

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. The goal of these procedures is to provide accurate and courteous parking information and services to Citrus College employees, students and visitors. Campus Safety strives to provide consistency in the application of parking policies through a fair and educational enforcement program. Citrus College will support equitable parking services by referring students to campus support services, where applicable.

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

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 walking in 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, without prior authorization, except emergency or campus-owned vehicles.

Article II. Speed Regulations

- Section 1. No person shall drive a vehicle at a speed greater than 15 miles per hour in the parking lots or on 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 is by permit only, at all times, unless otherwise specified. 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 employee parking 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 student or employee parking 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.
locations:

Parking permits must be displayed in the following

- 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 – Permits must be affixed to 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/moped parking.
- Section 10. Motorcycles/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. Disabled parking stalls are available in all campus lots. Vehicles using these stalls must display a valid Department of Motor Vehicles (DMV) disabled placard, temporary disabled placard, or disabled license plates. Drivers displaying a valid disabled placard or disabled license plate must also display a valid college parking permit. Drivers displaying placards or disabled license plates may not park in red zones, motorcycle parking or 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.

- a. Vehicles parked in disabled parking stalls shall display a valid, visible disabled placard 22507.8(a) CVC.
- b. 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 client parking, unless they are a current client receiving services and are also displaying a valid client parking permit. The client parking permit must be issued by an authorized college employee from the designated department/program rendering said services.

- a. Visitors or clients must obtain a valid visitor or client permit and shall park in designated visitor or client parking areas. Visitor permits must be displayed according to the directions on the permit.
- b. 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. Electric Vehicle (EV) charging stations are available in the S2 and S9 parking lots.

- a. Designated EV charging station parking stalls are marked and signed appropriately.
- b. Vehicles parked in an EV stall must display a valid parking permit and must be actively charging.
- c. Vehicles parked in an EV stall may only charge for a maximum of four (4) hours and must relocate to a regular parking stall after the four-hour limit is reached.
- d. Users must download the ChargePoint mobile app and pay the current usage fee through the app in order to charge their vehicles.
- e. All other campus parking regulations apply.

Section 18. No vehicles displaying a student, part-time employee, or daily parking permit are allowed to park in any area designated as EMPLOYEE parking; with the exception of those persons who have first obtained a valid visitor's permit enabling them to do so.

Section 19. 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 20. 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. Per California Vehicle Code 40215, all persons receiving a citation have the right to appeal the citation within twenty-one (21) calendar days from the issuance of a notice of parking citation. Appeals which are submitted past the legally allowed twenty-one (21) calendar days will not be considered. Directions for the appeal process are on the back of the citation as well as on the Citrus College website at:
<https://www.citruscollege.edu/campusafety/Pages/Citations.aspx>
- Section 4. Citations not paid or appealed within twenty-one (21) calendar days from the issuance of a notice of parking citation will result in immediate action, including incurring an additional late fee and a lien being placed on the vehicle registration.
- a. The late fee equates to the citation amount due being doubled.
 - b. A lien may also be placed on the vehicle registration with the DMV.
 - c. Vehicle registration at the DMV will be contingent upon all citation(s), late fees, and registration fees being paid.
- Section 5. 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 6. 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 7. Citrus Municipal Court, 1427 West Covina Parkway, West Covina, California, 91790; has jurisdiction over all citations issued on the Citrus College campus.

Article V. Citation Payment Plan

- Section 1. In accordance with California Assembly Bill No. 503 (Chapter 741), a registered owner (CVC 460, 505) or

person responsible for vehicle citations received on Citrus Community College District property shall be eligible to enroll in a payment plan when they have two or more unpaid parking citations or a single citation of at least \$250. Citations from another agency cannot be combined for a payment plan.

- a. Once this threshold is met, any citations associated with this vehicle, registered owner, or person responsible may be added to the payment plan, at the time of enrollment. (Citations in a payment plan must all be issued by the same agency).
- b. If additional citations are accrued during the payment plan period, the plan may not be modified to include these citations, nor will a concurrent payment plan be offered.
- c. The request for a payment plan must be made before the citation is transferred to DMV for collection (21 days after notice of the citation).
- d. Citations in a payment plan will not count towards immobilization/tow/impound eligibility pursuant to CVC 22651(i)(I).
- e. Once a vehicle is immobilized/towed/impounded due to other violations, all citations, including those on a payment plan, are immediately due pursuant to CVC 22651(i)(I)(C).
- f. If an individual requires continued access to parking on campus, the purchase of a parking permit will be required.

Section 2. Enrollment Fee: The fee to enroll in a payment plan is \$25.

Section 3. Initial Fees Due: At plan enrollment, an initial payment of 10% of the amount owed is due. This 10% goes toward the total amount due. The enrollment fee, which does not go toward the amount due, is also due at this time.

- a. The payment plan enrollment fee will be up to \$25, in accordance with AB 503, and will be assessed by the College's third-party provider who will administer the payment plan.

Section 4. Payment plan duration:

- a. For balances under \$200, payment plans may not exceed four months.
- b. For balances between \$200 and \$400, payment plans may not exceed six months.

- c. For balances over \$400, payment plans may not exceed nine months.

Section 5. Payments: Payments must be made each calendar month on the date established by the Citrus College Department of Campus Safety.

- a. There is no grace period for late payments.
- b. Payments may be made online 24 hours a day.
- c. For mailed payments, a postmark is acceptable to meet this requirement.
- d. See Campus Safety for online payment web address and mail-in payment address.

Section 6. DMV Registration Hold: Once the payment plan is in place and the individual is adhering to its terms, an itemization of unpaid parking penalties and service fees will not be filed with the DMV (also known as a "DMV Registration Hold") and any DMV Registration Hold in place will be temporarily removed pending satisfactorily completing the payment plan.

Section 7. Abeyance: Applied late fees, as well as any late fees not yet applied, will be placed in abeyance while the payment plan is in place. If the individual adheres to the plan terms, these late fees will be waived once the payment plan is complete.

- a. If an individual defaults on the payment plan, a subsequent payment plan will not be offered for those citations and any late fees placed in abeyance will be immediately reinstated.
- b. The total amount due, including all late fees, will be submitted to the appropriate Department of Motor Vehicles for a Registration Hold on the vehicle.

Article VI. 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. The Glendora Police Department can be reached at (626) 914-8250.

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