.

Temporary Parking Permits

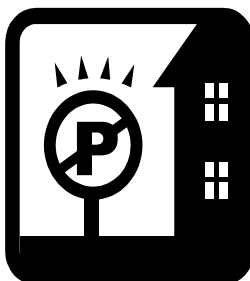
A temporary parking permit may be issued to anyone. A student, faculty or staff member may request a temporary decal/permit from the Student Accounts Office if they are temporarily replacing a vehicle to which a decal was already issued or for a vehicle that will be parked on campus for only a short period of time.

Handicap parking

Only vehicles with a valid state issued handicap (HP) license plate or permit may park in a handicap parking space. Authorized parking in handicap parking spaces is strictly enforced. Vehicles parked in these spaces that do not display valid HP plates or permits may be ticketed, booted, and/or towed. **Enforcement Note:** Municipal and State police agencies also have the right to ticket vehicles on campus grounds parked in handicapped spaces without a valid permit and those tickets are not appealable under SHU parking authority jurisdiction through the Dean of Students Office.



Parking Regulations



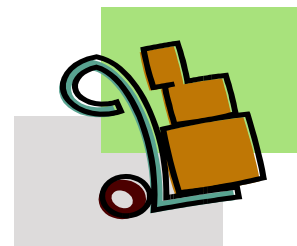
Vehicles may only be parked in clearly designated, legal parking spaces (that is, between 2 white lines). Areas with posted signs or with pavement painting indicating a restriction or prohibition of parking must be observed and complied with at all times. Parking in a roadway, travel lane, fire lane, tow zone, on a pedestrian crosswalk or parking across spaces to occupy more than one parking space, blocking another vehicle or parking on the lawn are all prohibited. Driving or parking on campus sidewalks is also strictly prohibited.

It is neither possible nor desirable to post signs in all areas on campus where vehicles may not park, so please park legally in “*marked spaces*” at all times.

Loading/Unloading

Students who need to load or unload their vehicles closer to their residential halls, and do not have a permit for that particular area must contact the Public Safety Office at 203-371-7995.

Advise the Public Safety Dispatcher of your name, location, room/suite/apartment number, and vehicle information. Short term permission can be granted for you to load or unload your vehicle.



Unregistered Vehicles

Unregistered vehicles are those that are parked on campus without a valid Sacred Heart University parking decal. The Department of Public Safety, via license plate information,

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is able to obtain the name and address of the registered owner of any unregistered vehicle on the campus. The cost of obtaining this information will be charged to either the driver or owner of the vehicle. Vehicles with **(3)** or more parking tickets are considered to be *chronic violators* and the vehicle is subject to being booted and/or towed. Parking ticket fines written for unregistered vehicles will be assessed to registered owner of the vehicle, or to the individual driving the vehicle. If an unregistered vehicle is determined to be owned by the parent of a student, the student will be billed and will be held financially responsible for all parking tickets.

Booted Vehicles - Procedure

Vehicles parked illegally or those not authorized to park on our premises are subject to being booted at the owner's expense. This includes "*chronic*" offenders with multiple outstanding parking tickets. The University assumes no responsibility for damage or loss to vehicles booted on campus or our associated premises. If your vehicle is booted please report to Public Safety for procedural guidance.



Towed Vehicles

Vehicles parked illegally or those not authorized to park on our premises are subject to tow at the owner's or operator's expense. The university assumes no responsibility for damage or loss to vehicles towed from the campus or our associated premises.

Traffic Regulations and Enforcement The campus speed limit is 15 MPH. In order to regulate traffic flow, campus roadways are posted with appropriate traffic signs. Public Safety Officers, as officials of the University on private property, have the authority to stop and issue University citations to motorists in violation of campus traffic regulations. All motorists on campus (students, faculty, staff, and visitors) are required to comply with the directives of Public Safety Officers.

SAMPLE - SHU Enforcement Ticket for Parking & Traffic Violations

SUBMIT PAYMENT TO:		Cashier's Office Sacred Heart University 5151 Park Avenue Fairfield, CT 06825		http://publicsafety.sacredheart.edu/index.html				
NO. 83803								
SACRED HEART UNIVERSITY		DEPARTMENT OF PUBLIC SAFETY		PARKING / TRAFFIC VIOLATION				
Decal #	<input type="checkbox"/> Faculty / Staff	<input type="checkbox"/> Scholars Commons	State of Registration	Vehicle Registration #	Model / Make	Color		
Exp. Date	<input type="checkbox"/> Commuter	<input type="checkbox"/> Roncalli Hall	<input type="checkbox"/> Taft Garage					
	<input type="checkbox"/> Parkridge	<input type="checkbox"/> North Lot	<input type="checkbox"/> C.W.C. Hall					
UNREG <input type="checkbox"/>	<input type="checkbox"/> Taft	<input type="checkbox"/> JCC	<input type="checkbox"/> South Lot	<input type="checkbox"/> Parking Available				
Date	Time	Violation #(s)	Location		Officer			
Description of Violation (s)								
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> VIOLATIONS AND FINES I. FINE AND / OR TOW 1. Handicap parking / HP Ramp \$85 2. Fire Lane \$85 3. Fire Hydrant \$85 4. Roadway or travel lane \$45 II. \$45 FINE AND / OR TOW 5. Vehicle parked on lawn 6. Loading zone 7. Restricted area 8. Crosswalk </td> <td style="width: 50%; vertical-align: top;"> III. \$40 FINE AND / OR TOW 9. Not a legal space 10. Visitor parking only 11. Faculty / Staff parking only 12. Unregistered vehicle 13. No valid permit IV. MOVING / TRAFFIC VIOLATION 14. Stop sign violation \$40 15. One-way violation \$40 16. Speeding \$40 17. Failure to keep right \$25 18. Driving on other than roadway \$25 </td> </tr> </table>							VIOLATIONS AND FINES I. FINE AND / OR TOW 1. Handicap parking / HP Ramp \$85 2. Fire Lane \$85 3. Fire Hydrant \$85 4. Roadway or travel lane \$45 II. \$45 FINE AND / OR TOW 5. Vehicle parked on lawn 6. Loading zone 7. Restricted area 8. Crosswalk	III. \$40 FINE AND / OR TOW 9. Not a legal space 10. Visitor parking only 11. Faculty / Staff parking only 12. Unregistered vehicle 13. No valid permit IV. MOVING / TRAFFIC VIOLATION 14. Stop sign violation \$40 15. One-way violation \$40 16. Speeding \$40 17. Failure to keep right \$25 18. Driving on other than roadway \$25
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				VEHICLE TOWED <input type="checkbox"/> VEHICLE BOOTED \$50 <input type="checkbox"/> Date _____ Time _____				
All payments must be made at the Cashier's Office within ten (10) days of the violation (date on this violation). Violations may be appealed only within ten (10) days of the violation by completing an appeal form, available at the Department of Public Safety Office, or via the Public Safety Website. Violations more than 10 days old may not be appealed.								

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Payment of Fines

All payments must be made to the Cashiers Office. Failure to promptly pay parking or traffic citations may result in student grades and transcripts being withheld, the inability to register for new classes, parking privileges being revoked and/or the vehicle being booted and/or towed from campus. Outstanding parking/traffic fines will be applied directly to student, faculty or staff accounts.

Parking Violation Fines

<i>Violation</i>	<i>Fine</i>
<i>1. > Handicap Parking/HP Ramp ></i>	<i>\$85</i>
<i>2. > Fire Lane ></i>	<i>\$85</i>
<i>3. > Fire Hydrant ></i>	<i>\$85</i>
<i>4. > Roadway or Travel Lane ></i>	<i>\$45</i>
<i>5. > Vehicle Parked on Lawn ></i>	<i>\$45</i>
<i>6. > Loading Zone ></i>	<i>\$45</i>
<i>7. > Restricted Area ></i>	<i>\$45</i>
<i>8. > Crosswalk ></i>	<i>\$45</i>
<i>9. > Not a legal space ></i>	<i>\$40</i>
<i>10. > Visitor parking only ></i>	<i>\$40</i>
<i>11. > Faculty/Staff parking only ></i>	<i>\$40</i>
<i>12. > Unregistered vehicle ></i>	<i>\$40</i>
<i>13. > No valid permit ></i>	<i>\$40</i>
<i>14. > Stop sign violation ></i>	<i>\$40</i>
<i>15. > One-way violation ></i>	<i>\$40</i>
<i>16. > Speeding ></i>	<i>\$40</i>
<i>17. > Failure to keep right / No Passing ></i>	<i>\$25</i>
<i>18. > Driving on other than roadway ></i>	<i>\$25</i>

Note: All violations are subject to a fine, boot, and/or tow.

Ticket Appeals

Parking and traffic tickets may be appealed within (10) days of issuance of the ticket for a violation by completing an appeal form. The ticket appeal forms may be obtained from the Student Accounts Office. All appeals are adjudicated through this process and a decision is sent to the appellant via email. All appeals are final.

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No parking ticket appeal will be considered after this 10 day period. Students who accumulate parking tickets and fines may be prevented from registering for classes, receiving their grades and/or transcripts.

Services Provided to Disabled Motor Vehicles

Upon request, the Department of Public Safety assists on-campus motorists with disabled vehicles by providing a battery jump start. In addition, the department also provides vehicle unlocks to those who may have locked their keys in their vehicle. Those requesting services will be required to sign a release form before the service is provided.

Public Safety reserves the rights to decline a vehicle assist if the Officer believes that doing so poses a hazard.

The Department of Public Safety does not change or repair flat tires. We will however, assist you in contacting a tow company to respond for tire repairs. The requestor is responsible for all charges by the tow company.

The Department of Public Safety and Sacred Heart University assumes no responsibility for damage to vehicles from the requested services.

Motor Vehicle Accidents

The Department of Public Safety responds to and investigates all motor vehicle accidents on campus. Every student, faculty, staff and visitor is required to report every motor vehicle accident that occurs on our premises, whether or not it involves personal injury. When necessary, the Department of Public Safety will contact the local police, fire departments or ambulance service for assistance.

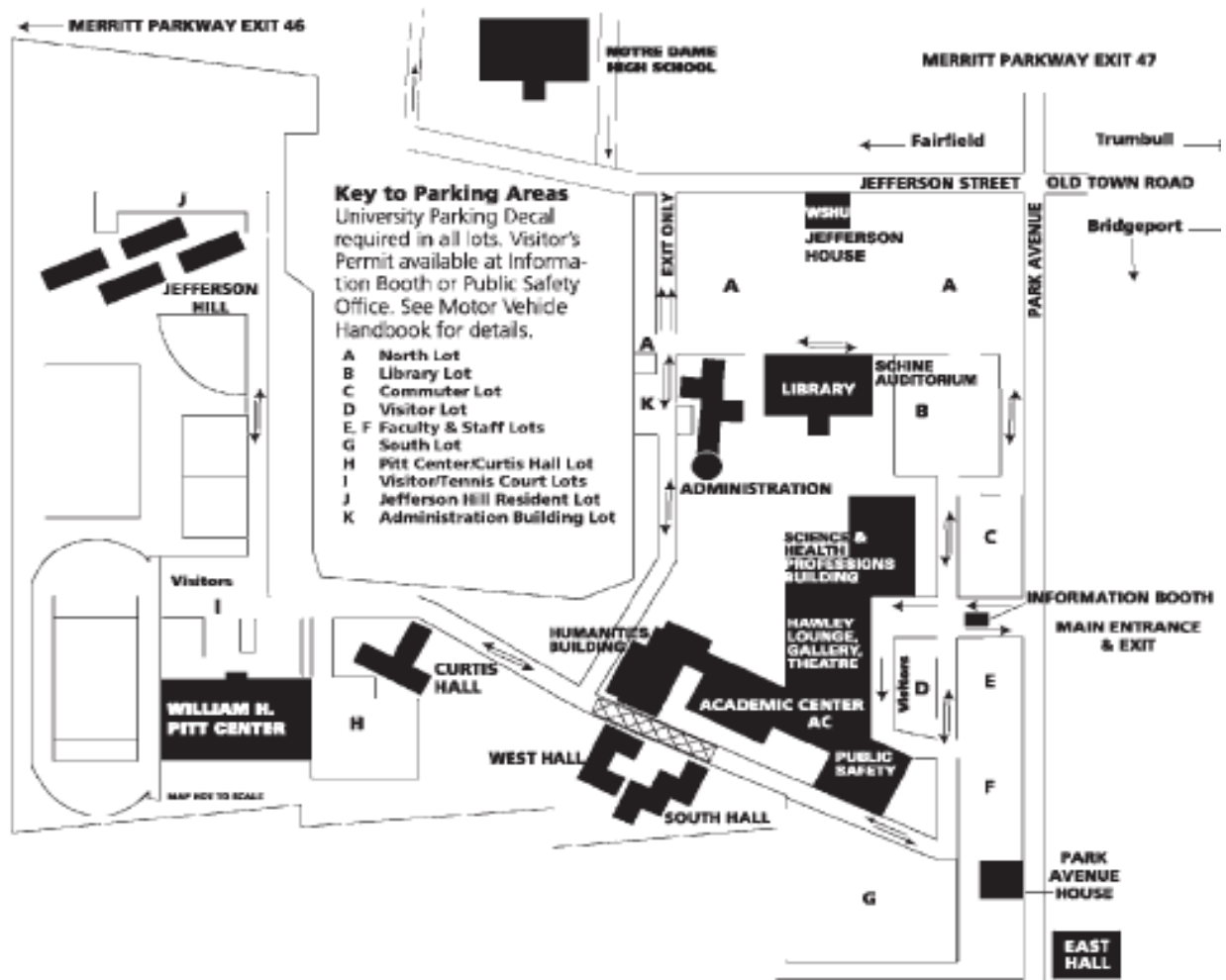
Accidents involving University vehicles that occur off campus must be reported to the Department of Public Safety. These off campus accidents involving University vehicles must also be reported to the local police authority in the municipal jurisdiction where the accident occurred.

Remember – if you hit someone’s vehicle in a parking lot you are required to leave a note identifying yourself and/or report this matter to SHU Public Safety for assistance.



Sacred Heart University

SHU Campus Site Map



Sacred Heart University Main Campus, Fairfield, CT

Sacred Heart University Campus,
5151 Park Avenue, Fairfield, CT

Remember Enter Campus at Park Avenue Only.

Exits are at Park Avenue and Jefferson Streets.

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Important Public Safety phone numbers and e-mail addresses:

Emergency > **203-371-7911**
Routine Business or Non-emergency > 203-371-7995

Fax	203-396-8372
SHU Info Line	203-365-7669
Roncalli Hall Lobby Desk	203-416-3424
Christian Witness Commons <i>Public Safety Office</i>	203-396-8835
Taft Commons Lobby Desk	203-337-6220
Pitt Center Desk	203-396-8100
Cambridge Drive Public Safety Office	203-416-3538

Public Safety Resource Officer's & Officials:

Coordinator Kathryn Frederick 203-371-7794 frederickk@sacredheart.edu	Locksmith Sal Siconolfi 203-371-7995 siconolfis@sacredheart.edu
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Administrative Officer/ Assistant to the Director
Scott M. Lupo
203-396-8211
lupos@sacredheart.edu

Additional information is available on the Public Safety web site at:
<http://www.sacredheart.edu/publicsafety.cfm>

EMERGENCIES ONLY (203) 371-7911 or on Campus 7911