

## PARKING AND TRAFFIC REGULATIONS

The District provides facilities for vehicles for the sole purpose of conducting college business. The District assumes no liability for damage or loss to private vehicles, their occupants or contents while on college property. Parking and use of vehicles on campus in violation of regulations is prohibited. Drivers who require vehicles on campus in order to conduct business related to the college may obtain temporary permits from Campus Police. *(Any vehicle in violation of these regulations may be issued a parking citation.)*

### a. General

#### Driver Responsibility

A motor vehicle possessed or maintained by a faculty or staff member may not be parked in reserved Faculty or Staff lots until the appropriate decal has been properly affixed. Faculty and staff must park in Faculty/Staff designated areas unless permission to park in other areas is obtained from College President. *(Students may **not** use parking lots reserved for Faculty/Staff.)*

#### Temporary Regulations/Instructions

Occasionally special short-term conditions arise that may require suspending a portion of these regulations, or may require additional temporary regulations and/or instructions. The Chief of District Police Services or Campus Lieutenant of Police Services is authorized to institute temporary changes as circumstances require. Citations will be issued to persons violating any temporary signs, barricades or markings.

### b. Eligibility

#### Students

All students who have paid the required fee are eligible for first-come, first-served parking in general parking lots.

#### Staff

All full-time and part-time staff are eligible for parking in specific assigned areas. The term "staff" does not include tutors or student assistants, but applies only to contract employees of the Contra Costa Community College District. *(Current Staff decals will be honored on all District campuses and properties.)* This eligibility does not extend to family members and friends of faculty and staff.

#### Temporary Parking for Staff

In order for staff to park a vehicle on campus which does not have a parking decal, a temporary parking permit must be obtained at the Campus Police Services Office and placed on the dashboard of the car. In lieu of this procedure, staff must pay for a one-day permit, obtainable as they enter the campus.

#### One-Day Parking

If Management is inviting special guests on college business, visitor permits should be obtained, in advance, from Campus Police Services Office and mailed or otherwise provided to the guests. Except as provided above, visitors must pay a fee per day established by the Governing Board and published in the college catalogues to park on campus. Visitors must park in approved areas and comply with all parking regulations.

1. **PROCEDURES**

a. **Fees**

**Who Must Pay**

All persons parking on campus must pay fees as prescribed by the Governing Board unless specifically exempt by Board order. The Board, as part of an agreement with employee organizations, has exempted faculty, staff and managers from parking fees. This agreement extends only to the individual employee and not to family members or friends. Abuse of this agreement could result in the loss of faculty/staff parking privileges.

**Fee Schedule**

The parking fee schedules are established by the Governing Board and published in the college catalogues.

**Student Parking Permits (Decals)**

Student parking permits (decals) are mailed when the fee is paid at the designated campus office or purchased online. Any decal obtained through misrepresentation or in violation of this regulation is void. Staff decals are issued at the office of Campus Police Services.

**Placement of Parking Permit (Decals)**

Decals will be placed on the lower front windshield, passenger's side or on the lower rear window, driver's side. Portable permits must be hung on rear view mirror, decal facing front of vehicle.

**Portable Student Parking Permit**

A portable carrier is available for a fee at designated campus office. This carrier with proper parking permit (decal) properly affixed may be transferred from vehicle to vehicle as needed. This carrier must be hung in designated place in accordance with District Parking Regulations.

**Summer Session Parking**

During the summer intercession the semester permit for the preceding spring or succeeding fall is not valid. A summer permit must be purchased.

b. **Parking**

**Where to Park**

General parking areas are open to all students and visitors on a first-come, first-served basis. All motorcycles, mopeds and other motor-driven cycles must park in specially designated areas within the general parking lots.

**Improper Parking**

The assignment of a parking decal to a vehicle is not a guarantee of a parking space. It is the responsibility of the vehicle operator to find an approved space for his/her vehicle. All drivers are cautioned that the college, having marked approved spaces, is under no obligation to mark all areas where parking is prohibited.

## 2. ENFORCEMENT AND CONTROL

### a. General

In accordance with the California Education Code, the Governing Board of the Contra Costa Community College District is authorized to promulgate rules and regulations for the safety and welfare of students, employees and property.

#### Summary of Parking Regulations

- (1) Illegal Parking
  - (a) Parking where prohibited by signs or markings.
  - (b) Parking in an area *not designated as a proper parking area* (sidewalks, grass, construction areas, traffic island, etc.).
  - (c) Blocking crosswalk, sidewalk, or wheelchair ramp.
  - (d) Failure to park within the lines of a designated space.
  - (e) Parking with parking decal improperly displayed or altered.
  - (f) Parking in a reserved zone.
  - (g) Blocking a driving lane.
  - (h) Parking in a lot without a current decal for that lot.
  - (i) Parking by a fire plug.
  - (j) Parking illegally in a wheelchair space.
  - (k) Parking illegally in an assigned space.
  - (l) Failure to park in areas designated for motorcycles, bicycles, mopeds or other motor-driven cycles.
  
- (2) Moving Violations
  - (a) Exceeding the posted speed limits on open campus roadways, or in excess of 10 mph within designated parking facilities.
  - (b) Failure to stop at arterial stop signs or observe "Yield" signs.
  - (c) Operating motor vehicle in a prohibited direction on a one-way street.
  - (d) Failure to yield right-of-way to pedestrians.
  - (e) Driving on sidewalks (except for authorized service vehicles or vehicles with specific authorization by Campus Police.).
  - (f) Unlawful driving as defined by the California Vehicle Code.
  - (g) Operating a motorcycle, motor-driven cycle, or motorized bicycle on a sidewalk without a permit, or in any area other than a regular roadway.
  
- (3) Additional Violations
  - (a) Altering, damaging, or moving college traffic signs, markings, or signal devices.
  - (b) Failure to obey proper traffic requests or directions of Campus Police Officers.
  - (c) Improper classification of one's vehicle as regulated in Section 2, Part B.
  - (d) Failure to observe temporary parking, or route and detour signs as approved by the Campus Police Chief.

### b. Enforcement

#### Citations

All vehicles, operated or parked in violation of these regulations, shall be cited with a Municipal Court citation. Violators shall receive citations answerable in Municipal Court, under authority of Section 21113-a, California Vehicle Code. If mitigating circumstances exist regarding the citation, the recipient should contact the Campus Police Lieutenant

*immediately* and explain the circumstances. All citations are forwarded to the court within twenty-four (24) hours following date of issuance. All citations fall within the jurisdiction of the court after they are forwarded and are subject to appeal only through the court. A court appearance may be requested by contacting the Municipal Court indicated on the citation. The base citation rate is established by the Governing Board.

#### **Impound of Vehicles, Towaway Zones, Overnight Parking**

- (1) The District reserves the right to have impounded any vehicle which is parked in a manner dangerous to vehicular or pedestrian traffic, or in violation of campus parking regulations. *The vehicle owner shall bear all costs involved in such vehicle removal and storage.* To determine if a vehicle has been towed, call Campus Police at the respective campus.
- (2) Parking a vehicle on campus overnight, or at any time for the purpose of storage or repairing such vehicle (except for emergency repairs) is prohibited, unless a permit is obtained, in advance, from Campus Police.
- (3) Parking of motor homes, trailers, boats, or any vehicle on campus for purpose of habitation or storage is prohibited. Vehicles in violation of these regulations will be towed and stored at the owner/operator's expense.

#### **c. Parking Fee Refund**

Refunds are made only to the person paying the fee and if the following conditions are met:

- (1) Applicants must show a valid Cashier's receipt for the parking fee.
- (2) All classes for which student was registered are canceled or dropped within the first 10 days of the semester, or the student was sold a permit which is not needed, such as for a Saturday class.
- (3) Remnants of parking sticker is returned.

#### **d. Time Restrictions**

A valid parking permit will be required 24 hours a day Monday through Thursday and from 12:00 midnight through 5:00 p.m. on Friday. All other parking and traffic regulations will be enforced 24 hours a day, 7 days a week.

### **3. ROLLER/INLINE SKATES AND SKATEBOARDS**

#### **a. General**

It shall be unlawful for any person upon roller skates, inline skates, skateboard, coaster, hoverboard, toy vehicle or similar device to go upon any roadway, or upon any sidewalk or paved surface or upon any facilities owned or operated by the Contra Costa Community College District.

- (1) UNLESS: The activity is a regularly conducted class supervised by a credentialed instructor.

**b. Enforcement**

Any person found to be coasting or riding roller skates, inline skates, skateboards, coasters, toy vehicle or similar device will be in violation of California Vehicle Code Section 21113(f) and shall/may be subject to a citation.

**4. BICYCLES**

**a. Parking, Storage and Placement of Bicycles**

- (1) Bicycles shall be parked or stored in bicycle racks located on each campus.
- (2) No person shall park, store, or leave a bicycle in such a manner as to cause said bicycle to block or otherwise impede any entrance or exit from any building on the District property.
  - (a) Bicycles shall not be parked, stored, or left within six (6) feet of any entrance or exit of a building unless a bike rack or parking device or marked bicycle spaces are provided within that distance.
  - (b) Bicycles shall not be parked, stored, or left on any building access or egress ramp.
- (3) No person shall store, park, or leave any bicycle inside the doors of any building. *Bicycles inside of buildings constitute a safety hazard and shall be removed and impounded by the District Police Department.*
- (4) Bicycles shall not be parked, stored, or left standing so as to block or impede the normal flow of traffic on any highway, roadway, street, alley, sidewalk, parking area, or pathway. They will not impede the normal movement of handicapped persons or pedestrians upon curb outs. They will not be adjacent to curbing or cement that is painted red.
- (5) Bicycles shall not be parked, stored, or left on any lawn or landscaped area except in those areas designated as a bicycle parking area by the presence of racks or other parking devices or signs indicating the area as a bicycle parking area.
- (6) Bicycles will not be locked or attached to any handrail, tree, shrubbery, door, sign post, telephone pole, lamp post, or other object not maintained or designed for the purpose of securing bicycles.

**b. Riding of Bicycles**

- (1) Bicycles shall not be ridden on any athletic field, tennis court, lawn or landscaped area.
- (2) Bicycles shall not be ridden on any pathway or walkway in violation of posted signs or markings.

**c. Enforcement**

**Citations**

Any person found to be riding a bicycle and is in violation of any California Vehicle Code section governing the operation of bicycles shall/may be subject to a citation.

**Removal of Securing Mechanism and Impound of Bicycles**

- (1) Whenever any bicycle is found in violation of this article, any District Police Officer or District Police employee authorized by the Chief of Police or his representative, may remove the securing mechanism using whatever reasonable measures are necessary to impound the bicycle. *Employees so authorized to remove a bicycle in this manner shall not be liable to the owner of the securing device or the owner of the bicycle for the cost of the repair or replacement of securing device.*
  
- (2) Any District Police Officer or District representative authorized by the Chief of Police or his representative, may remove, relocate, or impound any bicycle which:
  - (a) Blocks or otherwise impedes the normal entrance to or exit from any building or District property.
  - (b) Blocks or otherwise impedes traffic on any street, highway, roadway, path or sidewalk.
  - (c) Is parked in violation of any of the sections of this article, or appears to be abandoned.