

BP 5750 PARKING

References:

Education Code Section 76360;
Vehicle Code Section 21113

The Riverside Community College District recognizes and supports the need for student and staff parking facilities. Parking fees will be imposed in accordance with the Education Code. The use and fees to be paid will be in conformance with the procedure for this policy.

The Chancellor shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional programs. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

Date Adopted: May 20, 2008
(Replaces Policy 6090)
Formerly: 6750

AP 5750 PARKING

References:

Education Code Section 76360;
Vehicle Code Sections 21113, 40215, 40230, and 22651(k)

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

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

All persons who enter District property in a vehicle are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions. Said persons will be responsible to abide by, and be subject to, the California Vehicle Code and any permanent/temporary signs and/or postings regarding parking. All parking regulations are posted on the District's website, at <http://www.rccd.edu/administration/board/Pages/BoardPolicies.aspx>. For further information, individuals may contact the District Police, Parking Services at 222-8522.

All rules of the California Vehicle Code shall be enforced 7 days a week, 24 hours a day and are applicable both on and off paved roadways. Further, all parking, whether by District-issued student/employee permits, temporary permits, or metered parking, will be enforced 24 hours a day, 7 days a week, except for the winter intersession (see Section IV below).

Parking overnight on District/College property is prohibited unless permission is granted by Parking Services.

Sleeping in vehicles overnight on District/College property is strictly prohibited. In addition, the following rules and regulations will be in effect:

I. General Regulations

- A. All persons defined as students or staff members (no matter what work shift they are assigned) must purchase a District permit if they intend to park their vehicles on District property, or on any property under the control of the

District. In lieu of a permit, they may use metered parking, where available. District-owned vehicles are exempt from all permit requirements. A current, valid parking permit must be displayed at all times while vehicles are parked on campus.

Permits may only be used by the employee to whom it is assigned and is not to be shared with any other employee of the District. However, when two (2) family members work for the District on separate shifts, but share one vehicle, they may share one permit. If both employees work the same shift and each drives a separate vehicle, both employees are required to purchase a permit.

Consultants, interim employees and temporary/substitute employees shall be required to purchase a parking permit, or use metered parking. The Chancellor, Vice Chancellors or Presidents may waive this requirement, but will then have to provide the individuals with a temporary permit approved/obtained through Parking Services.

Parking permits are not required during the winter intersession.

- B. The purchase and/or possession of a valid permit does not guarantee the user of that permit a parking space in the area(s) where the permit is valid.
 - C. All vehicles must be parked within marked parking spaces in authorized areas only and must be parked facing into and may not back into or pull through any parking space.
 - D. The use of hazard lights on a vehicle does not constitute consent for a vehicle to park illegally for any length of time.
 - E. Long term parking (including overnight) for the purpose of vehicle storage is prohibited (with the exception of District-owned vehicles), without the advance express authorization from Parking Services.
 - F. Vehicles left unattended for a period exceeding 72 hours, without authorization from Parking Services, will be cited and subject to removal pursuant to section 22651(k) of the California Vehicle Code.
 - G. Sleeping, living or lodging in any type of vehicle is prohibited on District property. This includes, but is not limited to, any type of recreational vehicle, bus, van or trailer.
 - H. Certain departments, because of the nature of their assignments within the District, are issued special permits from Parking Services.
- II. Visitor, Volunteer, Vendor and Customer Parking

Visitors to the District may obtain a temporary parking permit from Parking Services (222-8521) or any District Police Office located on each college campus. Visitors who park in an area, other than metered or without a temporary permit, will be subject to citation.

Visitors with a temporary permit shall park in the white striped student stalls, or marked timed spaces, wherever available.

Special parking permits may be granted to individuals who are volunteering service to the District. These permits are only issued by Parking Services and will indicate which parking areas the volunteers may use.

Vendors of the District may obtain a vendor permit to park their vehicles on District property. The permit may be obtained from Parking Services.

Cosmetology customers should park their vehicles in the parking lot designated for their use. Patrons shall register their vehicle on the patron list located at the front desk of the Cosmetology Department.

For special events scheduled through the College for the use of facilities, the College may charge a reasonable per vehicle fee for all event attendees. The College will be required to work with Parking Services to determine which parking lot(s) will be designated for the special event parking, if applicable. College Presidents may waive parking enforcement for special events at their college. No District/College Department shall issue any parking permit without having authorization from Parking Services.

III. Metered Parking

Metered parking areas are located in various parking lots throughout the District. The instructions for usage of parking meters are posted in and around the area. Those using metered spaces must pay the posted rate and are subject to all time restrictions, except where otherwise posted. Meter permits are valid in student spaces only.

Fees for metered parking are as follows: \$1.00 for 1 hour; \$3.00 for 4 hours and \$5.00 for all day.

Parking Services may waive time limits for disabled individuals, if necessary, on a case-by-case basis.

IV. Student Parking Lots and Stall Markings

Student parking stalls are designated by white painted lines or signage stating they are for student use.

Staff and vendor parking permits are valid in student parking areas with the exception of the Centennial Plaza parking structure. All white parking stalls at the Centennial Plaza structure are limited to student/metered parking.

Suspension of permit requirements in student lots, with prior notification to Parking Services, may take place during:

- A. Pre-set registration dates as advertised in the Schedule of Classes;
- B. Graduation ceremonies;
- C. Convocation; or
- D. At any other times that the Chancellor, Vice Chancellor of Business and Financial Services, a College President, the Chief of Police, or their designee, deems appropriate.

Any grace period(s) will be identified at the start of each semester by Parking Services and communicated to students.

Occasionally, parking spaces in student lots may be reserved for specific individuals and will be clearly marked. Students and employees may not park in these reserved spaces.

Students possessing a valid disabled placard or license plate must comply with requirements in Section VI below.

V. Staff Parking Lots and Stall Markings

Staff parking stalls are designated by yellow painted lines or signage stating they are for staff use.

Visitors parking in staff lots must have a visitor permit that states "Staff Lot", or be subject to a citation.

Any grace period(s) will be identified at the start of each semester by Parking Services and communicated to employees.

Occasionally, parking spaces in staff lots may be reserved for specific individuals and will be clearly marked. Employees may not park in these reserved spaces.

Staff possessing a valid disabled placard or license plate must comply with requirements in Section VI below.

VI. Parking Spaces for the Disabled

Only vehicles displaying a current, valid disabled placard or license plate, issued by a state or governmental agency, may use a space designated for disabled parking.

Disabled placards and plates will be considered valid only when the person to whom the placard was issued is driving or is a passenger in the vehicle. Any person using a disabled placard or plate assigned to someone else is subject to citation and may be found guilty of a misdemeanor in accordance with section 4461 of the California Vehicle Code.

Individuals defined as student or staff members of the District, who are using a valid disabled placard or license plate, must also possess a valid District parking permit when parking in District lots.

Any staff, students or visitors who possess a valid disabled placard or license plate and conform to the information herein, may use any student, staff, metered (without paying the meter), or disabled parking space within the District. This includes those parking spaces designated for specific individuals.

Disabled spaces shall be marked in such a way as to conform to all State and Federal guidelines defining the marking of disabled spaces.

VII. Motorcycles (including mopeds and scooter-type motorized vehicles) and Displaying of Parking Permits

A current parking permit is to be displayed on the left front fork. If this is not possible, then the permit must be placed in such a manner that it is clearly visible to enforcement personnel.

Motorcycles must be parked in marked motorcycle parking areas only.

Only motorcycles, including mopeds and scooters, may park in marked motorcycle parking areas.

Motorcycle permits are not valid on any other type of vehicle.

For the employee or student who owns both an automobile and a motorcycle and may drive either to work/school, the individual must purchase the automobile permit. They may then take that permit for the automobile, along with the motorcycle and proof of ownership of both vehicles, to Parking Services, who will verify ownership of the vehicles and issue a sticker permit for the motorcycle. Only one vehicle is to be on campus at any one time.

VIII. Liability

The District will not pay for damages, unless the District is legally liable, for the following: damage, vandalism or theft of personal vehicles or of any personal property contained in the vehicle, while parked on District property.

IX. Enforcement

The District Police have primary responsibility for the enforcement of all District parking procedures and California Vehicle Code violations.

The appropriate law enforcement agencies in the area may also enforce the aforesaid procedures and the California Vehicle Code. They may also assist safety and police staff when necessary. Any vehicle found in violation of parking procedures or the California Vehicle Code may be issued a citation and/or be removed and impounded at the vehicle owner's expense.

X. Payment of Permit Fees

Full-time employee parking permits may be purchased by logging into Web Advisor and purchasing a permit by semester; or, by monthly payroll deduction for an annual permit at \$12.50 per month for 10 months (2 months of the year with no payment deducted). Part-time employee parking permits may be purchased by semester; or by monthly payroll deduction for an annual permit at \$7.50 per month for 10 months (2 months of the year with no payment deducted.) Forms for payroll deduction are available from the Cashier's office at Riverside City College and from the Student Services Offices at the Moreno Valley and Norco Colleges, as well as from the Business & Financial Services link on the District's intranet.

Annual permits are available for staff members only.

Student semester parking permits are available through Web Advisor. Purchasing a permit through Web Advisor will require an additional \$5.00 service fee, if choosing the C.O.D. option.

Staff or students purchasing a semester permit through Web Advisor will be able to print out a temporary permit to use until the permanent permit arrives in the mail.

Anyone may purchase parking permits through the meters located throughout each college campus.

XI. Waiver of Parking Permit Fees

The following categories of individuals shall be provided parking permits at no cost: Board of Trustees, Foundation Board of Directors, Retirees.

Parking permit fees for members of community groups and public officials may be waived by the Chancellor, Vice Chancellors or Presidents.

Individuals who retire and return to the District in a paid position will be expected to purchase a parking permit or use metered parking. Retirees who qualify for a free permit shall contact Parking Services by emailing parkingservices@rcc.edu for further information.

XII. Permit Fees *(Effective January 3, 2017)*

	Full-Time Employee	Part-Time Employee
A. Automobile		
Fall and Spring Semesters	\$ 50.00	\$30.00
Intersession (Summer)	\$ 25.00	\$15.00
Annual (staff only)	\$125.00	\$75.00
Carpool Fall and Spring Semesters	\$ 35.00	\$21.00
Carpool Intersession (Summer)	\$ 15.00	\$ 9.00
B. Motorcycle		
Fall and Spring Semesters	\$ 15.00	\$ 9.00
Intersession (Summer)	\$ 10.00	\$ 6.00
Annual	\$ 40.00	\$24.00

With the exception of the annual permit, which is only available to staff, all fees listed above pertain to students and staff.

There will be a \$2.75 shipping and handling charge for processing all student permits through Web Advisor unless the student elects to pick up their parking permit in person and pay by cash or check at an Admissions and Records Office on any of the three college campuses.

Per Education Code 76360, parking fees may be increased based on an increase of the Price Deflator of State and Local Government Purchase of Goods and Services, whenever that calculation shows an increase of one dollar above the existing fees.

XIII. Violations and Fines (Effective July 1, 2016)

Parking and traffic violation citations are issued on any vehicle that is in violation of District Board Policy or Administrative Procedure, or the California Vehicle Code.

Fines for violations are as follows:

No permit/permit not properly displayed	\$45.00
Parked in No parking/stopping any time zones	55.00
Metered Parking Violations	45.00
Parked outside marked stalls	45.00
Posted Reserved/restricted parking	45.00
Parked Against red curb	50.00
Permit not valid this lot	45.00
Parked in disabled space w/o proper permit	340.00
Parked in fire lane	45.00
Expired Registration	65.00
Parked in carpool space w/o proper permit	45.00
Exceeding visitor's timed parking	45.00
Fraudulent/altered permit	215.00
Possession of lost or stolen permit	215.00
Booting fee	45.00
Blocking disabled space	340.00
Blocking disabled hash marks	340.00
Misuse of disabled placard	340.00
No Carpool partner	35.00

Citations that are not contested within 21 days, or paid within 60 days from the date of issuance, shall have a late fee of \$32.00 and a DMV lien fee of \$8.00 added to the cost of the fine.

XIV. Abandoned Vehicles

Pursuant to California Vehicle Code 22651(k), vehicles parked or abandoned on District property longer than 72 hours, will be subject to being towed and stored, at owners expense if not removed.

The 72 hours will begin to run once District Police place a Notice on said vehicle, giving the date and time of the notice. If the vehicle cannot be removed within the 72 hours, the owner is to immediately notify District Police at 951-222-8171.

XV. Contesting Citations

The District follows a three step appeals process, set forth in California Vehicle Code Sections 40215 and 40230. This process may not be waived or modified.

A. First Level Appeal

Within 21 days from the date of issuance of a notice of parking violation, a person may request, in writing, in person, or by email, an initial Administrative review form by Parking Services of the notice, stating the reasons they feel the parking violation should not have been issued. If Parking Services is satisfied that the violation did not occur, that the registered owner was not responsible for the violation, or that extenuating circumstances make dismissal of the citation appropriate, Parking Services shall cancel the notice of parking violation.

Results of the decision shall be mailed to the person contesting the notice. In cases where a violation is cancelled based on the violators own negligence (i.e. forgot to display the permit), Parking Services has the authority to charge a \$10.00 administrative fee. If said fee is charged, it must be paid within 21 days of the decision.

B. Second Level Appeal

If the person is dissatisfied with the results of the initial review, they may request an administrative hearing of the violation within 21 days following the mailing of the results of the initial review. The request may be made in writing, or in person. The person requesting the hearing shall deposit the amount of the parking penalty with the Accounting Services Department/Cashier at any of the colleges if paying by cash or check. If paying by credit card, the payment must be made at the Riverside City College cashier. Deposits can be made in the form of a personal check or money order, made payable to the Riverside Community College District and sent to: Riverside City College, Attn: Cashier, 4800 Magnolia Ave., Riverside, CA 92506. If the person is financially unable to deposit the amount of the penalty, they may request, in writing, at the time of the request for initial review, a waiver of said deposit. The request for waiver shall include evidence of financial hardship or inability to make the deposit.

An administrative hearing shall be held within 90 calendar days following the receipt of a request for hearing. The person requesting the hearing may request one continuance, not to exceed 21 calendar days.

The person requesting the hearing shall have the choice of a hearing by written declaration sent in by the person appealing the citation, with a review and a written response by the person hearing the appeal, or a hearing in person. In some cases, the person hearing the appeal may allow for the hearing to be conducted by telephone, or other electronic means. If the person requesting the hearing is a minor, that person shall be permitted to appear at a hearing or admit responsibility for the parking violation without

the necessity of a guardian being appointed. The District will proceed against the minor in the same manner as against an adult.

The hearing shall provide an independent, objective, fair and impartial review of the contested parking violations. The District shall contract with an administrative hearing provider that employs qualified individuals (hearing officers) to conduct the hearing.

The officer or other individual designated by the District Police Department who issued the notice of parking violation shall not be required to participate in the hearing. The District is not required to produce any evidence other than the notice of parking violation and any information received from the DMV identifying the registered owner of the vehicle.

The hearing officer's decision following the hearing may be personally delivered to the person by the hearing officer or sent by U.S. mail. In those instances where the deposit of the penalty was waived, the person, if it is found that they committed the violation, has 15 calendar days to pay the full amount of the penalty, however, late fees will continue to accrue and DMV holds will remain in place until payment is made in full. Upon written request, the District may extend that time or allow the person to make installment payments until the penalty is paid in full.

C. Third Level Appeal

Within 30 calendar days after the personal delivery or mailing of the final decision by the hearing officer, the person may seek review by filing an appeal to be heard by the Superior Court of the County of Riverside. A Notice of Appeal form can be obtained from the clerk's office of the Riverside Superior Court, 4050 Main St., Riverside, CA, or from Parking Services. Fees for filing the appeal are set by the Superior Court. The District's file shall be used as evidence in the case and a copy shall be made available to the Court. The person filing the notice must serve the notice on Parking Services, either in person or by U.S. mail.

In the event the violator is successful at appeal, and upon confirmation of the Court, Parking Services will notify Auxiliary Business Services who will refund any monies due the violator.

XVI. Refunds and Replacement of Parking Permits

- A. Should a class be cancelled and it is the only class for the student, a 100% refund of the permit fee will be made.
- B. Students who officially withdraw from all classes in which they were enrolled prior to the start of a term, or prior to the refund deadline date.

- C. Prior to the refund deadline date, and upon request, staff members and students who inadvertently pay for a permit which is not needed may have the fee refunded in full.
- D. Students who drop on-campus and retain off-campus classes will receive no refund.
- E. If a parking permit is lost or stolen, an Affidavit of Lost or Stolen Parking Permit may be submitted to Parking Services for consideration.
- F. Meter permits and/or time purchased at a meter are non-refundable, unless it can be shown that the meter is malfunctioning.

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.

Office of Primary Responsibility: Chief of Police

Administrative Approval: August 19, 2008

Replaces RCCD Regulation 6090

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