



**POLICY: 6Hx28:10-07**

**Responsible Executive:** Executive Vice President, Administrative Services

**Policy Contacts:**

**Specific Authority:** 1001.64, F.S.

**Law Implemented:** 1001.64, F.S.

**Effective Date:** 12-20-2005

**Date of Last Policy Review:**  
12-20-2005

---

## Parking and Vehicle Traffic

---

### Policy Statement:

- I. Parking and traffic regulations shall be established by the college and enforced on all campuses. Students must park only in designated parking areas. Violations of regulations shall result in fines being assessed in accordance with the schedule of fines approved by the Board of Trustees and an administrative hold may be placed on the release of student records, grades and transcripts until the full payment of the fines assessed. Parking violations by students shall be considered violations of the student conduct code and may subject a student to discipline including without limitation probation, suspension and expulsion from the college. The schedule of fines is as follows:

Violation	Fine	Late Fee
Disabled Spaces, Ramps	\$250.00	\$50.00
Fire Lane	\$40.00	\$10.00
All Other Vehicles	\$10.00	\$20.00

- II. The College will assume no responsibility or liability for loss or damage to any vehicle, or its contents, while operated or parked on property used for the purposes of Valencia College.
- III. Students, faculty and staff are required to observe all parking and traffic regulations as a condition of their attendance and employment at Valencia College.

- IV. Parking decals give holders the privilege of parking on campus, but do not guarantee the holder a parking space. A lack of space is not considered a valid excuse for violation of any parking regulation.
  - V. All vehicles operated by students and employees in connection with attendance or employment at Valencia College **MUST** display a current parking decal.
- 

## **Procedures:**

### I. GENERAL INFORMATION

#### A. Definitions

1. Vehicle – The term “vehicle” shall include bicycles, motorcycles, automobiles, trucks and other mobile equipment that are powered by gasoline or electric motor or alternative fuel sources, and by which persons or property may be transported.
2. Decal – Decals are printed labels or hangtag permits issued by the college evidencing vehicle registration. The words decal, hangtag, and permit are synonymous under this definition. They are issued to a specific operator and vehicle and are non-transferable.
3. Parking – The stopping of any motor vehicle, except when in accordance with a traffic control device such as a stop sign.

#### B. Applicability

The provisions of these regulations shall be applicable at all times to all vehicles that are operated or parked on Valencia property. An official “decal” issued under these regulations is valid on all Valencia property.

#### C. Responsibility

The Valencia College Security Services Department under the direction of the Vice President of Administrative Services is responsible for the administration of the college vehicle and traffic program.

#### D. Authorizations

1. The college reserves the right to regulate the use of any of its vehicle parking areas for the exclusive use of designated groups or individuals.

2. Vehicles are subject to immobilization or being towed depending on the need for such action, as set forth in these regulations. See Articles XII and XIII.

## II. REGISTRATION OF MOTOR VEHICLES

### A. Registration Regulations

All vehicles parked on Valencia property must be registered with the Security Services Department and have the appropriate parking decal properly displayed. This includes vehicles used by evening students and special students.

### B. Exceptions to the Registration Regulation

1. Vehicles displaying “government” license plates need not be registered.
2. Government vehicles that are unmarked or do not bear “official” government plates may park in Faculty/Staff parking when on official business.
3. Persons operating “official vehicles” and attending as a student must park in General/Student parking.
4. Visitors do not need to register their vehicles but shall park in designated visitor parking or General/Student parking unless specifically authorized to park in Faculty/Staff parking. Current students and employees are not authorized to park in visitor designated parking at any time.

### C. Other Registration Requirements

Registration of more than one vehicle is permissible by completing a full registration data information form for each vehicle.

1. Registration period – The vehicle registration period is for the full or remaining part of any period as published on the decal.
2. On line registration – All vehicle registrations are to be completed using the Atlas platform.
3. Decal display – Issued decals, except hangtags, are to be permanently affixed to the registered vehicle. Decals must be placed on either the left rear bumper or on the outside of the rear windshield on the driver’s side. Motorcycle decals must be affixed to the left front fork. Convertible top vehicles may be displayed on the driver’s side of the front windshield. Decals affixed elsewhere, or temporarily affixed by glue or tape or any manner other than described in this section will result in a citation for improper display.

4. Hangtag display – Hangtags must be displayed on the rear view mirror with the permit number facing forward.
  - a. To be valid, a hangtag must be clearly visible through the front windshield while suspended from the rear view mirror of the vehicle.
  - b. Hangtags are registered to a specific operator and vehicle but they are transferable to any other vehicle owned/operated by the registrant.
  - c. Hang tags will not be issued to two-wheeled vehicles.

### III. PARKING DECALS

#### A. Parking Decal Classifications

1. Parking decals are issued under the following guidelines:

Faculty/Staff – issued to persons 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 decal. The parking authority of any employee decal is automatically revoked on separation from employment. The decal authorizes the person and not the vehicle. If faculty/staff vehicles are driven on campus by family or friends who are not faculty or staff, they must park in General/Student parking. Holders of faculty/staff decals may only park in General/Student parking after all Faculty/Staff parking is full.

2. Student - issued to any person who is not employed by the college and is currently enrolled in classes.

- B. Temporary Permits must be obtained when an unregistered substitute vehicle is being parked on college property. Temporary permits are issued for a maximum period of 14 days and are renewable. Temporary permits are to be displayed on the vehicle dashboard unless otherwise directed.

1. Only persons who are currently registered are authorized to be issued a temporary permit.

#### C. Overnight Parking

Overnight parking requires prior approval of the security services department, is issued based on the circumstances of the request and is also at the owner's risk.

#### IV. PARKING DECAL FEES

Parking decals are free and subject to change under the authority of the District Board of Trustees.

#### V. PARKING REGULATIONS

##### A. Responsibility

The responsibility of locating a legal parking space rests with the vehicle operator. Lack of a convenient space shall not be considered as a valid excuse for violation of any parking regulation. The fact that a person parks or observes others parking in violation of any parking regulation without being cited does not mean that the regulation is not in effect.

##### B. Applicable Hours

All parking regulations apply twenty-four (24) hours a day, seven (7) days a week unless otherwise posted.

##### C. Prohibited Practices

Parking is prohibited as follows:

1. On sidewalks, grass areas and lawns, wheel chair ramps, or along parking lot curbs, or in areas temporarily restricted under emergency conditions, unless specifically directed.
2. Parking any portion of a vehicle outside the line of a designated parking space.
3. Parking any trailer, motor home or similar recreational vehicle without prior approval of the security management or designee.
4. Vehicles parked in such a manner as to obstruct another vehicle, or the flow of traffic, may be removed or impounded at the owner's expense.
5. In the event a vehicle must be parked illegally to await repairs or fuel, campus security should be notified immediately.
6. Motorcycles and similar two- or three-wheel vehicles must park ONLY in spaces provided for such vehicles.
7. A citation for unauthorized/fraudulent use of a decal will be issued when a vehicle owner or operator willfully misrepresents vehicle registration information, utilizes a parking decal obtained in an unauthorized, illegal, or false manner, or perpetrates fraud by manipulation, replication, or

reproduction of any parking decal. Vehicle operators and other persons associated with these activities are subject to college disciplinary actions, including revocation of college parking privileges.

8. Parking in a disabled space without proper permit. The college Security Services Department does not issue or have authority to issue handicap parking permits. All persons parking in a disabled space must display a valid, State-issued placard.
9. Parking in a designated fire lane. College campuses have circle roadways designed for the drop off and pick up of people being driven to the college. Parking in these circles is prohibited.
10. Improper display of a decal or no decal displayed.
11. Parking in areas other than areas established for the type of decal displayed.
12. A citation for failure to comply will be issued when a vehicle owner or operator deliberately and willfully disregards instructions and 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 Campus President to schedule a conference with the violator.
13. Any other parking in a manner deemed “illegal” that is not described herein.

See Article XII for the Parking Fine Schedules

## VI. DISPOSITION OF PARKING CITATIONS

### A. Payment of non-contested citations

Payments can be made in person at any business office of any Valencia campus. Payments may also be made online with a credit card through your Atlas account. Citations must be paid within 15 calendar days from the date of issue. Citations paid after the 15-day grace period are subject to a late fee under Article XIII.

### B. Parking Citation Appeal Process

1. The right to appeal is forfeited after ten (10) calendar days from the date of issue.
2. The appeal may be made in person or in writing by completing an appeals form from the Atlas website.

3. The completed form must be returned or submitted to the Security Services Department.
4. The completed form will be reviewed by a security supervisor for completeness and the parking history, if any, attached to the form. If the security supervisor feels that the citation was issued in error, the citation may be voided and the appellant notified by letter and on the student's Atlas account.
5. The appeal will be forwarded to the Parking Citation Appeals Committee to be processed at their next available meeting. (Committee formation TBA)
6. Written notification of the committee findings will be provided to the appellant by mail and on the appellant's Atlas account.
7. There is no further appeals process.

## VII. IMMOBILIZATION

Vehicles are subject to immobilization (boot) under the following circumstances:

- A. The vehicle has accumulated three or more unpaid parking citations.
- B. The vehicle registrant fails to respond to a meeting invitation by campus administration.
- C. The vehicle displays a fraudulent, altered or stolen parking decal.

## VIII. TOW AWAY

Vehicles are subject to being towed from a campus, at the owner's expense, under the following circumstances:

- A. The vehicle is parked in a hazardous manner blocking traffic, roadways, crosswalks, sidewalks, and/or handicap ramps.
- B. The vehicle is abandoned on campus for more than 48 hours.
- C. When the vehicle owner has previously removed an immobilization device without authorization.

## IX. TRAFFIC REGULATIONS

- A. Unnecessary noise from horns and mufflers or music systems is strictly prohibited at all times.
- B. Pedestrians have the right of way at all times when in a marked crosswalk.

- C. Campus speed limits are 10 mph in the parking lots and other areas as posted. The speed limit for perimeter roads is 25 mph.
- D. Lane directional arrows and stop bars are expected to be followed to assist with driving safety.
- E. Observance of Entrance and Exit lanes will be strictly enforced.

X. VEHICLE MAINTENANCE AND REPAIRS

The performance of personal vehicle maintenance and repairs is not allowed on campus, except for the repair activities associated with emergency vehicle starting or tire repairs. If a service provider has been called to assist the owner, they must also perform work other than those listed above, off-campus.

XI. SPECIAL VEHICLE REGULATIONS (motorized two wheel vehicles such as motorcycles, mopeds, and scooters)

Owners and or operators are expected to observe all parking and traffic regulations.

- A. All special vehicles must display a valid parking permit
- B. All special vehicles must be parked in designated motorcycle parking spaces.
- C. Violations involving special vehicles will result in the issuance of parking citations.

XII. BICYCLES

- A. All operators of bicycles are expected to observe all parking and traffic regulations.
- B. Bicycle parking is provided throughout the campus and is designated by the presence of bicycle racks.
- C. The parking of bicycles in any of the following manners is strictly prohibited:
  1. Within or surrounding campus buildings, stairwells, hallways, balconies or designated disability access.
  2. Against or attached to any tree, bush or plant.
  3. Against or attached to any light pole, component or signpost.
  4. In an emergency exit.
  5. Left unsecured.



### XIII. PARKING FINE SCHEDULES

Fines imposed for violations must be paid within fifteen (15) days from the date of issue. Amounts due after the delinquent date are increased as noted.

<b>Violation</b>	<b>Fine</b>	<b>Late Fee</b>
Disabled Spaces, Ramps	\$250.00	\$50.00
Fire Lane	\$40.00	\$10.00
All Other Vehicles (Section V C)	\$10.00	\$20.00

---

#### **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; Formerly 6Hx28:11-05

---

#### **Procedure History:**

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

---

**Date of Last Procedure Review:** 12-20-2005