

# PIEDMONT VIRGINIA COMMUNITY COLLEGE

## XII – SAFETY AND SECURITY POLICIES

### XII – 6.0 PARKING AND VEHICLE REGISTRATION POLICY

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<b>Policy #:</b>	<b>XII – 6.0</b>
<b>Effective:</b>	
<b>Revised:</b>	<b>12/18/06</b>
	<b>8/2008</b>
	<b>7/2009</b>
<b>Responsible Dept.:</b>	<b>VPFAS</b>

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#### 1. STUDENT PARKING

The College has designated parking areas for students. All students, both day and evening, must obtain a parking decal in order to park in these areas. Students should fill out a vehicle registration card during class registration and secure a decal which is to be placed on the left side of the rear bumper, or alternately, 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 Main Building reception desk, the cashier's window, and the security office (Main Building, Room 218). Registering on-line does not excuse a student from the requirement to register their vehicle and secure a parking decal.

Each vehicle a student operates must have a decal in order to park on the PVCC campus. The general traffic regulations of the state are applicable on the PVCC campus. Fines will be imposed on those who violate college traffic and parking regulations, and students are responsible for any violation committed by the operator of a vehicle registered in the student's name. There is no charge for a student parking decal. Not registering a vehicle is itself a parking violation subject to the same fine as other general parking violations.

Lot 1 is reserved for faculty, staff and visitor parking from 7:00 am to 5:00 p.m. Monday through Friday. Lot 2 is reserved for faculty, staff and visitors from 7:00 am to 6:30 pm. Monday through Friday. Student parking is located in Parking Lots 3 and 4. If parking citations are not paid or cancelled on appeal, repeated violators may lose on-campus parking privileges. The fine for general parking violations is \$30.00. Appeals of parking fines should be made in writing to the Parking Appeals Panel through the Vice President for Finance and Administrative Services (Main Building, Room 241).

Students who are employed by the College on a part-time basis are not eligible for employee parking permits.

#### 2. HANDICAPPED PARKING

Handicapped parking permits that allow parking in designated handicapped parking spaces can only be issued by the Virginia Department of Motor Vehicles. The College is not authorized to issue permits which allow parking in handicapped spaces. All persons including students with valid handicapped parking permits may park in any handicapped space in any College parking lot. The fine for illegally parking in a handicapped space is \$100.00. 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 for tickets issued by the College.

#### 3. COMMON TRAFFIC OFFENSES

In addition to parking in an employee or visitor parking space, the following are common traffic offenses:

Parking outside of a designated parking space; parking at a yellow curb; parking or stopping in a driveway so as to block the use of the driveway to others; parking within 15 feet of a fire hydrant; parking in a bus zone or fire lane as indicated by signs or marks upon the road or curb; parking in a loading zone as indicated by signs or marks upon the road or curb; parking on the grass unless such parking is indicated by a sign as being permitted; parking in a zone or area designed by signs as reserved for restricted parking; failing to register a vehicle; expired decal; driving in a direction opposite to the marked traffic arrows.

It is forbidden to leave a vehicle unattended for a period of time exceeding 15 hours or to park a vehicle overnight without prior consent. As a general policy, overnight parking will not be permitted except for

official college purposes or in an emergency. The security office (cell phone number 981-6362) should be contacted if circumstances require permission for extended or overnight parking.

#### **4. EMPLOYEE PARKING**

PVCC employees are issued permanent hang tags. Employee hang tags are available from the security office. Adjunct faculty are issued temporary hang tags which are available from the division offices. Employees with properly registered vehicles may park in student parking areas at any time. Employees are subject to the same regulations regarding traffic offenses and appeals of parking fines as are students.

#### **5. VISITOR PARKING**

Short term (2 hours or less) visitors should park in designated visitor parking spaces and do not need to secure a visitor's parking permit. Visitors who will be on campus for longer periods or who must park in spaces other than those specifically marked for visitors should obtain a visitor's parking permit. Visitors are not permitted to park in reserved spaces. Visitor's permits are available at the Main Building reception desk and the security office. Students may not park in visitor spaces. Visitors are subject to the same regulations regarding traffic offenses and appeals of parking fines as are employees and students.

VIP visitor parking may be reserved by the President's Office and the Office of Institutional Advancement and Development for board meetings and VIP visitors. Other college offices are not authorized to reserve visitor parking. Departments that have frequent or numerous visitors are authorized to issue visitor parking permits for general visitor parking. The standard PVCC temporary hang tag should be used for this purpose.

#### **6. LIABILITY**

PVCC will not be responsible for loss or damage to motor vehicles or their contents while they are on College property. Drivers should use caution and good sense while in the parking areas.