

VEHICLE REGULATIONS AND FEES

All Southwestern Community College District vehicle regulations and fees are in accordance with California State Vehicle Code, Section 21113(a) and California Education Code, Section 72247. Vehicle regulations are developed by the college, approved by the Governing Board and copies are available in the security office. Pertinent excerpts are printed in the college catalog, class schedules and other appropriate publications.

Article I - Enforcement

The Governing Board authorizes the Business & Operations Department to issue parking citations within the boundaries of Southwestern Community College District property. Citations may be issued for violating the following regulations or codes:

1. Vehicle regulations established by the Governing Board of the district
2. California Vehicle Code, Section 21113(a)
3. California Education Code, Section 72247

It shall be an infraction for any person to do any act forbidden or fail to perform any act required in the above-named article.

Article II - General Traffic Regulations

- Section 201: No person shall disobey any sign or signal erected or maintained to carry out these regulations or those in the California Vehicle Code.
- Section 202: The driver of a vehicle shall yield the right of way to a pedestrian crossing in any crosswalk.
- Section 203: No driver approaching from the rear of a vehicle that is yielding the right of a pedestrian shall over take or pass that vehicle.
- Section 204: No driver shall overtake or pass a vehicle on perimeter road.
- Section 205: No driver shall stop or park on perimeter road at any time to discharge passengers or for any other purpose.
- Section 206: No person shall drive any vehicle in willful, wanton or reckless disregard for the safety of other persons or property.

- Section 207: No person shall ride or drive a motor driven scooter, motorcycle or bicycle on the interior of the campus within the confines of the perimeter road.
- Section 208: No person shall ride a skate board within the confines of district property.
- Section 209: No person shall ride or walk a horse within the confines of district property.
- Section 210: No person shall operate a motor vehicle on any sidewalk, unpaved pathway, field, lawn or landscaped area except emergency or maintenance vehicles.
- Section 211: No person shall drive a motor vehicle onto district property except by using road ways and drive lanes, and all vehicles must travel only in the direction indicated by traffic signs or markings.
- Section 212: No person shall sleep in, or remain overnight in, any vehicle parked on district property.
- Section 213: No person shall park any vehicle of any kind containing merchandise or food offered for sale on district property without written permission from the Vice President for Fiscal Affairs.

Article III - Speed Regulations

- Section 301: No person shall operate a motor vehicle or bicycle within the confines of district property at a speed greater than 20 miles per hour, as posted, except for emergency vehicles.
- Section 302: No person shall operate a motor vehicle or bicycle at a speed greater than is reasonable or prudent for prevailing conditions.

Article IV - Parking Regulations

- Section 401: No vehicle shall be parked in any location other than a designated parking area.
- Section 402: All vehicles shall be parked only in a designated parking space and shall not park in such a manner as to occupy more than one parking space. Exception is the dirt overflow parking where there are no marked spaces.
- Section 403: Motorcycles and motor-scooters shall be parked only in areas designated for motorcycle parking.
- Section 404: Bicycles shall be walked to bicycle racks for parking.

Section 405: Meter payment is required for parking in metered spaces during posted school hours. Parking permits do not authorize parking in metered spaces.

Section 406: No vehicle shall be left parked on campus after 11:00 p.m. or before 6:00 a.m., except by special permit.

Article V - Abandoned Vehicles

Section 501: No person shall abandon or leave standing any vehicle on district property for 72 or more consecutive hours. All such vehicles will be towed to storage at owner's expense under authority of Section 21113(a) of the California Vehicle Code.

Article VI - Parking Permits

Section 601: All parking permits will be issued under the authority of the Business & Operations Department.

Section 602: A valid parking permit must be properly displayed on any vehicle parked on district property (metered spaces excepted), during posted school hours.

Section 603: Staff parking permits are issued to employees of the Southwestern Community College District, excluding student help and college work/study students.

a. Contract Staff: Issued stickers good for an unspecified period of time. Notification is sent to all contract staff when a new sticker is issued. Sticker is displayed in the lower right corner of the rear window or the right side of the rear bumper. Staff members are requested to remove sticker if vehicle is sold or disposed of.

b. Hourly Staff: Issued hanging permits good for one fiscal year as stated on the permit. Permits are displayed by hanging from the inside rear view mirror or by placing face on the dash with the number clearly visible.

Staff parking permits are valid in both staff and student parking. They are not valid in handicapped or metered parking.

Section 604: Handicapped Parking Permit - The district honors State-issued Handicap Placards and license plates in all handicap parking. No further permit is required. These permits are not valid in metered parking.

Section 605: Temporary Handicapped Parking Permit - For persons who are not

handicapped but have a medical problem that requires special parking. These permits are issued by the Handicap Counselor and are for a specified period of time. They must be accompanied by a valid staff or student parking permit and are valid in handicapped parking.

Section 606: Student Parking Permits - These permits are valid in all student parking spaces. A semester permit may be purchased at registration or from the Business & Operations Department. Instructions for display are given at the time of purchase and are printed on the permit. Daily permits are machine dispensed, valid in student spaces on the date issued and must displayed face up on the dash. Student permits are not valid in metered parking.

Section 607: Motorcycle Parking Permits - These permits are valid in motorcycle parking only. Semester permit may be purchased at registration or from the Business & Operations Department. Persons who purchase a Semester Student Parking Permit may receive a free motorcycle permit for a motorcycle registered in their name by presenting their motorcycle registration at Business & Operations Department.

Section 608: Visitor/Vendor Parking Permits - These permits are issued by the Business & Operations Department. They are valid in the area designated on the permit. If no special area is designated, they are valid in both staff and student parking. They are not valid in metered parking. These permits must be displayed face up on the dash.

Section 609: Special Event Parking - The Dean of a department sponsoring a special event may request special parking. This request should be on a semester basis, or as early as possible. Request shall be made to the Director of Business/Operations. Request may be for campus-wide cite-free parking or to reserve a specific parking lot. If a specific lot is requested, the sponsoring department shall be responsible for furnishing people to control the flow of the traffic into the lot.

Section 610: Parking Permits

- a. Valid permits are unexpired, properly displayed parking permits issued by the Business & Operations Department.
- b. Invalid permits are altered, expired, improperly displayed, permits reported lost or stolen, or counterfeit permits not issued by the Business & Operations Department.

Article VII - Parking Fees

Section 701: Parking fees are set by the Governing Board under the authority granted by Section 72247 of the California Education Code.

- Section 702: Staff parking fees are paid by the district.
- Section 703: Student/public fees are published in the semester class schedule.
- Section 704: A fee is charged to replace lost or stolen permits.
- Section 705: Permit fee refunds are given upon return of the parking permit within the first two (2) weeks of instruction.

Article VIII - Processing of Parking Violations

1. When a citation is issued, it must be processed at the Security Office. Under no circumstances will any public safety officer void or alter a completed citation.
2. Once a citation is started, it must be completed. If it is discovered that an error has been made after a citation has been started, but before it has been completed, the officer shall turn it in at the end of his/her shift to the Shift Supervisor with a written explanation of the circumstances.
3. All citations will be forwarded to the processing company for filing and processing. Approximately 10 days after the citation was written, the contracted company will send a notice of violation to the registered owner of the vehicle cited.
4. Parking citations may be paid at the Security Office in accordance with the fee schedule printed on the front of the ticket. Fees are set by the district Governing Board.
5. Any person who desires to contest a parking citation should use the following procedure:
 - a. Within 21 days of receiving the citation or 10 days from the notice to pay fine, request a preliminary administrative review in writing on the District-approved form.
 - b. Written results of the review will be returned to the appellant.
 - c. Persons not satisfied with the results may request to schedule a hearing with the Hearing Examiner contracted by the District. The request must be made within 10 days after receiving notification of the administrative review and must be accompanied by the amount of the parking citation fine.
 - d. The review is final. Unsuccessful appellants are advised of their right to pursue the matter in Civil Court.
6. Failure to pay penalties within 30 days will result in an additional administrative charge of \$10.00.

7. Failure to pay penalties within 60 days will result in a vehicle registration hold being placed at the DMV and an additional administrative fee of \$20.00.
8. Voiding of citations:
 - a. In the event that a person is cited for not having a valid permit displayed, but does in fact have a valid permit, the following procedure will be used:
 - (1) The first citation will be voided.
 - (2) A second citation will be voided, but the person should be required to pay the processing cost of the second citation.
 - (3) A third and subsequent citations would be charged the full fee.
 - b. In extenuating circumstances, the director, the security officer and the security guards may void a ticket if they feel that justice would better be served by doing so. A written explanation of the circumstances should be attached to the citation.