

Business and Fiscal Affairs

AP 6750 PARKING

References:

Education Code Section 76360;
Vehicle Code Sections 21113, 40215 and 40230

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 on 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.rcc.edu/administration/board/policies.cfm>. For further information, individuals may contact the Department of Safety and Police, Parking Services (DSAPPS) 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. 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. No staff member will be eligible to purchase more than one parking permit. A current, valid parking permit must be displayed at all times while vehicles are parked on campus.

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 the DSAPPS.

- 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 DSAPPS.
- F. Vehicles left unattended for a period exceeding 72 hours, without authorization from the DSAPPS, will be cited and subject to removal pursuant to section 22651 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 the DSAPPS.

II. Visitor, Volunteer, Vendor and Customer Parking

Visitors to the District shall park in the white striped student stalls, in metered parking, or marked timed spaces, wherever available.

Visitors may obtain a temporary parking permit from the DSAPPS College (222-8522) or any College Safety and Police Department located on each college campus. Visitors who park in an area, other than metered, without a temporary permit, will be issued a warning and given information on how to obtain a temporary permit.

Special parking permits may be granted to individuals who are volunteering service to the District. These permits are only issued by the DSAPPS 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 DSAPPS.

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 the DSAPPS to determine which parking lot(s) will be designated for the special event parking, if applicable.

No District/College Department shall issue any parking permit without having authorization from DSAPPS.

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. Metered parking will be enforced seven (7) days per week, 24 hours per day.

Fees for metered parking are as follows: \$1.00 for every two hours with a \$3.00 maximum (if you pay \$3.00, it is good for the entire day).

IV. Student Parking Lots

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.

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

- 1) Pre-set registration dates as advertised in the Schedule of Classes;
- 2) Graduation ceremonies;
- 3) Convocation; or,
- 4) At any other times that the Chancellor, Vice Chancellor of Educational Services, a College President, the Chief of Police, or their designee, deems appropriate.

V. Staff Parking lots

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 DSAPPS and communicated to employees.

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.

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.

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 the DSAPPS, 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 any personal property contained in the vehicle, while parked on District property.

IX. Enforcement

The Riverside Community College District, Department of Safety and Police has 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

Staff parking permits may be purchased at Auxiliary Business Services on the Riverside City Campus or at the Student Services offices on the Moreno Valley and Norco Campuses. They may be purchased for individual semesters or annually, beginning with the fall semester. Annual permits are available for staff members only.

Monthly payroll deductions are available for annual staff permits at \$10 per month for 10 months (2 months of the year with no payment deducted). Forms for payroll deduction are available from the Accounting Services office on

the Riverside City Campus and from the Student Services Offices on the Moreno Valley and Norco Campuses.

Student parking permits may be purchased at the Admissions and Records offices on the Riverside City Campus, the Student Services offices on the Moreno Valley and Norco campuses, or through Web Advisor.

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
Emeriti

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

XII. Permit Fees

Automobile

Fall and Spring Semesters	\$ 40.00
Summer Intersession	20.00
Annual (staff only)	100.00
Carpool Fall and Spring Semesters	30.00
Carpool Summer Intersession	15.00

Motorcycle

Fall and Spring Semesters	\$10.00
Summer Intersession	5.00

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 \$3.00 credit card use service fee for processing all student permits 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.

XII. Violations and Fines

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	\$40.00
Parked in No parking/stopping any time zones	50.00
Metered Parking Violations	40.00
Parked outside marked stalls	40.00
Posted Reserved/restricted parking	40.00
Parked Against red curb	45.00
Permit not valid this lot	40.00
Parked in disabled space w/o proper permit	335.00
Parked in fire lane	40.00
Expired Registration	60.00
Parked in carpool space w/o proper permit	40.00
Exceeding visitor's timed parking	40.00
Fraudulent/altered permit	210.00
Possession of lost or stolen permit	210.00
Booting fee	40.00
Blocking disabled space	335.00
Blocking disabled hash marks	335.00
Misuse of disabled placard	335.00
No Carpool partner	30.00

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. 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.

First Level Appeal

Within 21 days from the date of issuance of a notice of parking violation, a person may request, by telephone, in writing, or in person, an initial review by DSAPPS of the notice, stating the reasons they feel the parking violation should not have been issued. If DSAPPS 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, DSAPPS 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), DSAPPS has the authority to charge a \$5.00 administrative fee. If said fee is charged, it must be paid within 21 days of the decision.

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 by telephone, in writing, or in person. The person requesting the hearing shall deposit the amount of the parking penalty with the Accounting Services Department/Cashier on the Riverside City Campus, in person or by mail. If by mail, funds shall be in the form of a personal check or money order. 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 mail or 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 contested parking violations. The District shall contract with an administrative hearing provider that employs qualified examiners to conduct the hearing.

The officer or person 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 examiner's decision following the hearing may be personally delivered to the person by the examiner 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. Upon written request, the District may extend that time or allow the person to make installment payments until the penalty is paid in full.

Third Level Appeal

Within 30 calendar days after the personal delivery or mailing of the final decision by the examiner, 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 DSAPPS. 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 the District DSAPPS, either in person or by U.S. mail.

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

XV. 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.
- F. If a parking permit is lost or stolen, an Affidavit of Lost or Stolen Parking Permit may be submitted to DSAPPS for consideration.
- G. 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

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Replaces RCCD Regulation 6090

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