

Chapter 6 - Business and Fiscal Affairs

AP 6750 Traffic and Parking Regulations

References:

Education Code Section 76360; Vehicle Code Sections 21113 and 40220

This procedure is intended to promote safe and orderly movement of traffic within College property for the safe and orderly parking of vehicles and bicycles. All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles and bicycles is limited to specially designated areas. Parking permits are required. Guests and temporary parking passes will indicate validation date. Vehicles or bicycles parked in violation of the provisions of the vehicle code and/or College Parking Rules and Regulations are subject to fines, towing, or impoundment. All persons who enter College property are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

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.

Parking Fees

In accordance with the California Education Code Section 76360, the Board of Trustees may charge a parking service fee to students for a parking permit to park a vehicle on campus. All parking fees collected shall be deposited in the designated College fund in accordance with the California Community Colleges Budget and Accounting Manual and shall be expended only for parking services. The Parking Permit Fee will be refunded, minus a ten dollar processing fee, to students who withdraw from the College and submit a Request for Refund prior to the two-week deadline for refunds.

Traffic and Parking Regulations

Appropriate parking permits are required to be displayed on all vehicles with three or more wheels and motorcycles parked in student and staff parking lots. Motorcycles may park with a permit at the end of parking rows within the lines if the area is not marked "NO PARKING" and in the special motorcycle parking area in Lot D. Normal hours of operation are from 5:00 a.m. to 11:00 p.m. Campus is closed from 11:01 p.m. to 5:00 a.m., 7 days a week, unless prior authorization and acknowledgment are made with Police and Campus Safety, or those employees who report to work prior to 5:00 a.m.

No vehicle, unoccupied or occupied, shall be left standing, parked, or positioned in any area which obstructs the right-of-way for pedestrians, vehicles, parking lots, driveways, and/or access roads of the Mt. San Antonio College campus. Unauthorized vehicles will be removed at the registered owner's expense.

No vehicle shall travel upon any area of the Mt. San Antonio College campus which is not intended or designed for vehicular traffic. Such areas include but are not limited to sidewalks,

pedestrian travel areas, restricted service roads, and unauthorized unpaved areas of the campus. Unauthorized vehicles will be removed at the registered owner's expense.

The use of skateboards, scooters (motorized or non-motorized), and roller skates are prohibited on the College campus. Any person failing to obey any sign related to the direction of these regulations or any section of the California Vehicle Code, will be given an initial warning. A second violation will result in a citation, possible student discipline, and/or trespass notice.

Nothing within this administrative procedure is intended to prohibit or restrict those who require mobility devices from access to any Mt. San Antonio College campus facility or service. Mobility devices include manual wheelchairs, power wheelchairs, and electric scooters.

Parking is not allowed in areas where there are no designated stall assignments. Vehicles shall not overlap the lines that designate a stall. All vehicles shall be parked heading into a parking stall. Painted curbs are an indication of restricted parking, and the color denotes the type of parking allowed:

- Red Zone indicates no parking or stopping anytime, whether attended or not;
- Yellow Zone indicates a 15-minute limit and specifically for loading and unloading of commercial vehicles, instructional material by employees, and the parking of service vehicles bearing a special service permit;
- Green Zone indicates 30-minute parking; and
- Blue Zone indicates handicapped persons' parking areas only with a special permit.

Additional Restrictions:

- No unauthorized overnight parking;
- No parking for activities unaffiliated with Mt. San Antonio College;
- No parking for purposes of vehicular cohabitation;
- No parking for purposes of convenient access or long-term storage;
- No person shall abandon or leave standing any vehicle, motorized cycle, or mobile camping unit on the campus for 72 or more consecutive hours without permission of the Parking Control Office. Violations will result in vehicle removal and storage at the owner's expense.

All areas of the Mt. San Antonio College campus are intended for those participating in College-sanctioned activities and courses. Unauthorized use of the property or facilities for non-College related activity is prohibited and enforceable by the applicable section of the California Penal/Vehicle Codes.

Citation Grace Period and Appeals Process

There is a two-week grace period at the beginning of the primary semesters (Spring and Fall) and a one-week grace period at the beginning of the intersessions (Summer and Winter) wherein students may park in Student lots without a valid parking permit. Unpermitted parking in Staff lots during this time will be subject to citation.

Parking citations may be contested under the appeals process outlined in the California Vehicle Code Section 40215. In accordance with California Vehicle Code Section 40215 and College

Policy, parking citations that have been issued to visitors, students, faculty, and staff may only be dismissed in the following circumstances:

- due to Parking Control Officer error;
- due to signage or marking deficiencies in parking lots;
- to visitors to the College who are not enrolled as students and who have properly parked in a non-metered parking space in a staff or student parking lot. Parking citations shall not be voided for non-handicapped visitors who park in a designated handicapped parking space;
- to College faculty and staff who have properly parked in a non-metered or non-handicapped parking space in a student parking lot due to the unavailability of parking spaces in the staff parking lot customarily used by the individual. Parking citations shall not be voided for faculty and staff who park in expired metered parking spaces, red curbed zones, outside of marked parking spaces, or for non-handicapped faculty and staff members who park in designated handicapped parking spaces;
- citations for “No Valid Permit Displayed” issued to permit-eligible employees shall be void;
- to handicapped students who have properly parked in a non-metered parking space in a staff parking lot and whose disability has been confirmed by the College’s ACCESS Department;
- to handicapped individuals who possess a State Handicapped Placard and who park on campus in accordance with current State law;
- to College visitors attending meetings or special events and who have been misdirected to parking areas by faculty or staff members;
- to students who have purchased a parking permit and who have been issued a parking citation for “No Valid Permit Displayed” or “Improper Display of Permit” in a student parking lot, if dismissal is requested within 35 calendar days of citation issuance. (Only one parking citation per semester will be voided for this reason.); and
- to students who have not purchased a parking permit and who have been issued a parking citation for “No Valid Permit Displayed” in a student parking lot, if dismissal is requested within 35 calendar days of citation issuance. The citation will be voided upon purchase of a student parking permit.

Staff Parking Permits

1. Annual Staff Permits - Staff parking permits must be displayed on the left of the rear window or on a displayer that is affixed to the rear view mirror in order to be clearly visible from the rear of the vehicle. Failure to properly display the parking permit will result in the issuance of a parking citation.

A maximum of one permit will be issued by the Parking Services Office at no charge to the employee. The permit is not transferable to another individual. New permits will be issued annually.

Staff permits are valid only in staff designated areas and lots. There will be a grace period during which an old permit will be honored after checking to determine if it belongs to a current employee, and a warning will be given to pick up a new permit.

Staff permits are only valid in parking areas designated for Mt .San Antonio College staff members. Staff permits are not valid in metered stalls, day-use lots, or in student lots.

Full- and part-time faculty, full-time staff, and regular part-time employees (47.5%) are eligible for yearly staff permits. Any remaining temporary short-term hourly employees who are not taking any classes at Mt. San Antonio College may be eligible for an Annual Staff Permit, a 30-Day Temporary Staff Parking Permit, or a limited duration (several months) “modular permit” to cover their work employment period.

Part-timers who are not students, such as professional experts, volunteers, or interns who are incidentally taking three units or less at Mt. San Antonio College, may be eligible for an Annual Staff Permit, a 30-Day Temporary Staff Parking Permit, or a limited duration (several months) “modular permit” to cover their assignment period.

A short-term or other hourly employee who is incidentally taking more than one class may appeal to receive a Staff Permit by having their Vice President, Dean, Director, or Manager submit a written appeal to the Chief of Police and Campus Safety. The appeal should include why an exception should be made along with a request that a Staff Permit be issued.

2. Student Employees - Student employees will not be issued Annual Staff Parking Permits, 30-Day Temporary Staff Parking Permits, or Guest Permits. Students who work for the College during a semester when they are not taking any classes are eligible for a Staff Parking Permit for that semester only.
3. 30-Day Temporary Staff Parking Permits - All 30-Day Temporary Staff Parking Permits will be issued by the Parking Control Office located in Building 23, Police and Campus Safety. Vendor/Contractor Service Permits will only be issued by the Parking Control Office.
4. Retirees - Annual Staff Permits will be issued to College retirees. One-Day Guest Permits may also be issued to College retirees for any occasion when they may return to the campus.

Event Parking

1. Pay and Display Day Use Permits - Students and visitors who do not purchase a valid semester or intersession parking permit will be able to purchase a day use parking permit from ticket dispensing machines installed in selected student parking lots around the campus. Visitors attending athletic events and other College functions during normal business hours can purchase a one-day parking permit.
2. Guest Permits – Electronic Guest Permits will be issued by specific offices. Students are not eligible to receive Guest Permits. Electronic Guest Parking Permits can be requested by contacting the appropriate Vice Presidents’ office.
3. Campus Seminars and Workshops - College departments hosting seminars and other special or grant-funded events where outside participants pay a registration fee will be required to charge a parking fee for attendees to park on campus. Payment of this fee can be charged to the event holders by the Parking Control Office and invoiced for account transfer.

Any requests for no-charge parking for campus- or department-sponsored events will be made to the respective Vice Presidents’ office. It is the responsibility of the Vice Presidents’ office to authorize such parking and to notify the Police and Campus Safety Department as

soon as the request is granted. An attempt should be made to allow at least two weeks' notice to process requests.

Mt. SAC Foundation events, campus fundraisers, graduations, blood drives, and voting-related activities will receive free parking.

4. Rental/Use of College Facilities - Groups that rent College facilities through the Event Services Office will be charged a parking usage fee for the event. This fee is determined through coordination between the Event Services Office and the Parking Control Office and may include a flat usage fee or a daily use fee that is handled by issuance of a special permit (see AP 6700).
5. Athletics Special Events/Athletics Fund-raisers – These events will be coordinated on an event-by-event basis with the Chief of Police and Campus Safety and the Dean, Kinesiology, Athletics, and Dance Division within the framework described under “Event Parking” above.

Weekend Parking and Campus Hours of Operation

A parking permit is required for designated student, staff, and day-use lots. Normal hours of operation are from 5:00 a.m. to 11:00 p.m., Monday through Friday. Campus is closed from 11:01 p.m. to 5:00 a.m., 7 days a week, unless prior authorization and acknowledgment is made with Police and Campus Safety, or employees who report to work prior to 5:00 a.m.

Parking provisions of the California Vehicle Code (such as parking at red curbs, loading zones, fire lanes, and handicapped parking violations) will be enforced 24 hours a day, seven days a week.

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