



POLICY: 6Hx28:10-07

Responsible Executive:
Vice President, Student Affairs

Policy Contact: AVP, Campus
Safety and Services

Specific Authority: 1001.64, F.S.
Law Implemented: 1001.64, F.S.;
318.18, F.S.

Effective Date: 03-13-2025

Date of Last Policy Review:
03-13-2025

Parking and Vehicle Traffic

Policy Statement:

- I. Parking and traffic regulations shall be established by Valencia College (“College”) and enforced on all College properties to maintain a safe and orderly flow of traffic and parking in support of College business, programs, and activities. The College Safety and Security Services Department (“Campus Security”), under the direction of the Vice President, Student Affairs, is responsible for the administration of the College vehicle and traffic program. The provisions of this policy and related procedures shall be applicable at all times to all motor vehicles, vessels, and other motorized forms of transportation that are operated or parked on any College property or at College sponsored events, as applicable.
- II. Students and employees are required to observe all traffic and parking regulations as a condition of their attendance and employment at the College. All motor vehicles operated and parked by students and employees in connection with attendance, employment, or other College business must display a current parking permit on College properties.
 - A. Students and employees must park only in designated parking areas. Violations of this policy and procedure may result in fines being assessed in accordance with the schedule of fines approved by the Board of Trustees, and/or any of the following, as applicable:

1. Students: Violations of this policy and/or related procedures by students on College property are considered violations of the student conduct code and may subject a student to administrative and/or educational sanctions in accordance with College Policy 6Hx28: 8-03 Student Code of Conduct.
 2. Employees: Parking and/or traffic violations by employees on College property may subject an employee to corrective and/or disciplinary action in accordance with College Policy 6Hx28: 3E-08 Disciplinary Action.
 3. Vehicle(s) may be towed based on the individual circumstances.
 4. Repeated violations may result in suspension or loss of campus parking privileges.
- III. The College reserves the right to regulate the use of any of its College property streets and vehicle parking areas for the exclusive use of designated groups or individuals.
- IV. The College will assume no responsibility or liability for loss or damage to any vehicles, or their contents, while operated or parked on College property, regardless if the vehicle is locked/secured or unlocked/unsecured. Vehicles are subject to towing and/or impoundment, as applicable and depending on the need for such action, as set forth within this policy and procedure.
- V. The College President or designee(s) may establish procedures to implement this policy.

Policy History:

Adopted: 12-11-74; Amended 12-17-75; Amended 1-19-83; Amended 8-15-84; Amended 11-18-92; Amended 12-20-2005; Amended 3-13-2025; Formerly 6Hx28:11-05

Related Documents/Policies:

College Policy 6Hx28: 3E-08 Disciplinary Action
College Policy 6Hx28: 3F-01 Employment Separations and Exit Process
College Policy 6Hx28: 8-03 Student Code of Conduct
College Policy 6Hx28: 10-01 Reporting Incidents or Injuries

Procedures:

I. Definitions

- A. Motor Vehicle (“Vehicle”): The term “vehicle” shall include motorcycles, mopeds, scooters, automobiles, trucks, and other self-propelled means of transit powered by gasoline, electric motor, or alternative fuel sources, by which individuals or property may be transported. For more information on non-motorized or smaller micromobility vehicle devices, see College Policy 6Hx28: 10-07.2 Non-Motorized or Micromobility Vehicle Devices on Campus.
- B. Parking Permits: Parking permits are available as hangtags or decals (printed labels) for vehicles, as defined within these procedures. Decals and hangtag permits issued by the College verify the vehicle registration with the College. The words decal, hangtag, and permit are synonymous under this definition (“permit”). They are issued to a specific operator and vehicle and are non-transferable.
- C. Parking:

- 1. The stopping of any Vehicle, as defined within these procedures and except when in accordance with a traffic control device such as a stop sign or by direction of a security representative or law enforcement; or
- 2. Leaving the Vehicle for a period of time, whether occupied or not, and with or without the engine running.

II. College Registration of Motor Vehicles

- A. All vehicles operated and parked on any College property by students, employees, and current contractors/vendors in connection with attendance, employment, or other College business (including those who are on College properties in the evenings and students/employees with a state issued disabled parking placard/hangtag or license plate), must be registered with Campus Security and have the appropriate parking permit properly displayed. Vehicles operated and parked at the University of Central Florida (UCF)/Downtown Campus will require an additional permit.

1. Parking at Valencia College Properties:

- a. Parking permits for College properties are issued through Campus Security and are free of charge (subject to change under the authority of the District Board of Trustees). A current official parking permit issued by the College is valid on all College campuses (except the Downtown Campus).

- i. Oversized vehicles such as trucks, trailers, motor homes, or any vehicle requiring more than one standard parking space or extending beyond the space shall be parked in an area designated by Campus Security with appropriate permit.
 - b. Online registration: A vehicle registration for College property(ies) is to be completed using the MyVC platform. For more information in obtaining a College parking permit, see [Parking Permit](#) on the College website (<https://valenciacollege.edu/students/security/parking-permits.php>) or contact Campus Security (see Appendix A).
 - c. Registration of more than one vehicle with the College is permissible by an employee or student by completing an on-line registration for each vehicle.
2. Parking at the UCF/Downtown Campus
 - a. Employees and students attending classes, assigned to work, or conducting College business at the UCF/Downtown Campus will need to obtain the UCF/Downtown Campus parking permit in addition to the College parking permit. Parking permits for the UCF/Downtown Campus are issued through UCF Parking Services.
 - i. College employees: After the eligible employee has registered for a College parking permit, the employee's supervisor must request on the employee's behalf the UCF/Downtown Campus permit through the West Campus Security Director. (Note: College employees who are not assigned to the UCF/Downtown Campus and may periodically have to conduct business at that location may obtain a temporary parking permit for that specific campus by contacting West Campus Security.)
 - ii. Students: After the eligible student has registered for a College parking permit, the student can order their UCF/Downtown Campus parking permit online through [UCF Parking and Transportation Services](#) at <https://parking.ucf.edu>.
 - b. The valid UCF/Downtown Campus permit is required at all times to park on and around the UCF/Downtown Campus property and Creative Village in eligible parking garages. Metered parking and/or surface parking may be available, but posted parking rates will need

to be paid even with a valid UCF/Downtown Campus parking permit if on public property.

- B. Contractors and Vendors: All contractors and vendors authorized to conduct College business on any College property are required to register with Campus Security and have the appropriate parking permit properly displayed. See Appendix A for the Campus Security contact list.
- C. Registration Period of Parking Permit: The vehicle registration period for an issued parking permit is for the full or remaining part of any period as published on the permit.
- D. Visitor parking is available for all other individuals (outside of students, employees, vendors, and contractors) conducting College business on any College property. Visitors do not need to register their vehicles with Campus Security and may park in designated visitor parking spaces.

III. Parking Permit Classifications and Guidelines

- A. Parking permits are used by the College for official business, are considered to be College property, and are issued under the following guidelines:

1. Faculty/Staff (“Employees”) Parking Permits:

- a. Parking permits are issued to individuals employed by the College whose employment is not predicated on being a student. If an employee must be a student to hold the position, they are not eligible for a staff permit.
- b. The parking permit authorizes parking privileges to the individual and not the vehicle itself. If employee vehicles are driven on a College campus by family or friends who are not employees, they must park in General/Student parking.
- c. Employees issued faculty/staff parking permits may only park in General/Student parking after all Faculty/Staff parking is full.
- d. The parking authority of any employee parking permit is automatically revoked on separation from employment and the parking permit is to be returned to Campus Security. For more information on separations from employment, see College Policy 6Hx28: 3F-01 Employment Separations and Exit Process.

2. Student Parking Permits:

- a. Parking permits are issued to any individual who is not employed by the College and is currently enrolled.
- b. The parking privileges bestowed by any student parking permit are automatically revoked when the holder is no longer a student at the College. A current student is defined as a person taking College courses, including both academic credit and continuing education, both full-time or part-time; and/or
 - i. a person who is not officially enrolled for a particular term but has a continuing relationship with the College or intends to enroll in the next term; and/or
 - ii. a person who is attending classes on a College campus although they may be an enrolled student in another higher education institution.
3. Current students and employees are not authorized to park in visitor designated parking at any time.
4. Employees and students are responsible for contacting Campus Security as soon as possible for the completion of an incident report and replacement of a lost, stolen, or damaged parking permit.

B. Parking Permit: Decals and Hangtags are available parking permit options and authorized parking permit holders are to abide by the following guidelines:

1. Decal Display:

- a. Decals must be visible and not obscured.
- b. Issued decals, except hangtags, are to be permanently affixed to the registered vehicle.
 - i. Convertible top vehicles: Convertible top vehicle decals may be displayed on the driver's side of the front windshield.
 - ii. Motorcycles, mopeds, scooters: Motorcycle, moped, and scooter decals must be affixed in a place where they can be observed, with the decal number clearly visible.
 - iii. All other motor vehicles: Decals must be placed on either the rear bumper or the lower rear windshield on the driver's side of the vehicle. For more information on non-motorized

or smaller micromobility vehicle devices (e.g., motorized bicycles), see College Policy 6Hx28: 10-07.2 Non-Motorized or Micromobility Vehicle Devices on Campus.

2. Hangtag Display:

- a. To be valid, a hangtag must be clearly visible and showing the permit number through the front windshield of the vehicle while the hangtag is either suspended from the rear-view mirror or on the dashboard.
- b. Hangtags are registered to a specific operator and vehicle. Should the operator no longer have the vehicle, the operator may contact Campus Security for assistance in transferring the hangtag to another vehicle owned or operated by the registrant. See Appendix A for Campus Security contact list.
- c. Hangtags will not be issued to two-wheeled vehicles.

C. Temporary Parking Permits: Students and employees who are currently registered with the College may obtain a temporary parking permit, as needed (e.g., when an unregistered substitute vehicle is being parked on College property). Temporary parking permits are issued for a maximum period of fourteen (14) calendar days and are renewable. Temporary parking permits are to be displayed on the vehicle dashboard unless otherwise directed by Campus Security.

IV. Parking Regulations on College Properties

Note: UCF is responsible for enforcing parking and traffic regulations at the UCF/Downtown Campus. For more information, see UCF Parking Services at <https://parking.ucf.edu/>.

A. Vehicle Operator Responsibilities

1. Operators of vehicles are expected to follow all parking regulations when on College properties, which applies twenty-four (24) hours a day, seven (7) days per week, unless otherwise posted.
2. The responsibility of locating a legal parking space on College property rests with the vehicle operator.
 - a. Motorcycles and similar two- or three-wheel vehicles (e.g., scooters) must park only in spaces provided for such vehicles unless it is oversized. Oversized motorcycles or similar two- or three-wheel vehicles may use any normal parking space. Such vehicles must also utilize a personal kickstand pad plate to prevent damage to the pavement and improve vehicle stability.

- b. Trailers, motor homes, and similar recreational vehicles will not be parked anywhere on College properties without prior approval of the Campus Security Supervisor or designee.
- E. Parking permits give holders the privilege of parking on College property, but do not guarantee the holder a parking space. Lack of a convenient space or being tardy for class, appointment, or other timebound activity on College property shall not be considered as a valid excuse for violating any parking regulation. The fact that an individual parks or observes others parking in violation of any parking regulation without being cited does not mean that the regulation is not in effect.
- 3. In the event a vehicle must be parked illegally to await repairs or fuel, Campus Security should be notified immediately (see Appendix A for Campus Security contact numbers).

B. Vehicle Maintenance, Repairs, and Inoperable Vehicles

- 1. Vehicle Maintenance and Repairs: The performance of personal vehicle maintenance and repairs is not allowed on College properties, except for the repair activities associated with emergency vehicle starting or tire repairs. If a service provider has been called to assist the vehicle operator, they must also perform work other than those listed above off College property.
- 2. Inoperable Vehicle: An individual who has an inoperable vehicle and/or parks illegally to await repairs or fuel, must notify Campus Security as soon as possible. The vehicle operator will be provided a timeframe to have the inoperable vehicle removed from College property. Any vehicles remaining on College property beyond the designated timeframe by Security will be considered abandoned and handled in accordance with Procedures Section VII. Vehicle Tow.

- C. Overnight Parking: Overnight parking on College property requires prior approval of Campus Security, is issued based on the circumstances of the request, and is also at the risk of the vehicle owner or operator, as appropriate. For more information, contact Campus Security (see Appendix A).

V. Traffic Regulations on College Properties

Note: UCF is responsible for enforcing parking and traffic regulations at the UCF/Downtown Campus. For more information, see UCF Parking Services at <https://parking.ucf.edu/>.

- A. Operators of vehicles are expected to follow all traffic laws to include observing all traffic regulations on College properties.

- B. College property speed limits are 10 mph in the parking lots and other areas as posted. The speed limit for perimeter roads is 25 mph.
- C. Observance of Entrance and Exit lanes will be strictly enforced.
- D. Pedestrians have the right of way at all times when in a marked crosswalk.
- E. Lane directional arrows and stop bars are mandates to be followed to assist with driving safety.
- F. Excessive or unnecessary noise from horns, mufflers, music systems, or any other noise-making device is prohibited at all times.
- G. When applicable for traffic control, operators of vehicles must cooperate with and follow the instructions of security officers or other personnel designated by the College to assist with traffic control.

VI. Prohibited Parking and Traffic Practices

Note: UCF is responsible for enforcing parking and traffic regulations at the UCF/Downtown Campus. For more information, see UCF Parking Services at <https://parking.ucf.edu/>.

The following parking and traffic practices are prohibited on College properties:

- A. Parking on sidewalks, grass areas and lawns, wheelchair access ramps, along parking lot curbs, or in areas temporarily restricted under emergency conditions, unless specifically directed.
- B. Parking any portion of a vehicle outside the line of a designated parking space.
- C. Parking any trailer, motor home or similar recreational vehicle without prior approval of the Campus Security management or designee. For Campus Security contact information, see Appendix A.
- D. Vehicles parked in such a manner as to obstruct another vehicle, or the flow of traffic, may be removed or impounded at the vehicle operator's expense.
- E. Parking in a disabled space without a current state issued disabled placard/hang-tag and/or license plate visible and properly displayed. (Note: Campus Security does not have the capability to confirm any disabled parking permits via the issued state.)
- F. Parking in a designated fire lane.
- G. Parking in designated circle roadways designed for the drop off and pick up of individuals being driven to the College.

- H. Improper display of a College issued parking permit, no parking permit displayed, or unauthorized use of a parking permit.
- I. Parking in areas other than areas established for the type of parking permit displayed.
- J. Any other parking or traffic practice in a manner reasonably deemed “prohibited” by Campus Security that is not described herein or is considered a safety concern.

VII. Vehicle Tow Guidelines

Note: UCF is responsible for enforcing parking and traffic regulations at the UCF/Downtown Campus. For more information, see UCF Parking Services at <https://parking.ucf.edu/>.

- A. Vehicle Tow: Vehicles are subject to being towed from College properties, at the expense of the owner or operator, under the following circumstances, including but not limited to:
 - 1. The vehicle is parked in a hazardous manner blocking traffic, roadways, crosswalks, sidewalks, and/or disabled ramps.
 - 2. The vehicle is abandoned or left unattended on College property for more than 48 hours without approval from Campus Security.

VIII. Traffic and Parking Citations, Fines, Dispositions, and Appeal Process

Note: UCF is responsible for parking citations, fines, dispositions, and appeal process for the UCF/Downtown Campus. For more information, see UCF Parking Services at <https://parking.ucf.edu/>.

- A. Traffic and Parking Citations: A citation may be issued by Campus Security as follows, including but not limited to:
 - 1. a vehicle operator or other associated individual(s) who:
 - a. willfully misrepresents vehicle registration information;
 - b. utilizes a parking or disabled permit that was obtained in an unauthorized, illegal, or false manner; and/or
 - c. perpetrates fraud by manipulation, replication, or reproduction of any parking permit.
 - 2. a vehicle operator who deliberately and willfully disregards instructions and/or directions which are personally given by a security officer in the performance of their duties. Citations issued under this authority will be

forwarded to the Senior Director of Safety and Security for the scheduling of a conference with the alleged violator.

3. a vehicle operator or other associated individual(s) who violates any other parking and/or traffic practice:
 - a. deemed prohibited within this policy and procedure; and/or
 - b. by Campus Security that may impact College safety.

Note: Depending on the severity of circumstances, in addition to a citation, a vehicle operator and/or other associated individual(s) may be subject to corrective and/or disciplinary action in accordance with College policies, revocation of College parking privileges, and/or impoundment, as applicable.

- B. Parking, Traffic, and Other Related Citation Fines: Fines imposed for violations must be paid within fifteen (15) calendar days from the date of issue. Amounts due after the delinquent date are double the original amount of the fine.

Parking, Traffic, and Related Citation Fines	Amount
Disabled Spaces or Ramps (issued by law enforcement only)	In accordance with law
Fire Lane	\$40.00
Roadways, Curb Areas, or Grass Areas	\$10.00
Visitors, Special (Faculty/Staff), or Motorcycle Areas	\$10.00
Improper Display of Parking Permit	\$10.00
No Current Parking Permit Displayed	\$10.00
Other Violations as Listed in the Policy and Procedures	\$10.00

- C. Parking, Traffic, and Other Related Citation Fines Dispositions:

1. Payment of non-contested citations: Payments for parking, traffic, and other related citations can be made in person at any business office on West, East, or Osceola campuses. (See Business Office contact information in Appendix B). Payments may also be made online through an Atlas account.
2. Contested Citations: Parking, Traffic, and Other Related Citation Fine Appeal Process
 - a. The right to appeal a citation is forfeited after ten (10) calendar days from the date of issuance.
 - b. The appeal may be made in person at any Campus Security Office (see Appendix A for Campus Security contact information) or in writing by completing an appeals form located via MyVC platform.

- c. The completed form must be returned or submitted to Campus Security.
 - d. The completed form will be reviewed by a Campus Security supervisor for completeness and the parking history, if any, attached to the form. If the Campus Security Supervisor determines that the citation was issued in error, the citation may be voided, and the appellant notified by letter and/or via the appellant's email as documented in the College's information system.
 - e. If the citation was not issued in error, the appeal will be forwarded to the Parking Citation Appeals Committee to be processed at their next available meeting.
 - i. The Parking Citation Appeals Committee will consist of the Senior Director of Safety and Security (chair) and representatives from the following groups: Student Government Association, Organizational Development and Human Resources, and Student Affairs.
 - f. Written notification of the committee findings will be provided to the appellant via email as documented in the College's information system, as applicable.
 - g. The committee finding(s) is(are) the final action of the College's citation appeal process on the matters presented.
3. Non-Payment of Citations: Any issued citations not paid nor contested within the prescribed timeframe may result in the matter being referred to a collections agency for action.

IX. Accidents:

- A. College property: Individuals involved in a vehicle accident on College property should contact Campus Security and report the incident in accordance with College Policy 6Hx28: 10-01 Reporting Incidents or Injuries.
 - B. UCF/Downtown Campus: Individuals involved in a vehicle accident at the UCF/Downtown Campus should contact UCF Police Department:
 - 1. Non-emergency line: 407-823-5555
 - 2. Emergency line: 911.
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Procedure History:

Adopted: 11-18-92; Amended 12-20-2005; Amended 3-13-2025; Formerly 6Hx28:11-05

Date of Last Procedure Review: 03-13-2025

Related Documents:

Appendix A: Safety and Security Services Contact Numbers

Campus	Phone Number
Advanced Manufacturing Training Center	407-582-4000
Downtown Center for Accelerated Training	407-582-1000
East Campus	407-582-2000
Fire Rescue Training Facility	407-582-1000
Lake Nona Campus	407-582-7000
Osceola Campus	407-582-4000
Poinciana Campus	407-582-6500
School of Public Safety	407-582-8000
UCF/Downtown Campus (contact West Campus)	407-582-1000
United Way Center for Accelerated Learning	407-582-3600
West Campus (24 hours per day/7 days per week)	407-582-1000
Winter Park Campus	407-582-6000

Appendix B: Business Office Contact Information

Campus	Phone Number	Location
East Campus	407-582-1365	Bldg. 5, Room 214
Osceola Campus	407-582-1365	Bldg. 2, Room 110
West Campus	407-582-1365	SSB, Room 101
<p>Business Offices are open on campus with limited staff. Individuals may also send an email to BusinessOffice@valenciacollege.edu for assistance or for more information visit: https://valenciacollege.edu/students/business-office/.</p>		