

# Piedmont Virginia Community College

## Section XII – Safety & Security Policies

### XII – 6.0 Parking and Vehicle Registration

Effective Date: December 2006

Last Revised: March 2026

Responsible Dept.: Vice President of Finance & Administrative Services

#### 1. Purpose

The purpose of the Parking and Vehicle Registration Policy is to provide guidance and expectations for students, staff, and visitors parking on campus.

#### 2. Policy Statement

The College has designated parking areas for students, staff, and visitors. The Parking and Vehicle Registration Policy details assigned parking lots, procedures for obtaining parking decals, parking lot hours, and parking violations.

#### 3. Definitions

Parking Lot 1: One side of Parking Lot 1 is Visitor Only parking and PVCC police vehicle parking. The other side of Parking Lot 1 is reserved parking for Administration and Staff. There is a Faculty and Staff Unloading/Loading parking spot (15 minutes max) located in Lot 1. Administration and Staff with assigned parking spots are permitted to park in Parking Lot 1 from 7 a.m. – 5 p.m. Monday through Friday.

Parking Lot 2: Parking Lot 2 is reserved for faculty, staff, and visitors from 7:00 a.m. to 6:30 p.m. Monday through Friday.

Parking Lot 3: Student parking is located in Parking Lot 3.

Parking Lot 4: Student parking is located in Parking Lot 4, as well as reserved parking spots for Faculty and Staff. Overflow student parking is located near the ball fields (enter from Parking Lot 3).

Parking Lot 5 - The Woodrow W. Bolick Advanced Technology and Student Success

PVCC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. View the full nondiscrimination statement and find contacts at [pvcc.edu/nondiscrimination](http://pvcc.edu/nondiscrimination).

Center: This lot includes limited parking for students, faculty, staff, and visitors.

Parking Lot 6 - Stultz Center: This lot offers parking for students, faculty, staff, and visitors.

#### **4. Applicability**

The Parking and Vehicle Registration Policy applies to all students, faculty, staff, and visitors.

#### **5. Responsibilities**

The responsible parties that will ensure the proper application of the Parking and Vehicle Registration Policy are as follows:

- a) Department of Public Safety and Campus Police and
- b) Parking Appeals Committee.

#### **6. Procedures for Implementation**

##### **6.1 Student Parking**

The College has designated parking areas for students. Students registered for day, evening, and online classes must obtain a parking decal to park in these areas. There is no charge for a parking decal. Students should fill out a vehicle registration card during class registration and secure a decal to be placed on or in the rear window of the student's vehicle. It is the student's responsibility to ensure that the decal is visible. Student decals are also available at the security office (Main Building, Room 218).

Each vehicle a student operates must have a decal to park on the PVCC campus. Fines will be imposed for any violation of college traffic and parking regulations, including state traffic regulations. Students are responsible for any violation committed by the operator of a vehicle registered in the student's name. Not registering a car is a parking violation subject to the same fine as other general parking violations.

Students whom the College employs on a part-time basis are not eligible for employee parking permits. Interns must work with their supervisor to obtain a student parking decal and park in student parking.

##### **6.2 Handicapped Parking**

The Virginia Department of Motor Vehicles can only issue handicapped parking permits that allow parking in designated accessible parking spaces. The College is not authorized to issue permits for parking in handicapped spaces. All people, including students with valid handicapped parking permits, may park in any handicapped area in any College parking

lot.

### **6.3 Employee Parking**

PVCC employees, including adjunct faculty, are issued parking decals. Employee decals are available from the Department of Public Safety and Campus Police. Employees with properly registered vehicles may park in student parking areas anytime. Employees are subject to the same regulations regarding traffic offenses and appeals of parking fines as students. Overflow employee parking is available in parking Lot 3. Employees are not permitted to park in visitor parking spaces.

### **6.4 Visitor Parking**

Visitors should park in designated visitor parking spaces in Parking Lots 1, 2, and 5. If no visitor parking spaces remain, visitors may park in student parking areas in Parking Lots 3, 4 and 5. Visitors are not permitted to park in reserved spaces. Students and employees may not park in visitor spaces. Visitors are subject to the same regulations regarding traffic offenses and appeals of parking fines as employees and students.

### **6.5 Special Guest Parking**

Reserved parking for special guests will be requested by the President's Office and the Office of Institutional Advancement and Development. Other college offices may request reserved parking space(s) from the Department of Public Safety and Campus Police for special parking arrangements.

The Department of Public Safety and Campus Police will provide a template and instructions for reserving the parking spaces for the requestor. Requests may be denied based on parking conditions (i.e., a large event on campus, multiple requests for the same day, etc.). The final decision to reserve special guest parking is made by the Chief of Police.

### **6.6 Overnight Parking**

Vehicles cannot be left unattended for a period exceeding 15 hours or parked overnight without prior consent from the Department of Public Safety and Campus Police. As a general policy, overnight parking will not be permitted except for official college purposes or emergencies. The Office of Public Safety and Campus Police (cell phone number 434-961-5300) should be contacted if circumstances require extended or overnight parking permission.

## **7. Sanctions for Violation of Policy**

### **7.1 Common Traffic Offenses**

In addition to parking in an unauthorized parking space, the following are common traffic offenses:

- a) Parking outside of a designated parking space;
- b) Parking at a yellow curb;
- c) Parking or stopping in a driveway to block the use of the driveway to others;
- d) Parking within 15 feet of a fire hydrant;
- e) Parking in a bus zone or fire lane as indicated by signs or marks upon the road or curb;
- f) Parking in a loading zone as indicated by signs or marks upon the street or curb;
- g) Parking on the grass unless such parking is characterized by a sign as being permitted;
- h) Parking in a zone or area designated by signs as reserved for restricted parking;
- i) Failing to register a vehicle;
- j) No visible decal or expired decal;
- k) Driving in a direction opposite the marked traffic arrows.

### **7.2 Fines**

The fine for general parking violations is \$20.00. Repeat violators may lose on-campus parking privileges if parking citations are not paid or canceled on appeal. Ticket appeal requests for parking fines should be made in writing to the Parking Appeals Committee through the Vice President for Finance and Administrative Services (Main Building, Room 241). Appeal forms are available at the Cashier's Office (Main Building, Room 245) or online at PVCC Request to Void Parking Ticket(s).

The fine for illegally parking in a handicapped space is \$100.00. Campus Police, Albemarle County, and state authorities may also issue tickets for parking in a handicapped space or for other violations (such as blocking a fire hydrant). The fines for tickets issued by county and state authorities are typically higher than those issued by the College.

### **7.3 Liability**

PVCC is not responsible for loss or damage to motor vehicles or their contents while on college property. Drivers should use caution and good sense while in the parking areas.

## **8. Other General Information**

Questions regarding this policy may be directed to the Department of Public Safety and Campus Police ([security@pvcc.edu](mailto:security@pvcc.edu)) or the Office of the Vice President for Finance and Administrative Services.