

## Chapter 6 - Business and Fiscal Affairs

### AP 6750 Traffic and Parking Regulations

#### References:

Education Code Section 76360; Vehicle Code Sections 21113 and 40215

This procedure is intended to promote safe and orderly movement of traffic within College property for the safe and orderly parking of vehicles and bicycles. All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles and bicycles is limited to specially designated areas. Parking permits are required. Vehicles or bicycles parked in violation of the provisions of the vehicle code and/or College Parking Rules and Regulations are subject to fines, towing, or impoundment. All persons who enter College property are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

In accordance with Section 21113a of the California Vehicle Code, it shall be a misdemeanor for any person to do any act forbidden or fail to perform any act required in these procedures.

#### Parking Fees

In accordance with the California Education Code Section 76360, the Board of Trustees may charge a parking service fee to students for a parking permit to park a vehicle on campus. All parking fees collected shall be deposited in the designated College fund in accordance with the California Community Colleges Budget and Accounting Manual and shall be expended only for parking services. The Parking Permit Fee will be refunded, minus a ten dollar processing fee, to students who withdraw from the College and submit a Request for Refund prior to the two-week deadline for refunds.

#### Traffic and Parking Regulations

Appropriate parking permits are required to be displayed on all four-wheeled vehicles and motorcycles parked in student and staff parking lots. Motorcycles may park with a permit at the end of parking rows within the lines if the area is not marked NO PARKING and in the special motorcycle parking area in Lot D.

No person shall drive an unlicensed vehicle nor shall any person stop, park, or leave standing any vehicle, whether attended or unattended, upon driveways, paths, or the grounds of the Mt. San Antonio College campus. Exception is made for College-owned vehicles.

The use of skateboards, scooters (motorized), and roller skates on College grounds is prohibited. No person shall fail to obey any sign or signal erected to carry out these regulations or any section of the California Vehicle Code. Warnings are given for a first time skateboard, scooter, or roller skate violation. A second violation is enforced with a citation, student discipline, or trespass notice.

Parking is not allowed in areas where there are not clearly marked stalls. Vehicles shall not overlap the lines that designate a stall. All vehicles shall be parked heading into a parking stall. Painted curbs are an indication of restricted parking, and the color denotes the type of parking allowed:

- Red Zone indicates no parking or stopping anytime, whether attended or not;
- Yellow Zone indicates a 15 minute limit for loading and unloading of commercial vehicles, instructional material by employees, and the parking of service vehicles bearing a special service permit;
- Green Zone indicates 30 minute parking except for vehicles bearing a current valid staff parking permit or a temporary parking permit; and
- Blue Zone indicates handicapped persons' parking areas only with a special permit.

No person shall abandon or leave standing any vehicle or motorized cycle on the campus for 72 or more consecutive hours without permission of the Parking Control Office. Violations will result in vehicle removal and storage at the owner's expense.

### Citation Appeals Process

Parking citations may be contested under the appeals process outlined in the California Vehicle Code Section 40215. In accordance with California Vehicle Code Section 40215 and College Policy, parking citations that have been issued to visitors, students, faculty, and staff may only be dismissed in the following circumstances:

- due to Parking Control Officer error;
- due to signage or marking deficiencies in parking lots;
- to visitors to the College who are not enrolled as students and who have properly parked in a non-metered parking space in a staff or student parking lot. Parking citations shall not be voided for non-handicapped visitors who park in a designated handicapped parking space;
- to College faculty and staff who have properly parked in a non-metered or non-handicapped parking space in a student parking lot due to the unavailability of parking spaces in the staff parking lot customarily used by the individual. Parking citations shall not be voided for faculty and staff who park in expired metered parking spaces, red curbed zones, outside of marked parking spaces, or for non-handicapped faculty and staff members who park in designated handicapped parking spaces;
- citations for "No Valid Permit Displayed" issued to permit-eligible employees shall be void;
- to handicapped students who have properly parked in a non-metered parking space in a staff parking lot and whose disability has been confirmed by the College's Disabled Student Programs and Services (DSPS);
- to handicapped individuals who possess a State Handicapped Placard and who park on campus in accordance with current State law;
- to College visitors attending meetings or special events and who have been misdirected to parking areas by faculty or staff members;
- to students who have purchased a parking permit and who have been issued a parking citation for "No Valid Permit Displayed" or "Improper Display of Permit" in a student parking lot, if dismissal is requested within 35 calendar days of citation issuance. (Only one parking citation per semester will be voided for this reason.); and

- to students who have not purchased a parking permit and who have been issued a parking citation for “No Valid Permit Displayed” in a student parking lot, if dismissal is requested within 35 calendar days of citation issuance. The citation will be voided upon purchase of a student parking permit.

### Staff Parking Permits

Staff parking permits must be displayed on the left of the rear window or on a displayer that is affixed to the rear view mirror in order to be clearly visible from the rear of the vehicle. Failure to properly display the parking permit will result in the issuance of a parking citation.

A maximum of one permit will be issued at no charge to the employee. The permit is not transferable to another individual. New permits will be issued annually.

Staff permits are not valid in metered stalls or in student lots. Staff permits will be issued by the Parking Services Office. There will be a definite date of compliance issued. There will be a grace period during which an old permit will be honored after checking to determine if it belongs to a current employee, and a warning will be given to pick up a new permit.

### Annual Staff Permits

Full and part-time faculty, full-time staff, and regular part-time employees (47.5%) are eligible for yearly staff permits. Any remaining temporary short-term hourly employees who are not taking any classes at Mt. San Antonio College may be eligible for an Annual Staff Permit, a 30 Day Temporary Staff Parking Permit, or a limited duration (several months) “modular permit” to cover their work employment period.

Part-timers who are not students, such as professional experts, volunteers, or interns who are incidentally taking three units or less at Mt. San Antonio College, may be eligible for an Annual Staff Permit, a 30 Day Temporary Staff Parking Permit, or a limited duration (several months) “modular permit” to cover their assignment period.

A short-term or other hourly employee who is incidentally taking more than one class may appeal to receive a Staff Permit by having their Vice President, Dean, Director, or Manager submit a written appeal to the Director of Public Safety. The appeal should include why an exception should be made along with a request that a Staff Permit be issued.

### Student Employees

Student employees will not be issued Annual Staff Parking Permits, 30-Day Temporary Staff Parking Permits, or Guest Permits. Students who work for the College during a semester when they are not taking any classes are eligible for a Staff Parking Permit for that semester only.

### 30-Day Temporary Staff Parking Permits

All 30-Day Temporary Staff Parking Permits will be issued by the Parking Control Office located in the Administration Building, lower level. Vendor/Contractor Service Permits will only be issued by the Parking Control Office and/or the Facilities Planning and Management Office.

### Pay and Display Day Use Permits

Students and visitors who do not purchase a valid semester or summer parking permit will be able to purchase a day use parking permit from ticket dispensing machines installed in selected student parking lots around the campus. Visitors attending athletic events and other College functions during normal business hours can purchase a one-day parking permit. Those attending certain College functions such as graduations, blood drives, and voting-related activities will continue to receive free parking.

### Campus Seminars and Workshops

College departments hosting seminars and other special or grant-funded events where outside participants pay a registration fee and/or receive a benefit from the College will be required to charge a parking fee for attendees to park on campus. Payment of this fee can be charged to the event holders by the Parking Control Office and invoiced for account transfer. Attendees and participants may also pay or be let into Pay Lot B, and the Parking Control Office will invoice the event holder for the number of vehicles parking in the lot to attend the event.

### Rental/Use of College Facilities

Groups that rent College facilities through the Event Services Office will be charged a parking usage fee for the event. This fee is determined through coordination between the Event Services Office and the Parking Control Office and may include a flat usage fee or a daily use fee that is handled by issuance of a special permit.

### Guest Permits

Guest Permits will be issued by specific offices. Students are not eligible to receive Guest Permits.

### Retirees

Annual Staff Permits will be issued to College retirees. One-Day Guest Permits may also be issued to College retirees for any occasion when they may return to the campus.

### Weekend Parking

A parking permit is required to park in student and/or staff parking lots 24 hours a day, seven days a week. Parking provisions of the California Vehicle Code (such as parking at red curbs, loading zones, fire lanes, and handicapped parking violations) will be enforced 24 hours a day, seven days a week.

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