

PARKING

References: *Education Code Section 76360; Vehicle Code Section 21113*

These procedures are intended to promote safe and orderly movement of traffic within College District property and safe and orderly parking of vehicles and motorcycles.

All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles and motorcycles is limited to specially designated areas. Fee permits are required. Vehicles or motorcycles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.

All persons who enter the College District are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

Parking Dispensers Visitors and Single Day Passes

Parking dispensers (for daily permits) are located in Lots B, F, J. O.

Visitor parking permits (hourly permits) are only available in the dispenser in Lot A.

The Daily Dispenser permit is ONLY valid on the date that is printed on the receipt and in any student space (white-lined). It is NOT valid in staff spaces (yellow-lined), meter parking, loading/unloading zones or for overnight parking

Visitor Parking

Visitor parking requires either a full day or 60 minute parking pass from the machine located in Lot A. The green marked spaces are only for visitors spending less than 60 minutes on campus; for longer than 60 minutes, visitors need to purchase a full day pass and park in white-lined spaces outside of Lot A.

Staff parking permits from other California community colleges will be honored.

For Non-Students/Auditing a class coming for Turtle Swim or College for Kids:

- Between 8:00 a.m. and 5:00 p.m., go to College Police Department in room 105D
 - Request a permit number and state your reason for needing a permit
 - Go to the Cashiers in the Cesar Chavez building and pay the required amount
 - Return to the College Police Department with your receipt and a parking permit will be issued
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- Be sure to know your license plate number and all information in correlation with your vehicle.

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Once a permit has been purchased, there are absolutely no exchanges or refunds.

Student Parking

Students must purchase parking permits online using WebAdvisor. If cash is your only means of payment, use a designated computer at the Higher Education Centers or the Cesar Chavez building on the main campus.

Permits are mailed via U.S. mail in 5 to 10 business days. During the interim, students may print out a temporary permit until the permanent one is received via mail. Students must have a parking permit displayed at all times beginning the first day of class.

The student parking permit allows parking in white-lined spaces **ONLY**. Parking in a yellow-lined space (STAFF PARKING ONLY) may result in a citation.

Staff and Faculty

Employees must request parking permits online using WebAdvisor. All employees will receive a two (2) year parking permit. Employees will obtain their permits at College Police Department in Room 105D on the Chula Vista campus, for employees at the Centers, permits will be sent to your HEC/campus.

If your permit is lost or stolen, you will need to file a police report to obtain another one.

Parking Citation Appeal (Administrative Review)

To appeal a citation, you must complete a **Request for Administrative Review** form within 21 days of receipt of the parking citation. The Administrative Review form may be obtained at the College Police Office, or downloaded as an Electronic Form (PDF). Once completed, please send this form to swcparking@swccd.edu for review. It may also be submitted in person to parking services at the College Police Department or via mail to: SWC Police Department, 900 Otay Lakes Road, Chula Vista, CA 91910.

Pay Citations Online

If you choose to pay the citation online, there will be a fee added in order to process the payment using the online service. If you have a pending appeal form or have a pending appeal on file, do not pay the citation amount until you have confirmation of either dismissal or the citation being upheld. There are no refunds after the payment has been processed, so it is important that you have received confirmation that the citation is still open.

In accordance with California Vehicle Code Section 21113a, it shall be a misdemeanor for

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any person to do any act forbidden or fail to perform any act required in these procedures.

Office of Primary Responsibility: Vice President for Employee Services