

121-13 PARKING AND VEHICULAR TRAFFIC—PROCEDURAL GUIDELINES

1. PURPOSE

The purpose of these Procedural Guidelines is to outline the details of the parking process through which the Security department will maintain a fair allocation of limited parking space on College-owned and/or College-controlled property. It is the responsibility of all individuals parking or bicycling on campus to read and fully understand these procedures. Lack of knowledge of these procedures will not be accepted as grounds for citation dismissal.

2. PURPOSE

1. LIABILITY

The College assumes no responsibility or liability for the care and protection of any pedal-operated cycle, vehicle, or its contents at any time the vehicle is operated or parked on College-owned and/or College-controlled property.

2. REGISTRATION

- a. All faculty, staff, and students who park or expect to park a vehicle at a campus where parking permits are required shall register each vehicle with the College and display a valid parking permit on the vehicle while the vehicle is on campus. In the absence of extenuating circumstances, the College will deny issuance of a permit to anyone with indebtedness to the College arising from a violation of these procedures. The individual will be subject to citation if operating or parking on campus until the indebtedness has been reconciled and a permit has been duly purchased and issued. Specific authorization from the Chief of Security or designee is required before a hold related to violation of any part of this procedure can be removed for any reason. Examples could include removal of a parking-related hold to allow the purchase of a permit and stop the issuance of citations for not having a permit.
- b. It is the responsibility of the permit holder to tell Security about any ownership or changes related to a vehicle(s) for which the permit holder has registered and received a permit. Failure to do so will result in continued responsibility of the initial permit for citations issued to the initial vehicle.

3. PERMITS

- a. Violations and fees for permits are published in the Fee/Citation Schedule, which may be adjusted annually at the discretion of College officials.
- b. Permits are issued and valid for up to an entire academic year. The academic year begins on the first day of Fall semester classes in August of each year. Permits already issued will expire on August 31st.
- c. All Single Vehicle Parking Permits are to be applied on a single vehicle. Permits must be adhered with its own adhesive on the outside of the rear window on the passenger side in the upper corner of vehicles equipped with fixed rear windows (non-removable or not a convertible-style top). If the vehicle has a removable or convertible style rear window, the permit is to be placed on the passenger side of the rear bumper. For motorcycles, the

- permit is to be placed on either the right front fork or any windshield or faring.
- d. Temporary/Guest Day Passes are available to persons operating or parking a vehicle that does not display a parking permit and have a need to be present on campus more than the time allotted in the visitor parking spaces. These passes are not intended for extended time period usage and will not be issued for more than a one-week duration.
 - e. Regular full-time and part-time employees and contracted service employees (bookstore, food service, etc.) must purchase an Employee Parking (EP) permit which entitles them to park in any employee-designated lot and/or space. Placement of the employee permit on employee vehicles will follow the guidelines listed in 4c(Single Vehicle Permits). There is no limit to the number of employee permits an employee may purchase. By definition, Federal Work Study employees are considered students first and are not entitled to Employee parking permits. Employee permits are for use by employees only and are not transferable. Any employee wishing to park in the main General (GN) parking lot will be required to pay the full parking permit fees. Employees who provide evidence to Human Resources of a temporary medical or physical condition that fits the definitions within the Americans with Disabilities Act (ADA) may qualify for a special parking accommodation. In such cases, temporary permits may be issued to allow an employee to park in the paid lot with the use of an employee permit for as long as the condition exists. Special parking accommodations do not allow for parking in designated handicap parking per Arizona Revised Statutes §28-884.
 - f. Vehicles displaying a valid Employee (EP) parking permit may park in the General (GN) parking lot, Monday through Friday, 4:30 pm until 10 pm.
 - g. Emeritus Status – employees who have been awarded this academic status will be considered a part-time employee for the purpose of purchasing an Employee Parking (EP permit).
 - h. Parking Permit Issuance – A parking permit will be issued only after verification of employment, student enrollment or other affiliation with CCC, payment of any outstanding parking citations for which the permit applicant is responsible and payment of permit fee.
 - i. Replacement Permits – If a permit is unreadable and/or damaged, it must be replaced. Scrapings of the unreadable and/or damaged permit must be returned to Security and the replacement fee paid for a replacement permit to be issued. If scrapings are not returned, the permit will be considered as lost or stolen, as addressed below. Permits may be transferred to another vehicle, as long as the permit adheres with its own adhesive, remains legible, and the permit holder notifies Security about the transfer and provides current vehicle information.
 - j. Permit holders are responsible for the security of their permits. The permit holder will continue to be held responsible for all citations and fines that are incurred after the loss or theft, until the permit holder notifies Security. Lost or stolen permits are NOT replaced free of charge. However, if a permit is lost or stolen, an individual may obtain a replacement permit for a replacement-processing fee.
 - k. Canceled, forged, counterfeited, falsified, altered or expired CCC parking

permits are invalid. The use or display of such permits is prohibited and subject to appropriate College administrative action and/or penalties per the Student Code of Conduct (Procedure 503-01) or (Employee) Code of Conduct (Procedure 430-01. College Security personnel will confiscate such permits if possible.

- I. Parking permits are the property of CCC Security Department and may be invalidated, revoked, confiscated, canceled or recalled. Permits are permanently assigned to the purchaser and may not be transferred to another person. Liability for fines incurred is the responsibility of the permit holder. The circumstances in which the College may revoke an individual's permit include but are not limited to the following:
 1. The permit is used by an unauthorized person or in an unauthorized manner
 2. A parking permit application is falsified
 3. A driver intentionally disregards a Security Officer's instruction not to park or drive through designated areas
 4. A check or draft used to pay for the permit is returned as uncollectible
 5. The individual's association with the College is terminated
 6. Five or more CCC parking violation citations are issued and the fees go unpaid within a single twelve (12) month period to the permit holder

4. VISITOR PARKING

The College provides limited-time parking spaces, reserved for visitors only, which have a thirty-minute use limit. Owners of vehicles displaying a permit are not considered visitors and may be cited if parked in a reserved visitor space.

5. HANDICAP PARKING

- a. Handicap parking spaces are reserved for persons with a valid Department of Motor Vehicle handicap plate or permit, per Arizona Revised Statutes §28-884.
- b. A College parking permit is also required for employees or students parking in all handicap parking spaces on College-owned and/or College-controlled property.

6. LOADING ZONES

Loading zones are provided for persons needing to actively load or unload equipment or supplies, use of which is restricted to a twenty-minute limit.

7. SIGNAGE

- a. Vehicles may only be parked in designated, marked spaces. Violators will be subject to fines, immobilization or impoundment at the owner's expense.
- b. The main General parking lot requires a GN Parking Permit, with the exception of visitor parking.
- c. Employee-designated parking lots and/or spaces are limited to employees of the College or contracted service workers only as previously defined, and vehicles must display an EP parking permit.
- d. The temporary absence of a sign does not indicate the removal of parking

restrictions for that area. If restrictions are altered, notices will be posted and changes will be effective as posted.

8. HOURS OF CONTROL

- a. Parking permits and College regulations are in effect and enforced twenty-four (24) hours a day, Monday through Friday, where permits are required. Applicable state statutes, such as handicap and fire lane restrictions, are enforced at all times.
- b. Parking is open Saturday and Sunday, except as noted under Overnight/Long-Term Parking.
- c. The Chief of Security or designee has the authority to reserve parking spaces or declare open parking in situations such as breaks between class sessions, final registration, etc.

9. OVERNIGHT/LONG-TERM PARKING

- a. Without prior notification to Security, overnight parking of vehicles and bicycles on College property is prohibited at all times, regardless of hours of control.
- b. If a vehicle becomes disabled on College property it must be removed without delay. When needed repairs cause the vehicle to remain on campus overnight, College Security must be notified immediately. Disabled vehicles must be removed within forty-eight (48) hours, regardless of its operating condition. If the vehicle is not removed promptly, it may be towed away at the owner's expense.
- c. During winter months that require snow removal, no vehicles will be allowed overnight without prior arrangements being made with Security.
- d. Storage of vehicles, boats, RVs, and/or trailers is not permitted on College property without prior approval from the Chief of Security or designee. The College reserves the right to remove such vehicles or items at the owner's expense.

10. SERVICE AND VENDOR/CONTRACTOR VEHICLES – EXCEPTIONS

- a. College service vehicles are defined as those vehicles owned or recognized by the College as College property. Privately-owned vehicles do not fall under this definition.
- b. The driver using a College service vehicle shall be responsible for all parking citations issued to that vehicle. College service vehicles may park in service vehicle-designated parking spaces, or other space as required for loading, maintenance and security when needed.
- c. Commercial suppliers, vendors, and other representatives who conduct business on campus are not considered visitors and may only park in designated service vehicle parking spaces. No permit is required for these vehicles if the vehicle is parked for brief service call or delivery. If the vehicle will be parked for longer than thirty (30) minutes, a Temporary Parking Permit must be obtained and displayed.
- d. The Chief of Security or designee may provide a Temporary Parking Permit for contractors who may require space(s) for an extended period of time. A Temporary Parking Permit will remain in effect only for the duration of the

job. Temporary Parking Permit holders may park in any space required to perform the duties as being contracted by the College, with the exception of any fire lane or handicap parking space unless properly placarded or licensed.

- e. The Chief of Security or designee has the authority to allow exceptions to the requirement for parking permits. Examples include but are not limited to emergency vehicles, state-owned vehicles, etc. The decision to exempt a vehicle from a required permit will be made on a case-by-case basis.

11. ENFORCEMENT/CITATIONS/FINES

- a. Enforcement of violations may come in the form of a verbal warning, written warning or written citation.
- b. Violations and fines are published in the Fee/Citation Schedule, which may be adjusted annually at the discretion of College officials.
- c. Any person operating or parking a vehicle where permits are required may be subject to citations or fines for violating CCC parking policies as set forth herein.
- d. Permit holders shall be held responsible for citations that are issued to any vehicle displaying a permit or registered to the permit holder, regardless of who is driving the vehicle displaying the permit.
- e. When a College parking/traffic citation is issued, the permit holder for the cited vehicle shall, within fourteen (14) calendar days:
 - 1. Pay the penalty to the College
 - 2. File a written appeal
- f. A citation unpaid after fourteen (14) calendar days following the date the citation was issued will be considered delinquent, unless a written appeal has been filed within this period. The appeal will have the effect of suspending the fine for fourteen (14) calendar days so the appeal may be reviewed.
- g. Any student who has an unpaid citation or traffic fine(s) will have a hold placed on the student's account. A hold prevents a student with unpaid balances from registering for classes and from receiving copies of transcripts and records. This hold is released only upon payment of delinquent citations. Information regarding sanctions and disciplinary procedures are published in the Student Code of Conduct.
- h. Delinquent citations or traffic fine(s) held by a College employee may affect salary and continued employment (ARS § 15-1449C). If an employee fails to respond to a notice of violation of a parking and/or traffic regulation, a report may be sent to the appropriate supervisor for action. Employees are held to the standards as noted in the (Employee) Code of Conduct.
- i. Any person who operates a vehicle in violation of applicable Arizona Revised Statutes or Traffic Laws on campus will be referred to local law enforcement agencies.

12. IMMOBILIZATION OR REMOVAL OF VEHICLES

- a. The College reserves the right to immobilize or remove vehicles at the owner's expense under the following circumstances:

1. Does not display a valid permit
 2. Has outstanding fines
 3. Under the circumstances of parking in such a manner that constitutes a safety hazard or obstruction
 4. Is abandoned or stored
 5. Is in violation of restricted or reserved parking
 6. Must be removed in order to respond to an emergency situation
- b. The College assumes no responsibility for the condition of, loss or damage to a removed or immobilized vehicle.
- c. Members of the general public who park their vehicles in violation of the provisions shall be subject to enforcement of these procedures. If violations continue, the College may impound, immobilize or tow at owners expense, the vehicle and exact reasonable costs associated with the impoundment and storage of the vehicle.

13. PEDAL OPERATED CYCLES

- a. Pedal operated cycles shall be parked, stored or left only in areas specifically designated by the presence of racks or other devices designed for cycle parking or where designated by the posting of signs indicating the space as a cycle parking area. This section also applies to motorized fuel or electric bicycles and motorized scooters not subject to MVD vehicle registration requirements.
- b. Pedal operated cycles are not allowed inside any College-owned or College-controlled building for any reason at any time.
- c. Any cycle that poses a safety hazard will be moved or relocated immediately.
- d. Security is authorized to move, relocate, immobilize or impound and cite any cycle owner that is in violation of this section.

14. ROLLER SKATES, SKATEBOARDS & SKATE DEVICES

- a. No person shall rollerskate, rollerblade, hoverboard or ride upon any hoverboard, skateboard or skate device in or on any College-owned or College-controlled property.
- b. Devices and adaptive equipment utilized for ADA accessibility are not restricted.
- c. Persons violating this section will be asked to cease the activity and if they refuse, may be asked to leave the premises. Persons who refuse to leave after a reasonable request may be referred to local law enforcement agencies.

15. APPEALS OF CITATIONS

- a. A person who receives a College parking or traffic violation citation may petition for review of the violation through an official appeal.
- b. A citation appeal form, available at either CCC Security office or online, must be completed and submitted to a CCC Security office to initiate the appeal procedure. The appeal must be submitted to Security within fourteen (14) calendar days following the issuance of a citation. A written appeal that is mailed to the College must be postmarked by the fourteenth (14th)

calendar day following the date of the citation. Appeal forms that are faxed will not be accepted.

- c. Failure to submit a written appeal within fourteen (14) calendar days, excluding College closures, will constitute a complete waiver of an individual's right to review or appeal of the citation.
- d. Once an appeal is filed and entered into the parking control software system, it will have the temporary effect of removing the fee and related hold(s) from the appellant's account.
- e. Upon review of the appeal, the Chief of Security or designee will render a decision to confirm, modify or void the citation. The Chief of Security or designee shall issue a written/electronic response setting forth the determination and the reasons therefore to the appellant within fourteen (14) calendar days of his/her receipt of the written appeal. The appellant shall be advised in writing of any further appeal procedures.
- f. If the appeal is approved, the citation fee and related hold(s) are removed. If the appeal is denied, the fourteen (14) calendar day limit for payment is restarted from the date of the decision.
- g. A person, who disagrees with the decision of the Chief of Security or designee to deny the appeal, may appeal the decision further to the Parking/Traffic Citation Appeal Board.
- h. The Parking/Traffic Citation Appeals Board (PTCAB) will consist of three (3) representatives. The Executive Director for Facilities shall appoint one representative from each of the following to fill the seats on the Parking/Traffic Citations Appeals Board: Student Affairs, Faculty, and Business and Administrative Services. The three member of the PTCAB will select a chairperson amongst themselves.
- i. In order for the PTCAB to hear an appeal, the appellant must complete a written request or an appeal must be filed with the PTCAB within fourteen (14) calendar days of receipt of notification of the original appeal denial.
- j. Any delinquent or past due parking fines or penalties, including those related to the citation under appeal, must be paid in full. This does not affect other citations currently within their appeal period.
- k. Upon the foregoing conditions being met, the chairperson shall schedule a hearing within fourteen (14) calendar days of the receipt of the Appeal Request, excluding College closures. The Board shall provide the appellant with notice of the hearing date, time and location, and that he or she may be present at the hearing and present evidence if he or she so chooses. The Board may also call other witnesses as they deem necessary. At the conclusion of the hearing, the Board will make a recommendation to the Vice President of Business and Administrative Services to approve, reverse or modify the decision of the Security Supervisor or his/her designee. The recommendation shall be based upon a majority vote of the PTCAB. The Board shall provide written notice of its decision to the appellant within fourteen (14) calendar days of the hearing. Any refund to which the appellant shall be entitled shall be processed by the College.
- l. Any person who disagrees with the administrative ruling from the Board has the right to have the ruling reviewed by the Coconino County Superior Court, at his or her own expense, in accordance with Arizona Revised

Statutes Title 12, Chapter 7, Article 6.

16. **CHANGE OF PROCEDURES**

CCC reserves the right to amend these procedures at any time to promote and ensure equitable and safe usage of any property owned or controlled by Coconino Community College.

3. BACKGROUND

1. References: Student Code of Conduct (Procedure 503-01), (Employee) Code of Conduct (Procedure 430-01), Arizona Revised Statutes Title 12, Chapter 7, Article 6
2. Revision history: 07/08/2014 (new), 10/17/2016, 02/23/2017
3. Legal review: none
4. Sponsor: Security

Guidelines effective: 10/17/2016

COCONINO COMMUNITY COLLEGE