

# **CITRUS COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE SERVICES**

## **AP 6750      PARKING**

**References:**      Education Code Section 76360; Vehicle Code Section 21113

These procedures are intended to promote safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles and bicycles.

All applicable provisions of the California Vehicle Code (CVC) are applicable.

Parking of motor vehicles and bicycles is limited to specially designated areas. Parking permits are required for all vehicles parked on campus. Vehicles or bicycles parked in violation of the provisions of this Administrative Procedure are subject to fines, towing, or impoundment.

All persons who enter on the college are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

In accordance with the California Education Code Section 76360, the Board of Trustees may charge a parking service fee to students for parking permits to park vehicles 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 may be refunded, minus a processing fee, to students who withdraw from the College and submit a Request for Refund prior to any established deadlines for refunds.

In accordance with California Vehicle Code Section 21113(a), the District will enforce these procedures by issuing citations.

### **TRAFFIC AND PARKING REGULATIONS**

#### **Article I.      General Traffic Regulations**

- Section 1.      No person shall fail to obey any official traffic control device erected or maintained to carry out these regulations or the California Vehicle Code.
  
- Section 2.      The driver of a vehicle shall yield the right of way to a pedestrian crossing any roadway.
  
- Section 3.      No driver, approaching from the rear of a vehicle which is yielding the right of way to a pedestrian, shall overtake or pass that vehicle.

- Section 4. No person shall drive any vehicle in willful, wanton, or reckless disregard for the safety of persons or property.
- Section 5. No person shall drive or ride a motor driven scooter, motorcycle, skateboard, hover board or bicycle on campus sidewalks. Skateboards, hover boards and scooters shall not be ridden in campus parking lots.
- Section 6. No person shall obstruct the flow of traffic by walk on a roadway or parking lot.
- Section 7. No person shall drive or park a motor vehicle on any sidewalk, unpaved pathway, or on any lawn or landscaped area except emergency or campus owned vehicles without prior authorization.

## Article II. Speed Regulations

- Section 1. No person shall drive a vehicle at a speed greater than 15 miles per hour in the parking areas and no greater than 15 miles per hour on the campus walkways.
- Section 2. No person shall drive a vehicle at a speed greater than is reasonable or prudent.

## Article III. Parking Regulations

- Section 1. Parking on campus Monday through Thursday 6:00 am to 10:00 pm and Friday 6:00 am to 4:00 pm is by permit only. A daily parking permit or a current Citrus College parking permit must be obtained and displayed in order to park on campus.
- a. Student and staff permits may be obtained through the online system at:  
<https://citruscollege.thepermitstore.com/index.php>
  - b. Students, who in error, purchase the wrong parking permit may request a refund with Campus Safety, subject to a processing fee.
  - c. Students who drop their on-campus classes or whose on-campus classes have been cancelled and have purchased a term parking permit through the online system may request a refund with Campus Safety, subject to a processing fee.
  - d. All parking permit refunds will be processed in accordance with District standards and refund deadlines.

Requests for refunds submitted after the District's refund deadlines will not be processed. Refund information is on the iParq website and on the Citrus College website at: <http://www.citruscollege.edu/campussafety/Pages/ParkingPermits.aspx>

- e. If a permit is lost or stolen, a replacement permit may be purchased from Campus Safety.
- f. Daily permits are available for purchase from the Campus Safety office located in the CS building or from the Automated Pay Station (APS) machines located in the S1, S2, S3, S4, S5, S6, S8 and S9 parking lots.
- g. Metered parking spaces are available in the S1, S4, E6 and V2 lots. Metered spaces go up to a maximum of 30 or 60 minutes depending on location. Vehicles parked in expired meter spaces will be cited.
- h. Arrangements may be made for special events in advance.
- i. Parking permit must not be copied, forged, altered or stolen.
- j. No overnight parking is allowed on campus.
- k. No public transit vehicle parking is allowed on campus.
- l. Parking permits authorize parking on campus for college related activities/business only.

Section 2. Parking permits must be displayed in the following locations:

- a. PASSENGER VEHICLES – Permits must be affixed to the lower corner of the windshield, nearest the driver in a manner described in 26708 (b) (3) CVC.
- b. MOTORCYCLES – On the front, right fork.

Section 3. All vehicles shall be parked facing into parking stalls.

Section 4. All vehicles shall be parked within a marked parking stall.

Section 5. All vehicles shall be parked in a designated parking area.

Section 6. Only District owned vehicles shall be parked in designated District Vehicle Parking.

Section 7. Vehicles shall not be parked alongside a red curb.

Section 8. Vehicles shall not be parked on cross-hatch lines.

Section 9. Passenger vehicles shall not be parked in designated motorcycle or moped parking.

- Section 10. Motorcycles or mopeds shall not be parked in passenger vehicle stalls except marked disabled parking spaces when displaying valid placard or plate authorizing disabled parking.
- Section 11. Vehicles shall not be stopped or parked, at any time, in a designated Fire Lane where signs are posted. (22500.1 CVC)
- Section 12. Vehicles shall not be parked illegally next to other vehicles, impeding their ingress/egress (double parking); (22500(h) CVC).
- Section 13. No person shall stop, park, or leave standing any vehicle, whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directive of an officer or official traffic control device, in any of the following places:
- a. On a crosswalk.
  - b. On the college campus unless in a designated parking area.
  - c. On a sidewalk, lawn or landscaped area.
  - d. So as to obstruct the passageway, walkway, or doorway of any building.
  - e. Within 15 feet of a fire hydrant.
  - f. Within 15 feet of a stop sign.
  - g. Behind a parked vehicle.
- Section 14. Painted curbs are an indication of restricted parking and the color denotes the type of parking allowed. The following color code is adopted:
- a. RED ZONE - Indicates no stopping, standing or parking, whether the vehicle is attended or not.
  - b. YELLOW ZONE - Indicated an area for loading and unloading of vehicles and the parking of service vehicles.
  - c. BLUE ZONE - Indicates disabled parking.
- Section 15. Spaces for disabled drivers are available in all campus lots. Vehicles using these spaces must display a valid DMV disabled placard, temporary disabled placard, or disabled license plates. Drivers displaying placards or disabled license plates may park in any spaces except red zones, motorcycle parking and any other space identified for specific type of parking that have been reserved by a governing body, for

special types of vehicles or parking of vehicles; CVC 22511.5 (B) Section 3.

1. Vehicles parked in disabled parking stalls shall display a valid, visible disabled placard 22507.8(a) CVC.
2. No vehicle shall park on cross-hatch lines for disabled parking 22507.8(c) (1) CVC.

Section 16. No student or employee shall park in an area designated as visitor or client parking. Visitors or clients must obtain a valid visitor or client permit and shall park in designated visitor parking areas. Visitor permits must be displayed according to the directions on the permit.

- a. Client Parking – A portion of the V4 lot is reserved for clients of the Cosmetology, Health Occupations and Dental Assisting programs while they are receiving services from these programs. Client parking also applies to the V3 lot which is designated for the Golf Range patrons and E1 lot which is designated for Performing Arts. This area is identified by signage that states, “Client Parking Only” or “Golf Range Only.” Anyone parking in these areas without a valid client permit will be cited.

Section 17. No vehicles displaying a student, part-time employee, or daily parking permit are allowed to park in any area designated as STAFF/EMPLOYEE parking; with the exception of handicapped persons having a valid disabled placard or plate and those persons who have first obtained a valid visitor’s permit enabling them to do so.

Section 18. Bicycles must be parked in designated bicycle parking areas.

- a. All bicycles must be secured to an existing bicycle rack.
- b. Any unattended bicycle not secured to an existing bicycle rack will be removed and stored by Campus Safety personnel. Bicycles will be released upon verification of ownership and valid identification.

Section 19. Unauthorized vehicles shall not park in designated reserved or temporarily reserved stalls.

#### Article IV. Citations

Section 1. Citations are issued for violations described in Article III,

## Parking Regulations.

- Section 2. Citation fees range from \$35.00 - \$330.00 contingent upon the violation.
- Section 3. An appeal process is available for those who feel they were cited in error. Directions for the appeal process are on the citation as well as on the Citrus College website at: <http://www.citruscollege.edu/campussafety/Pages/CitationAppealsProcess.aspx>
- Section 4. Citations issued for failure to display a valid parking permit or failure to display a valid disabled placard, which are appealed and then dismissed based upon proof of the aforementioned; may be charged an administrative fee for processing the dismissal.
- Section 5. Vehicles with five or more unpaid citations may be immobilized (booted) or towed from campus at the owner's expense. All fines must be paid in order to have the boot removed or have the vehicle released. The vehicle will only be released to the registered owner.
- Section 6. Citrus Municipal Court, 1427 West Covina Parkway, West Covina, California, 91790; has jurisdiction over all citations issued on the Citrus College campus.

## Article V. Abandoned Vehicles

- Section 1. No person shall abandon, or leave standing any vehicle on the campus for 72 or more consecutive hours. All such vehicles will be stored under authority of Section 22669 and 22651.5 of the California Vehicle Code.
- a. Pursuant to section 22658(a), unauthorized vehicles will be towed at vehicle owner's expense.
1. Vehicles may be claimed at Jan's Towing (626) 914-1841
  2. Glendora Police Department (626) 914-8250

Board Approved 07/21/09  
Revised 03/24/14  
Revised 07/17/18