

: Education Code Section 76360; Vehicle Code Section 21113, California Vehicle Code et al; California Penal Code Section 118

These procedures are intended to promote the safe and orderly movement of traffic on all District property for vehicles and bicycles. All applicable provisions of the California Vehicle Code are expressly applicable to the traffic upon the highways, roadways, driveways, paths, parking facilities and grounds of the District.

Parking of motor vehicles and bicycles is limited to specially designated areas. Fee permits are required. Vehicles or bicycles parked or left standing in violation of the provisions of this procedure are subject to fines, towing, or impoundment. The District provides parking facilities for vehicles for the sole purpose of conducting college business. Persons park on District property at their own risk. The District assumes no liability for damages or loss to any vehicle or its contents.

All persons operating, driving, parking, or leaving a vehicle standing on District property are required to adhere to the provisions of AP #6750. All persons who enter on District property are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

Every word or phrase relating to traffic and parking used in this procedure shall have the same meaning as defined in Division 1 of the California Vehicle Code, unless otherwise defined in this procedure.

_____ - Means the Hartnell Community College District

_____ - Means the Hartnell Community College District Governing Board of Trustees

_____ - Hartnell Community College District Campus Safety

_____ - Means any of the following:

1. A district owned, leased or operated vehicle when operated in an authorized manner
2. An authorized emergency vehicle as defined by the California Vehicle Code
3. A State, County, City or Local Government vehicle registered with a California Exempt License Plate

4. A vehicle owned, leased or operated by a State or Local Educational Institution during the course of authorized official business with or for the District

_____ - Vehicle Code shall mean the Vehicle Code of the State of California.

HCCDCS personnel are authorized by the Director of Campus Safety to enforce all the provisions of this procedure and the California Vehicle Code in a manner authorized by the California Education, Penal, and Vehicle Codes. HCCDCS Director of Campus Safety enforces driving and parking regulations seven days a week, 24 hours a day. The Director of Campus Safety may designate exempt parking spaces or areas of parking spaces to

pay a fee, in an amount not to exceed limits set forth in the California Education Code, and

of finding legal parking spaces rests with the motor vehicle operator. Lack of parking spaces is not considered a valid reason for violation of this procedure. Parking is available on a first come, first served basis.

Daily Parking Permits are valid for one (1) day only and can be purchased from any automated Permit Machine or online. Daily Permits are valid at any District property, in any general parking lot. The conditions and instructions on the front and back of the Daily Permit must be adhered to. Daily Permits are not valid for "Staff Only" spaces. To be considered valid, Daily Permits must:

- Be used on the date of purchase, or date specified (Online Permit).

- Be placed face up so the entire pass is clearly visible from outside the front windshield on the front dashboard of the vehicle, or clearly displayed from the vehicle's rear view mirror.

- Have the month, day, and year clearly indicated (Online Permit).

- Used on a vehicle parked in a general parking lot.

The Superintendent/President, Vice President(s), Dean(s), the Director of Campus Safety, or respective designee,

Properly display, and adhere to all conditions specified upon the semester and/or daily parking permit.

Display a current semester, daily, or courtesy parking permit for student or guest vehicles being used as part of the course curriculum.

NOTE: Purchase of a semester permit typically takes 5-10 business days to receive the purchased permit in the mail. Students are strongly encouraged to order permits as soon as possible.

All District employees may park in a designated "Staff Only" marked parking space or in any general parking space with a valid, properly displayed Staff Parking Permit.

Employees must:

Display a valid Staff parking permit to park in a "Staff Only" marked space.
Clearly display the entire Staff parking permit to be visible from outside the front window of the vehicle in order for the permit to be considered valid.
Must be parked legally in a marked space.

In addition:

If the employee is a student enrolled in classes, they may purchase parking permits under the Student Permit Fee Scale which allow parking in "Student Parking" only. Annual, Semester, and 10 Month Staff Permits are available for purchase online. Purchase of a Staff permit typically takes 5-10 business days to receive the purchased permit in the mail. Employees are strongly encouraged to order permits as soon as possible.

If an employee (full-time or part-time) owns more than one vehicle, the employee has the option to purchase a second parking permit (see "Fee Schedule- Staff Parking Decal") with the understanding that only one vehicle shall be parked at any District property at any one time. If an employee wishes to purchase a third or more decal(s), they can be purchased at the full price.

A duplicate parking permit may only be displayed on a vehicle owned by the employee paying the fee. Employee's family members shall not use a "Staff" parking permit to park on any District property. 16F01602 448.159p

Adjunct/Part-Time Employees who park on campus 50% or less (20 hours or less) may purchase a reduced cost student parking permit.

Adjunct/Part-Time Employees may:

Only park in a general parking lot:

Purchase a student semester decal for \$20.00 or

Purchase a daily parking pass

Or

Park in a general parking lot or Staff Only Space:

Purchase a full price Staff decal (see "Fee Schedule- Staff Parking Decal")

Non-Student Seasonal and Short Term Employees may:

Only park in a general parking lot:

Purchase a student semester decal or

Purchase a daily parking pass

Park in a general lot or Staff Only Space:

Purchase a full price Staff Permit (see "Fee Schedule- Staff Parking Decal")

Retired HCCD Staff Members who retire from the District in good standing may purchase an Annual Retiree Staff Permit for the cost of producing the permit (see "Fee Schedule- Retiree Staff Annual").

Based on their date of hire, permanent employees hired during the course of any semester will be charged, as equitably as possible, a prorated parking fee. Employees who depart from employment in good standing (i.e., resignation, retirement, lay-off) will be refunded a prorated amount of any fee paid for the return of a valid permit.

If a vehicle is illegally parked in a "Staff Only" parking space, do not physically block the illegally parked vehicle for safety reasons and the possibility that obstructing the flow of traffic would endanger the safety of the public. Contact the HCCDCS, and a citation may be issued to the illegally parked vehicle.

A lost or stolen permit must be reported to the HCCDCS and/or Admissions and Registration Services before a permit/daily parking pass is reissued. The individual reporting the lost or stolen permit/daily parking pass shall complete the Lost/Stolen Report and sign the report under penalty of perjury.

Every person who testifies, declares, deposes, or certifies under penalty of perjury, who willfully states as true any material matter, which he or she knows to be false, is guilty of perjury (felony.)

It is a violation of this procedure to display a stolen, lost, counterfeit, or forged parking permit.

Parking Permit refunds are available during the first two weeks of each semester. A parking permit or "best" part of the parking permit, and receipt must be returned with

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Orange Designated Staff Area = Reserved for Employees

Blue Lines/Curbs = Handicapped Only

Low Emissions Vehicle=Vehicle Displaying DMV Clean Air Vehicle Sticker Only

Red Lines/Curbs = No Parking Area/Tow-

- a. No person shall stop, stand, or park any vehicle in a posted time limited parking space for longer than the posted time limit.
 - b. A Department of Motor Vehicles (DMV) issued handicapped placard or disabled license plate allows for unlimited periods of parking exclusively to the vehicles of disabled persons and disabled veterans. The exclusive privilege does not exempt the person from HCCD approved parking fees.
- 2.
- a. a. No person shall stop, park, or leave standing any vehicle within 15 feet of a fire hydrant except as follows:
 - i. If the vehicle is owned or operated by a fire department
 - ii. If the vehicle is attended by a licensed driver who is seated in the front seat and who can immediately move such vehicle in case of necessity.
- 3.
- a. No person shall stop, stand, or park any vehicle upon a roadway in a direction opposite to that in which traffic normally moves upon that half of the roadway on which such vehicle is stopped or parked.
- 4.
- a. No person shall stop, stand, or park any vehicle in any area posted "No Parking."
- 5.
- a. No person shall stop, stand, or park any vehicle in an area not designated for the purpose of parking.
- 6.
- a. No person shall stop, stand, park, or leave unattended any vehicle on any portion of a sidewalk or roadway, or with the body of the vehicle extending over any portion of a sidewalk or so as to block the flow of traffic on a roadway.
- 7.
- a. a. No person shall stop, stand, or park any vehicle on the roadway side of any vehicle stopped, parked, or standing at the curb or edge of a highway, except for a school bus when stopped to load or unload pupils in a business or residence district where the speed limit is 25 miles per hour or less.
- 8.

- a. No person shall stop, stand, or park any vehicle on District property between

- a. Except for the purpose of transporting a disabled person a person shall not display a disabled person placard that was not issued to him or her or that has been canceled or revoked pursuant to Section 22511.6 CVC.
- 16.
- a. No person shall stop, stand, or park any vehicle in a parking space marked with "Low Emissions Vehicle" without a valid, clearly displayed DMV Clean Air Vehicle sticker and a clearly displayed permit.
- 17.
- a. No person shall stop, stand, or park any vehicle in an area marked with red lines or curbs.
- 18.
- a. No person shall stop, stand, or park any vehicle on any roadway, drive way, pathway, on District grounds.
- 19.
- a. No person shall stop, stand, or park any vehicle on District grounds without properly displaying a month and year registration tab in accordance with 5204 CVC.
- 20.
- a. No person shall stop, stand, or park any vehicle on District grounds without such vehicle being properly registered in accordance with 4000(a) CVC.
- 21.
- a. No person shall stop, stand, or park any vehicle on District grounds without such vehicle displaying license plates in accordance with 5200 CVC.
- 22.
- a. No person shall abandon a vehicle upon District property. A vehicle shall be considered abandoned after being left unattended for more than 72 continuous hours.
- 23.
- a. a. No person shall stop, stand, or park any vehicle in an area marked with white lines or curbs, except for the purpose of loading or unloading of passengers for

the time as may be specified on that particular zone or for depositing mail in an adjacent mailbox.

24.

- a. No person shall stop, stand, or park any vehicle in an area marked with yellow lines or curbs, except for the purpose for loading and unloading of people or items from the vehicle, and not for any longer than the time limit posted for a that particular zone.

25.

- a. No person shall stop, stand, or park any vehicle on District property while displaying a reported lost or stolen permit, or any forged or counterfeited parking permit.

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