



OKLAHOMA CITY COMMUNITY COLLEGE

## **NO. 3047      TRAFFIC AND PARKING PROCEDURES**

### **1.0      GENERAL INFORMATION:**

Traffic and parking regulations are instituted to expedite the safe and orderly conduct of College business, provide a parking environment that is conducive to the learning process and provide parking facilities that are safe and secure for all persons using the College facilities.

All students, faculty, staff, and visitors operating a vehicle on campus are required to obey all state traffic and parking regulations.

Parking and traffic regulations at Oklahoma City Community College are in effect 24 hours a day, 7 days a week, including holidays.

The owner and/or operator of any vehicle that is to be operated or parked on campus shall assume all risk and responsibility for the vehicle, including any loss or damage to such vehicle and/or its contents. Oklahoma City Community College will not assume responsibility for the safety, care, or protection of such vehicle and/or its contents anywhere on campus.

### **2.0      REGISTRATION OF VEHICLES:**

All vehicles must be registered with the College at the time of registration or employment. In order to register vehicles and obtain a parking hang tag, faculty and staff must show their valid employee ID card at the office of Campus Safety and Security. Personnel there will then issue a parking placard. Student workers and student work-study employees can obtain a student parking decal at the Admissions Counter. A student vehicle registration and decal must be obtained and the decal must be displayed by the first day that the student parks to attend classes. The student parking decal must be properly displayed outside the lower right corner of the rear window on all types of vehicles. If this is not possible due to the particular circumstances of the vehicle design, it is permissible to display the parking decal on the right corner of the rear bumper. Motorcycles must properly display the parking decal on either of the front forks. No vehicle is properly registered until the parking decal is installed in the specified location.

2.1      Faculty/staff vehicle registration cards must be completed and the parking placard obtained and displayed within 72 hours of starting employment.

2.2      Students, faculty, and staff using an unregistered vehicle temporarily on campus must obtain a temporary permit from the Office of Campus Safety and Security.

2.3      In the event that a faculty or staff member sells their vehicle it is that person's responsibility to keep the issued parking placard. Students selling their vehicle must remove the parking decal. If the decal or placard is not removed the owner of that decal / placard is responsible for all citations received until proof of sale or transfer is received.

2.4      These regulations apply to the spouse, relatives and/or anyone with permission from the person responsible for that vehicle while on campus.

### 3.0 TYPES OF PARKING DECALS AND PERMITS:

- 3.1 Unrestricted parking hang tags are issued to the College President's Cabinet and members of the Board of Regents.
- 3.2 Faculty and staff parking hang tags are issued to faculty and staff presenting a valid employee ID card. Faculty and staff are responsible for any and all citations issued on any of their vehicles on campus. Faculty and staff parking are reserved only for the faculty or staff member.
- 3.3 Student parking decals are issued at the time the student vehicle is registered.
- 3.4 Individuals needing to park in a reserved handicapped parking space will be required to display the officially recognized State Handicapped Parking Permit that is issued by the State of Oklahoma Department of Public Safety. Individuals needing to park in reserved handicapped parking because of temporary disability can contact a physician licensed to practice medicine in the state of Oklahoma for a temporary permit.
- 3.5 Temporary parking permits may also be issued to press, vendors, or personnel from other agencies that use campus facilities regularly. These permits can be obtained in the Office of Campus Safety and Security.
- 3.6 Temporary parking permits may be issued for substitute vehicles used on campus for up to thirty days.
- 3.7 Parking permits may be issued to retired faculty or staff who have a valid College ID upon request.

### 4.0 PARKING:

Parking on the College campus is a privilege. The campus is defined as the area bounded by 74th Street on the north, the residential housing addition on the south, May Avenue on the east, and Highway 62 on the west.

Parking is only permitted within a valid parking space located within the parking lot areas.

- 4.1 A valid parking space is defined by parallel lines on both sides of a vehicle and/or a line, curb, parking block, or other type barrier in front of the vehicle.
- 4.2 A vehicle must be wholly within the valid space to be properly parked.
- 4.3 Student parking areas are marked with yellow parallel lines.
- 4.4 Faculty and staff parking areas are marked with blue parallel lines white blocks with the words "Faculty Staff Parking Only" stencil. These parking areas are reserved for regular employees and adjunct faculty of Oklahoma City Community College 24 hours a day, 7 days a week including holidays.
- 4.5 Vehicles must display a State issued handicapped parking permit or temporary permit to park in any handicapped space on campus. Handicapped spaces are marked with the international wheelchair sign on the pavement and/or signpost. The vehicle must adhere to all other parking regulations or it will be appropriately cited. Any unauthorized vehicle parked in a handicapped space is subject to an immediate parking citation.
- 4.6 Motorcycle parking is provided in Parking Lot "A." Motorcycles are prohibited from parking on sidewalks. Motorcycles must be properly registered.
- 4.7 Bicycle parking racks are provided in Parking Lots "A", "G "and near entry 7. Bicycles are prohibited from parking on sidewalks.

- 4.8 Visitors wishing to park on campus will be permitted, except in areas that are reserved.
- 4.9 Parking in fire lanes is prohibited. All such areas are so marked. Citations will be issued to individuals who park in a fire lane.

5.0 VEHICLE OPERATION:

- 5.1 All persons operating a vehicle on College property must have a valid driver's license.
- 5.2 Pedestrians have the right-of-way when crossing traffic lanes; however, this does not give the pedestrian the right to impede the normal flow of traffic for an indefinite period of time.
- 5.3 The maximum speed limit on all campus drives and roads is 25 miles per hour. The maximum speed limit in parking lots is 10 miles per hour. However, vehicles may not operate at any speed which is excessive for the conditions that may exist as the result of existing conditions. College Campus Safety and Security personnel monitor traffic speed.
- 5.4 All persons operating vehicles are responsible for the control and safe operation of their vehicles, observance of traffic control signs and parking control devices.
- 5.5 Operating a vehicle in any area other than a street, roadway or parking lot intended for vehicles is prohibited.
- 5.6 All accidents should be reported to the College operator by dialing "7747" on any College phone or using emergency call boxes located in all parking areas. Callers using cell phones may dial 682-7572. The caller should be able to provide the following information to the College operator: the nature of the accident, location of the accident, and type of assistance needed (medical, fire department, etc.).

6.0 TRAFFIC AND PARKING ENFORCEMENT:

Student parking decals are issued at the time the student vehicle is registered. The student decal should be affixed to the passenger side of the rear window of the vehicle.

7.0 MOVING CITATIONS AND PARKING FINES:

Fines are payable at the College Bursar Office. Bursar personnel will provide a receipt and notify the Office of Campus Safety and Security that the citation has been paid. Students are responsible for keeping the receipt.

After paying the citation, students should take the receipt to the Office of Campus Safety and Security where a copy of the receipt will be made and ticket status changed to paid.

Fine Amounts (per ticket):

- 1. Failure to stop at a "Stop" sign: \$25
- 2. Going the wrong way on a one-way street: \$25
- 3. Reckless driving, unsafe driving: \$25
- 4. Parking in a fire lane: \$100.00
- 5. Parking in a handicapped space without a proper permit: \$100.00
- 6. Parking in a faculty and staff area without a proper decal: \$15.00
- 7. Double parking: \$5.00
- 8. Improper parking (parts of vehicle outside of marked space): \$3.00
- 9. All other parking violations: \$5.00
- 10. Failure to display parking decal or parking permit: \$5.00
- 11. Improperly affixed parking decal or parking permit: \$3.00

8.0 TRAFFIC AND PARKING CITATION APPEAL PROCEDURE:

8.1 Students:

A student wishing to file an appeal of traffic or parking citation should follow the procedure listed in the Student Handbook.

8.2 Employees:

An employee who questions a parking or traffic citation may file a written appeal, under the Employee Grievance Procedure. The appeal must be filed within fifteen (15) calendar days from the date the citation was issued.

8.3 Vendors:

A vendor wishing to appeal a parking or traffic citation should contact the Office of Campus Safety and Security.

9.0 DISCIPLINARY ACTION FOR FAILURE TO PAY FINES:

Failure to pay or appeal any fine within fifteen (15) calendar days will result in the following action by Oklahoma City Community College.

9.1 Students:

Students who have not paid or appealed parking and traffic fines within fifteen (15) calendar days of the date of the citation will be sent a letter stating that since the fine has not been paid within the allotted fifteen (15) calendar days, the student records have been placed on hold and the student will be prevented from receiving a transcript and from registering for classes. In order to be cleared and have access to official transcripts and enroll in future classes, the student must pay the fine that has been listed. Students receiving four (4) or more citations within a calendar year may be referred for disciplinary action. Disciplinary action may include the suspension of parking and driving privileges on campus for the remainder of the calendar year.

9.2 Employees:

Employees who have not paid or appealed a parking or traffic citation within fifteen (15) calendar days from the date the citation was issued will be sent a letter with a copy of the letter going to their immediate supervisor.

9.3 Vendors:

Vendors will be contacted by letter informing them of their unpaid citation(s). The letter will indicate that failure to pay said citation(s) can result in the College restricting any further business with said vendor.

10.0 TOWING OF VEHICLES:

Oklahoma City Community College maintains the right to tow any vehicle on College property. This notification shall serve as official notification to all concerned parties and shall also serve the same purpose as posting regulation in parking lots. The following are violations that could result in a vehicle being towed:

1. Parking on the grass without permission
2. Blocking drives/access road/service drives
3. Creating a traffic hazard, obstructing sidewalks, crosswalks, and other vehicles
4. Leaving or abandoning a vehicle on campus for more than three days (72 hours), without permission from the office of Campus Safety and Security
5. Parking in a fire lane

Towing expenses will be assessed to the person who owns the vehicle. Oklahoma City Community College shall not be held responsible for towing expenses, storage charges, and/or damage to the vehicle during towing or storage of said vehicle.

11.0 VEHICLE ASSISTANCE ON CAMPUS:

Call the Office of Campus Safety and Security by dialing "7691" on any College phone and/or any emergency call box and provide the following information:

1. Nature of problem
2. Location of vehicle
3. Vehicle description and tag number
4. The date and time you expect to move the vehicle (normally within 24 hours)
5. A phone number where the College may contact you, if necessary

Vehicles cannot be permitted to block travel lanes of streets or parking lots, pedestrian walkways, handicapped ramps, fire lanes, or hydrants, regardless of their condition. Such vehicles should be moved immediately or they may be subject to towing.

12.0 CAMPUS SAFETY & SECURITY SERVICES:

The following services are available by calling the Office of Campus Safety and Security by dialing "7691" on any College phone or by going to the Office of Campus Safety and Security (Main Building, Area 1K8) and requesting assistance.

- 12.1 Campus Safety and Security personnel will assist in unlocking your car
- 12.2 Campus Safety and Security personnel will assist in starting your vehicle when the battery is low
- 12.3 Campus Safety and Security personnel are available to escort individuals to or from the parking lots, if requested
- 12.4 Campus Safety and Security personnel will respond to any motorist having car trouble and will provide assistance in obtaining help.

13.0 SUGGESTIONS:

Written suggestions to promote traffic and parking safety on the campus are welcome.

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