

**Peninsula College
Institutional Procedure**

Subject: Parking Procedure

Institutional Procedure Number: **513.01**

Statutory Authority: RCW 28B.50.100

Date Adopted: December 17, 1975

RCW 28B.50.140

RCW 46.16.381

Date Revised: March 12, 1980; November 21, 1980; April 19, 1991; September 10, 1996;
June 14, 2005

Lead Administrator: Vice President for Administrative Services

The Peninsula College parking policy and procedures apply to all individuals on campus including employees, students, and visitors.

Definitions:

For the purposes of this procedure, the following definitions apply:

1. Disabled parking shall refer to all handicapped parking labeled with “Reserved Parking, State Disabled Parking Permit Required”.
2. 30 minute parking shall refer to spaces specifically allocated by the College for 30 minute parking and labeled with “30 minute only”.
3. Reserved parking shall refer to spaces allocated by the College for employees and marked with an individual’s surname or “Reserved”. Reserved shall also include spaces allocated by the College for specifically identified operational purposes like “Educare Center Drop-Off Only” and “IT Loading Zone”.
4. Carpool parking shall refer to spaces specifically allocated by the College for registered carpools and labeled with “Reserved Carpool” or “Carpool Vanpool Parking”.
5. Assigned parking shall refer to all specifically identified spaces including disabled, visitor, reserved, and carpool spaces.

Registration:

Parking at the main campus requires registration with the Campus Safety Office. Accurate registration records allow the Campus Safety Office to provide swift and efficient responses to safety and security concerns related to the parking lot without infringing on personal privacy laws.

Employees and students must display a valid parking hangtag when parking on the main campus at all times. Hangtags will be awarded to a specific individual and may be

transferred between vehicles registered with the Campus Safety Office for that individual. Hangtags are not transferable from individual to individual.

1. The hangtag must be displayed properly, at all times, so that it may be clearly seen.
2. If, at any time, the hangtag is defaced or removed it is the responsibility of the registrant to secure a replacement. Lost or stolen hangtags must be reported to the Campus Safety Office immediately.

Parking Fees: Students and employees with assigned parking shall pay fees for campus parking

1. Student parking fees will be paid by an annual contribution per Full Time Enrollment (FTE) from the Associated Student Council. The contribution will be calculated per total budgeted FTE obtained from the Business Office
2. Employees assigned a parking space shall pay a \$5.00 quarterly parking fee, excluding summer quarter. Spaces will be assigned on a space available basis with full-time employees having first priority. All parking fees will be paid through payroll deduction.

Parking Designations:

The College maintains specially assigned and clearly marked parking spaces for disabled, visitor, reserved, and carpool parking.

In accordance with RCW 46.16.381, drivers of cars with disabled parking permits must be registered with the state and carry a state issued identification card. Disabled persons may obtain state applications for disabled parking privileges from their appropriate county auditor's office.

Visitors may park in any 30 minute or any unassigned parking space. Employee and student vehicles, regardless of registration status, are not permitted to park in any 30 minute spaces for longer than 30 minutes except from 5:00 p.m. to 6:00 a.m., on weekends, and State holidays. 30 minutes spaces are paroled regularly and vehicle tires will be chalked. All visitors must register by filling out a visitor pass located on the College's website under Campus Safety, or in person at the Campus Safety office in the Pirate Union Building (J building).

Authorized carpool permits are required to park in carpool spaces. It is possible that all of the carpool spaces may be occupied; therefore carpool permits are also valid in general parking areas.

Parking Areas:

All parking spaces with the exception of disabled parking are available on a first-come, first-served basis from 5:00 p.m. to 6:00 a.m., weekends, and State holidays. Parking is permitted only in marked spaces. Traffic patterns in the main parking area are one-way as marked. Back-in and Pull-through parking is not permitted.

Parking is not permitted in the following areas:

1. Areas along the entrance and service roads to the campus.
2. On the campus grounds or sidewalks.
3. Educare childcare drop-off area.
4. Areas of Professional/Technical shops, except for assigned parking and vehicles awaiting maintenance.
5. Specified loading areas, except while in the process of loading or unloading (not to exceed 15 minutes).
6. Fire access lanes including the campus perimeter service access road.
7. Specified areas including the Longhouse, Challenge Course, Food Services, Bookstore, IT, Shipping and Receiving loading areas.

Parking Citations and Fines:

Parking citations may be issued and fines assessed for the following infractions:

1. A Fine of \$15.00:
 - a. Parking without a hangtag
 - b. Parking in "No Parking" zones; designated by signs or yellow/red painted curbs.
 - c. Parking as a visitor without a visitor parking permit.
 - d. Parking in a reserved space.
 - e. Parking in a carpool space without a carpool permit, or use of carpool permit to park in carpool space when number of vehicle occupancy is below 3.
 - f. Parking in service areas (loading docks, entrances, campus perimeter service access road, etc.).

- g. Back-in and Pull-through parking.
- h. Violation of parking lanes.
- i. Parking on grass, sidewalks or other places where a parking space does not exist.

1) A Fine of \$25.00:

- a) Parking in fire lanes: designated by signs or red painted curbs.
- b) Parking within a Disabled Parking Space: Parking in a disabled parking space without proper identification may also be subject to further infraction by the appropriate law enforcement authority that incurs a monetary penalty of a minimum of \$250.
- c) Unauthorized Parking outside of College property (i.e. parking along access roads). Unauthorized Parking may also be subject to further infractions by the appropriate law enforcement authority.

Multiple Offenders:

A Fine of \$50.00 for multiple offenses will be added to each citation beginning with the 4th citation in an academic year. Multiple offenders may also be subject to student disciplinary sanctions described in the Student Rights and Responsibilities Policy (#431).

Towing:

Vehicles violating the College parking policy and procedures may be towed and impounded at the expense of the vehicle owner or operator.

Abandoned vehicles will be towed and impounded. A vehicle shall be designated as abandoned if it is parked continuously at any location on campus for more than 48 hours unless the vehicle is occupying a parking space assigned to that vehicle and displays a valid parking hangtag.

Enforcement:

The College initiated parking policy and procedure is enforced by the Campus Safety office in collaboration with the City of Port Angeles, City of Forks and the Fort Worden Park Rangers. College employees, students, and visitors are liable for citations issued from both Peninsula College and local law enforcement. Citations issued by the City of Port Angeles, City of Forks and the Fort Worden Park Rangers cannot be waived or adjudicated by the College.

Unpaid Fines:

All unpaid student parking fines will result in a hold placed on the student account and must be paid prior to registration and/or issuance of transcripts. Vehicles in violation of the campus parking regulations may be impounded at the expense of the owner.

Citation Issuance:

Citations administered by the Campus Safety Office shall be attached to the vehicle and state the following:

1. Date, time, and location.
2. Nature of the violation.
3. Peninsula College hangtag number (for official use only).
4. Vehicle license number.
5. Vehicle description (manufacturer, model and color).
6. Name of the issuing safety officer.
7. Fine amount.

Citation Appeal:

Any recipient of a citation for an alleged violation has the right to appeal. Appeals must be made in writing and must be submitted to the Vice President of Administrative Services (VPAS) Office within 30 business days of the date of the citation. Upon payment of the fine, the alleged violator forfeits the right to appeal the citation. Appeal forms are available from the Campus Safety Office, the Business Office or the College's website under Campus Safety.

All appeals will be considered by the Vice President of Administrative Services (VPAS). The VPAS shall consider documentation submitted by both the appellant and the Campus Safety Office in the determination of the appeal's merit. The VPAS may uphold, reduce or waive the fine(s) associated with the parking and traffic citation. The VPAS shall notify the appellant of his/her decision in writing within 15 business days of receipt of the written appeal. Any fine(s) still levied against the appellant must be paid within 15 business days after the date of the decision. The decision of the VPAS shall be final.

Disclaimer of Liability by the College:

The College assumes no liability under any circumstances for theft or damage occurring to vehicles, bicycles or their contents. No intent of liability of any sort is created by the purchase or issuance of a parking hangtag.