

ADMINISTRATIVE REGULATION 3450

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

TRAFFIC AND PARKING REGULATIONS

These procedures are intended to promote the safe and orderly movement of traffic on all District and College property for vehicles and bicycles. All applicable provisions of the California Vehicle Code are expressly applicable to the traffic upon the highways, roadways, driveways, paths, parking facilities and grounds of the District and Colleges.

Parking of motor vehicles and bicycles is limited to specially designated areas. Fee permits are required. Vehicles or bicycles parked or left standing in violation of the provisions of this procedure are subject to fines, towing, or impoundment. The District provides parking facilities for vehicles for the sole purpose of conducting college business. Persons park on District property at their own risk. The District assumes no liability for damages or loss to any vehicle or its contents.

All persons operating, driving, parking, or leaving a vehicle standing on District property are required to adhere to the provisions of AR-3450. All persons who enter on District and/or College property are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

I. DEFINITIONS

Every word or phrase relating to traffic and parking used in this procedure shall have the same meaning as defined in Division 1 of the California Vehicle Code, unless otherwise defined in this procedure.

1. District- Means the South Orange County Community College District
2. Governing Board- Means the South Orange County Community College District Governing Board of Trustees
3. IVCPD – Irvine Valley College Police Department
4. SBPD – Saddleback College Police Department
5. Authorized Service Vehicle- Means any of the following:
 - (1) A district owned, leased or operated vehicle when operated in an authorized manner
 - (2) An authorized emergency vehicle as defined by the California Vehicle Code

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- (3) A State, County, City or Local Government vehicle registered with a California Exempt 40 License Plate
- (4) A vehicle owned, leased or operated by a State or Local Educational Institution during the course of authorized official business with or for the District

6. Vehicle Code or CVC- Vehicle Code shall mean the Vehicle Code of the State of California.

Article I - Enforcement

The Board of Trustees authorizes the Department of Safety and Security at Saddleback College and Irvine Valley College to issue traffic and parking citations within the boundaries of District properties pursuant to:

- 1. Traffic and parking regulations established by the Board of Trustees of the District.
- 2. California Vehicle Code, California Education Code and California Penal Code
- 3. Codified Ordinances of the County of Orange, City of Irvine Municipal Codes, Mission Viejo Municipal Codes, and The Code of the City of Tustin.

It shall be an infraction for any person to do any act forbidden or fail to perform any act required in these articles (Education Code Sections 67301, 76360, Calif. Vehicle Code, Sections 21113, 42001, 40000.1, Calif. Penal Code Section 118).

The ultimate goal of enforcement is to gain voluntary compliance with this regulation, through fair, equitable, and consistent enforcement of the policy itself. IVCPD and SCPD staff charged with enforcing this regulation are encouraged to gain compliance through verbal and written warnings, citations, and whatever other tools available to encourage students, employees, and visitors to comply with these regulations.

Article II - General Traffic Regulations

- Section 201: No person shall drive or ride a motor-driven scooter, motorcycle or bicycle on any campus sidewalk-or landscaping area (except for authorized vehicles).
- Section 202: No person shall ride a skateboard, roller skates or roller blades within the confines of the campus.
- Section 203: No person shall ride or walk a horse within the confines of the campus without the written approval of the college president, with the exception of a service animal.

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Section 204: No person shall operate a motor vehicle on any sidewalk, unpaved pathway, field or any lawn or landscaped area except emergency, maintenance vehicles, or approved vendors.

Section 205: No person shall drive a motor vehicle into campus parking areas except by using roadways and drive lanes, and all vehicles must travel only in the direction indicated by traffic signs or markings.

Section 206: No person shall park any vehicle of any kind containing merchandise or food offered for sale on campus without the prior written approval of the chancellor, college president, or president's designee.

Section 207: No person shall sleep in, or remain overnight in, any vehicle parked on campus without the prior written approval of the chancellor, college president, or president's designee.

Section 208: No person shall walk on a campus road which is paralleled by a sidewalk except when crossing the street in a marked pedestrian crosswalk. Where there is no sidewalk, pedestrians shall walk on the side of the road, in single file, and facing oncoming traffic.

Article III - Speed Regulations

Section 301: Unless otherwise posted, no person shall operate a motor vehicle or bicycle within the confines of the two college campuses at a speed greater than 15 miles per hour or as posted, except for emergency vehicles.

Article IV - Parking Regulations

Section 401: Painted curbs are an indication of restricted parking and the color denotes the type of parking allowed. The following color code is adopted:

- (a) Red Zone -- indicates no parking or stopping anytime whether the vehicle is attended or not. No Parking Area/Tow Away Zone.
- (b) Yellow Zone -- indicates an area for loading and unloading of vehicles and the parking of service vehicles. Loading/Unloading Only.
- (c) Green Zone -- indicates a parking time limit of 30 minutes.
- (d) Blue Zone -- indicates disabled persons parking area only by permit.

Section 402: No person shall park in an area posted or marked as disabled parking unless a valid disabled persons placard, or distinguishing license plate is

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displayed on or in the vehicle for such parking in conjunction with a valid college parking permit.

Section 403: (a) No person shall park in an area posted or marked as parking by permit only unless a valid parking permit is displayed on or in the vehicle. (b) No person shall park in an area posted or marked as staff parking unless a valid staff parking permit is displayed on or in the vehicle.

Section 404: No student, faculty or staff member shall park in an area posted or marked as visitor parking only.

Section 405: No person shall stop, park or leave standing any vehicle in any area posted or marked as no parking, regardless of whether or not the vehicle is attended.

Section 406: No person shall stop, park or leave standing any vehicle in any area where the curb is painted red, regardless of whether or not the vehicle is attended.

Section 407: When signs or markings which prohibit or limit parking are erected on any street, road or area, no person shall park or leave standing any vehicle upon such a street, road or area.

Section 408: No person shall park or leave standing a motor vehicle on the interior of any campus or on any sidewalk, pathway, landscaped area or field that is not designed for parking except by special permit.

Section 409: No person shall park or leave standing on any campus a motor vehicle that blocks any traffic lane, roadway or parking lot.

Section 410: Motorcycles and bicycles must be parked in designated areas.

Section 411: All vehicles shall be parked clearly within a designated parking stall.

Section 412: All vehicles shall be parked heading into a parking stall.

Section 413: Meter payment is required for parking in metered spaces during the hours posted on the meters. With the exception of VIP staff permits, parking permits do not authorize parking in metered spaces.

Section 414: No vehicle shall be left parked on campus after 11 p.m. or before 6 a.m., except by special permit.

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Article V - Abandoned Vehicles/Recreational Vehicles

Section 501: No person shall abandon or leave standing any vehicle on any campus for 72 or more consecutive hours. All such vehicles may be stored under authority of Section 21113A of the California Vehicle Code. Unless prior arrangements have been made with the Campus Police Department; Recreational vehicles are not allowed to park overnight, nor are persons allowed to sleep overnight in their vehicles while on District campuses.

Section 502: Any person who abandons a motor vehicle on any campus will be responsible for all towing and storage charges.

Article VI - Parking Permits

Section 601: All parking permits will be issued under the authority of the Department of Safety and Security at Saddleback College or Irvine Valley College.

Section 602: A valid parking permit must be visibly displayed within the 5 inch square in the lower corner of the windshield nearest the driver, as described in CVC 26708(b)(3), in any vehicle parked on campus (metered spaces excepted) at all times, 24 hours a day, seven days a week.

Section 603: Staff Parking Permits for automobiles and motorcycles may be purchased by employees of the South Orange County Community College District, excluding student help and college work/study students. All employees who qualify for Staff Parking Permits will be required to renew their staff parking permits annually/semester, not later than the first day of classes each semester. These parking permits will allow parking in areas posted or marked as staff parking. These permits are not valid in metered areas. Staff Parking Permits may be purchased from the Department of Safety and Security at Saddleback College or Irvine Valley College.

Section 604: Student Parking Permits will allow parking in areas posted or marked as parking by permit only. These permits are not valid in metered areas. Student Parking Permits may be purchased during the student registration process online or from the Department of Safety and Security at Saddleback College or Irvine Valley College.

Section 605: Guest and Vendor Parking Permits which have been duly issued and authorized by the Chief of Police at Saddleback College, or the Chief of Police at Irvine Valley College, or designee, will be acknowledged and parking will be permitted in the designated locations identified on the Temporary Parking Permit form. These permits are not valid in metered areas and are valid only at the college where the permit was issued.

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Section 606: Special Event Parking

- (a) Written requests shall be made through the Chief of Police, or designee on a semester basis, or at a minimum of two week in advance, stating the lot to be reserved so that all concerned persons will know, well in advance, that the lot is to be used for a special event on a particular day or night.
- (b) The College President, or designee, shall be the final authority to determine and approve events that qualify for special event parking at their campus.
- (c) The sponsoring organization will be responsible for reimbursing a police officer through the Department of Safety and Security to control the flow of traffic into the parking lot when required.

Section 607: Disabled Persons Parking - Persons with a valid Department of Motor Vehicles issued Disabled Persons placard or license plate must also display a valid college parking permit in conjunction with their Department of Motor Vehicles issued Disable Persons placard or distinguishing license plate.

Section 608: Medical Parking Permits - Persons who are not disabled, but have medical problems that would require special parking, may apply for a Medical Parking Permit at the Student Health Center. Applications or renewal of these permits shall be supported by a statement from a physician indicating probable time of the medical problem. Upon the approval of such an application by the director of the Student Health Center, the Department of Safety and Security at Saddleback College or Irvine Valley College will issue the Medical Parking Permit. This Medical Parking Permit allows parking in areas posted or marked as staff parking. Application for this permit must be made each semester and a new parking permit obtained by the first day of class each semester. These permits are not valid in metered areas.

Section 609: Parking Permits - Every vehicle which occupies a space designated for an automobile, motorcycle or motor scooter must display a valid permit at all times.

Valid Permit - A valid permit is:

- (a) An unexpired parking permit issued by the Department of Safety and Security at Saddleback College or Irvine Valley College. The permit shall be displayed on the inside of the vehicle in the 5 inch square in the lower corner of the windshield nearest the driver, or on the left front fork on motorcycles and motor scooters.

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- (b) A valid Temporary Permit issued by the Department of Safety and Security and displayed in accordance with instructions on permit.

Section 610: Invalid Permit - A permit is invalid when:

- (a) The time or date has expired.
- (b) Any portion is not completely legible.

Section 611: Permit Issuance - There is a fee for parking permits. Permits will be sold and issued by the Department of Safety and Security at Saddleback College or Irvine Valley College upon proof of enrollment with the respective college or proof of employment with the South Orange County Community College District, and the collection of the appropriate fee. Students are required to purchase their parking permit from the college designated as their college of record.

Section 612: Additional Permits

Staff - Employees may purchase one (1) additional permit for another personally owned vehicle. Employees that purchase an additional permit must sign a statement agreeing that at no time will more than one (1) of the employee's personally owned vehicles be parked on campus.

Students - Students may purchase one (1) additional permit for a motorcycle as an alternate vehicle. An additional permit may not be purchased for an automobile if a motorcycle is the primary vehicle. Students that purchase an additional permit must sign a statement agreeing that at no time will the automobile and motorcycle be simultaneously parked on campus.

Section 613: Unregistered Alternate Vehicle -- Permit holders may obtain a free Temporary Permit for up to two weeks for an alternate vehicle which does not have a permit. After that time, a regular permit must be obtained for a fee.

Section 614: Permit Replacement

- (a) Replacement of permits due to theft or damage may be accomplished by completing a Certificate of Destruction (available from the Department of Safety and Security at Saddleback College or Irvine Valley College) and submitting it with the permit remnants, where applicable, to the Department of Safety and Security at Saddleback College or Irvine Valley College. There may be an administrative

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replacement fee. A full fee will be charged for replacement without remnants.

- (b) Stolen permits may be replaced and a replacement fee may be charged if the theft is reported to the Department of Safety and Security at Saddleback College or Irvine Valley College.
- (c) A full re-registration fee is required for replacement of a lost permit.

Section 615: Permit Fee Refunds -- Refunds on parking permits will be given:

- (a) When a class is canceled within 30 days due to insufficient enrollment and the student is not attending any other classes on campus during the semester, or if the student officially withdraws from all of their on campus classes prior to the last day to drop the classes for refund eligibility, and the student Parking Decal is turned in to the Department of Safety and Security at Saddleback College or Irvine Valley College. The permit must be received by the Department of Safety and Security at the respective college of which the permit was purchased within the first four weeks of a regular term, or within the first two weeks of an eight week term if the student only enrolled in an eight week term within a regular term or summer session.
- (b) When a class is canceled within 30 days due to insufficient enrollment and the faculty member is not teaching any other class on campus during the semester and the Staff Parking Permit is turned in to the Department of Safety and Security at Saddleback College or Irvine Valley College.
- (c) False Report of Lost/Stolen Parking Decal or Daily Parking Permit. Any person who willfully states as true any material matter, which he or she knows to be false, and every person who testifies, declares, deposes, or certifies under penalty of perjury, is guilty of perjury (felony). It is a violation of this regulation to display a stolen, lost, counterfeit, or forged parking permit.

Section 616: Volunteer Permits – Volunteer Parking Permits may be issued to individuals volunteering services to Saddleback College or Irvine Valley College. Volunteer Parking Permits shall not be issued to individual volunteers that are employed by, engaged in business as a vendor or otherwise with, or enrolled as a student within, the South Orange County Community College District. Volunteer Parking Permits are valid only at the campus for which the permit was issued. The valid dates of the permit shall only apply to the time period, approved by Human Resources, that the individual is active as a volunteer.

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Article VII - Schedule of Parking Fees

The board approves the cost of purchasing parking permits by district employees and students and the fees charged to park in metered areas.

Reference:

California Vehicle Code Sections 21113, 26708(b)(3), 42001, 4000.1

California Education Code

California Penal Code Section 118

Education Code Section 67301, 76360