

## CITRUS COLLEGE DEPARTMENT OF CAMPUS SAFETY



### **PARKING REGULATIONS for EMPLOYEES, RETIREES and VENDORS**

[www.citruscollege.edu/campussafety](http://www.citruscollege.edu/campussafety)

1000 W. Foothill Blvd., Glendora, CA 91741-1899

626-914-8611, 626-857-4012 fax

#### **AUTOMOBILE PARKING PERMITS**

Vehicles parked on campus must have a current permit. Employee permits are issued to faculty, CSEA members, supervisory/confidential employees, managers, college trustees, and foundation board and committee members only. Employee permits authorize parking in both student and employee lots. Employee permits are valid for thirteen months, beginning August 1 of each year through August 31 of the following year. All employees must order a parking permit online via the iParq parking system at <https://citruscollege.thepermitstore.com>

Employee permits are issued to individual employees and are NOT transferable. If an employee permit is used by anyone other than the employee, campus safety will cite the vehicle. If employment is terminated, the permit becomes invalid.

#### **NO ADDITIONAL PERMITS**

One permit per employee is issued, however two (2) vehicles may be registered on the account. If you are switching vehicles, ensure the vehicle is registered to the permit.

#### **MOTORCYCLE PARKING**

A separate motorcycle permit is required for this type of vehicle. This permit is also ordered through iParq. Motorcycle parking pads are indicated on the campus map. Do not park motorcycles in automobile stalls. This is a violation and the motorcycle will be cited.

#### **PARKING and TRAFFIC REGULATIONS**

1. Park in designated parking stalls only.
2. Vehicles must be parked entirely within a designated stall.
3. Do not drive against the designated traffic flow in the parking lots.
4. Vehicles must be parked facing into the stall (head in parking only).
5. Pedestrians have the right of way in the parking lots.
6. The speed limit in all parking lots is fifteen (15) miles per hour.
7. Vehicles must not be stopped behind a parked vehicle.
8. No overnight parking.
9. Parking on campus is for official campus business only.
10. No public transit parking allowed.

See [AP 6750](#) for a complete list of parking and traffic regulations.

#### **VISITOR PARKING**

Visitor parking spaces are reserved for visitors only. Others parking in these spaces will be cited. If you have

visitors coming to campus, contact campus safety at least two weeks before the visit to make arrangements for a parking permit.

#### **CLIENT PARKING**

The V4 parking lot is reserved for clients of the cosmetology, health occupations and dental assisting programs while they are receiving services from these programs. Client parking restrictions also apply to the V3 lot which is designated for golf range patrons and the E1 lot which is designated for performing arts. Anyone parked in these areas without a special permit will be cited. These areas are identified by signs that read "Client Parking Only" or "Golf Range Only."

#### **METERED PARKING**

Metered parking spaces are available in the S1, S4, and E6 lots. Expired meter parking will be cited.

#### **RED ZONES**

Do not park in the red zone. These areas are for emergency access only. Parking in a red zone will result in a citation.

#### **DISABLED PERSON PARKING**

Disabled parking stalls are available in all campus lots. Vehicles using these stalls must display a valid disabled placard or license plate issued by the DMV and have a valid permit. The minimum fine for illegally parking in a disabled stall is \$330.

#### **RETIREE PARKING**

Upon retirement from the district, employees may be issued a Lifetime parking permit. Please visit campus safety for details.

#### **NO PUBLIC TRANSPORTATION PARKING**

No parking for Metro L Line, buses, Park and Ride or any other public transportation services is allowed in any Citrus College lot. Vehicles will be cited.

#### **CITATION PAYMENT PROCESS**

Parking citations may be paid online by credit or debit card by visiting the iParq website at <https://citruscollege.thepermitstore.com> or via mail by enclosing the original citation along with payment by check (**do not mail cash**) to:

Citrus College  
c/o Parking Citation Service Center  
PO Box 60309  
San Diego, CA 92166

#### **CITATION APPEAL PROCESS**

If you feel that you received a citation that was unjustified, you must file a citation appeal online at the iParq website <https://citruscollege.thepermitstore.com>

Per California Vehicle Code 40215, you have twenty-one (21) days to appeal the citation. Appeals which are submitted more than 21 calendar days after the violation will not be considered.

#### **PARKING CITATION AUTHORITY**

Parking citations are enforceable under the auspices of California Vehicle Code 21113(a).

**LIABILITY**

Be sure you roll up the windows, set your alarm and lock your car before leaving it. Citrus College is not responsible and assumes no liability for damage or theft of any vehicle or its contents.

**ADDITIONAL PARKING**

Per an agreement with Azusa Pacific University (APU), additional parking may be available in one APU off-campus parking lot. This lot is located on Foothill Boulevard and Alostia Avenue, approximately one block west of the Citrus College campus. This lot is designated as Citrus Annex #1.

Citrus College students who have a current Citrus College parking permit may park in the Citrus Annex #1 from 7 a.m. - 6 p.m. Monday through Friday.

This lot will be regularly patrolled by Citrus College Campus Safety and APU Campus Safety. Students who park in this lot are subject to both Citrus College and APU traffic and parking regulations. In compliance with APU policy, this lot is designated as a NO SMOKING area.

Students using the off-campus Citrus Annex parking lot should walk east on the sidewalk along Foothill Boulevard and use the crosswalks at the Foothill Boulevard/Citrus Avenue intersection to arrive at the northeast corner of the intersection in front of the Citrus College marquee. A pathway to the north of the marquee provides pedestrian access on to campus.

Subject to change without notice.

A permit does not guarantee a parking space close in proximity.

**DEPARTMENT OF CAMPUS SAFETY**

Campus Safety Building is located at the main entrance of campus, off of Citrus Avenue.

Office hours are:

Monday through Thursday 7 a.m. to 8 p.m.

Friday 7 a.m. to 5 p.m.

Campus safety officers are on campus 24 hours a day, seven days a week. If the campus safety office is closed, you can reach our staff by calling (626) 914-8611.

For more information, consult the campus safety website at [www.citruscollege.edu/campussafety](http://www.citruscollege.edu/campussafety)

Twitter: [@CitrusCollegeCS](https://twitter.com/CitrusCollegeCS)