

**1. PURPOSE**

This Regulation establishes Traffic and Parking Rules, Fees, and Parking and Traffic Violations.

**2. DEFINITIONS**

N/A

**3. REGULATION DETAILS**

**3.1 TRAFFIC AND PARKING REGULATIONS**

Permits are required for all vehicles parking in all College parking spaces. Handicap parking requires disabled veterans' plates or valid handicap placard belonging to the person operating the vehicle. Parking at the College shall be provided on a "first come, first served" basis, subject only to safety and compliance with external agency regulations. Service fees shall be charged for parking violations as noted below.

1. "No parking" areas shall be prominently marked either by curbs painted red or "no parking" signs. Violators will be issued a campus parking citation.
2. "Loading" or "waiting" zones shall be prominently marked either by curbs painted yellow or by properly worded signs. Unattended vehicles parked in these areas will be subject to parking citations and/or vehicle being towed at owners' expense.
3. Certain parking spaces on campus parking lots are set aside and marked for the use of handicapped persons and their vehicles. This parking is allowed by special permit only. Any vehicle parked in these areas without displaying a proper campus handicap parking decal, disabled veteran plates or state issued handicap placard will be issued a campus parking citation.
4. Certain parking spaces on campus parking lots are set aside and marked for the parking of motorcycles. Any other type vehicle parked in these areas will be issued a campus parking citation.
5. Traffic lanes on campus shall be marked indicating the intended direction of traffic flow. Any vehicle which travels in a direction which is in opposition to this indicated direction will be subject to a JP citation for a moving violation.

6. It shall be a violation of these regulations for a person to back a vehicle into a parking space (slanted spaces only) in parking lots A, B, C and a small portion of lot D.
7. Any vehicle parked in such a position as to block or impede the flow of traffic through a sidewalk or doorway, will be subject to parking citations and/or vehicle being towed at owners' expense.
8. It shall be a violation of these regulations to drive, ride a bicycle or motor vehicle, other than wheelchairs or campus maintenance vehicles, upon campus sidewalks without specific permission of the campus police. Parking spaces for bicycles shall be provided in appropriate places.
9. No one shall take, ride, or convey any wheeled vehicle, other than a wheelchair, into any of the campus buildings. This shall include, but not be limited to, skates, skateboards, bicycles, hover boards and the like.

### **3.2 SPEED LIMITS AND FINES**

1. Speed limits shall be as follows:
  - A. On campus streets 15 mph
  - B. In campus parking lots 10 mph
2. Violations of parking regulations may result in suspension of campus parking privileges and could result in the vehicle being towed at owner's expense. Fines are as follows:
  - A. A \$4 fine for parking violations will be assessed. If not paid in ten days, an \$8 fee will be assessed.
  - B. \$10 fine will be assessed for parking in a handicap zone. If not paid in ten days, a \$20 fine will be assessed.
3. Violators of other traffic regulations of the type which endanger life and property shall receive traffic citations and be on file in the local Justice of the Peace Court.
4. In the case of certain violations of the above regulations, a vehicle may present a safety or traffic hazard. In such cases the campus police may require that a wrecker be called and the offending vehicle shall be towed away and stored at the owner's expense and without liability to the College or its employees.
5. Students that are found to be repeated violators of these regulations (receiving two (2) or more citations and failing to pay) will have a hold placed on their account and will be required to pay all fines prior to the hold being removed.

6. The person in whose name a vehicle is legally registered shall be liable for all violations incurred by that vehicle.
7. In addition to the above, all State traffic rules, laws, and regulations pertaining to the operation of motor vehicles upon public highways shall remain in force and applicable.
8. It shall be the duty of Campus Police to enforce these regulations.
9. Fees may be paid any time within ten days after receiving the citation by going to the cashiers' window of the College Business Office and presenting your copy of the citation and a valid Driver's License.
10. Fees for violations shall be due within 10 school days or on the last day of the semester, whichever is earlier. Persons who have not paid such fees within 20 days after issuance of the citation, records will be placed on hold until fine is paid in full.

### **3.3 PARKING AND TRAFFIC APPEAL PROCEDURE**

1. Appeals shall be heard monthly, at a time and date that shall be determined by the Campus Police Chief and the Citation Appeals Committee.
2. College traffic citations are handled by the College Police Department subject to the right to appeal to the Citation Appeals Committee. The Citation Appeals Committee will be composed of students, staff, and faculty. There are two options for resolving traffic citations:
  - a. Pay reinstatement fee.
  - b. Appeal to the Citation Appeals Committee.
3. Once a reinstatement fee has been paid, the option to appeal expires.
4. If additional enforcement action to resolve a citation has occurred (encumbrance of student records, hold of College pay check, or refile in JP Court), an appeal to the Citation Appeals Committee cannot be made. Students who have two or more outstanding citations will be handled under disciplinary procedures of the Student Code of Conduct for failure or refusal to pay debt or fine owed to the College.

### **3.4 HANDICAPPED PARKING PERMITS**

The Campus Police Department shall be responsible for issuance of Temporary HANDICAP hanging placards. Handicap parking permits may be issued to persons with a:

- A. Visible handicap defined as a handicap that leaves no doubt that the person has great difficulty moving about, such as permanently confined to a wheelchair or on crutches.
- B. Letter from a doctor or physician stating:
  - i. The nature of the disability.
  - ii. The duration of the disability.
  - iii. Why the patient would benefit from special parking privileges.

College temporary handicap parking placards shall only be issued to those persons actually involved in activities at the College.

#### **4. REGULATION OWNER**

COM Police Department shall be responsible for this Regulation.

#### **5. FORMS/REFERENCE/APPENDICES**

N/A