

# PROCEDURE:

## 3.3.2p2. Traffic and Parking

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*Adopted:* February 20, 2008

### I. PURPOSE

This procedure guides the processes for safe traffic flow and utilization of parking areas.

### II. RELATED AUTHORITY

State Board Policy 3.3.2. Use of Vehicles

### III. APPLICABILITY

This procedure applies to all Ogeechee Technical College staff, students, and visitors.

### IV. DEFINITIONS

None.

### V. ATTACHMENTS

None.

### VI. PROCEDURE

#### A. General

These regulations are established by Ogeechee Technical College which holds ultimate authority for administering and enforcing traffic and parking regulations on the Ogeechee Technical College campus. The College reserves the authority to make changes as needed in parking areas, traffic flow patterns and such other changes as traffic conditions warrant. Prior notification of such changes (except on an emergency basis) will be made to the College community.

The regulations shall be in effect in all areas of the Ogeechee Technical College campus and in off-campus areas owned or leased by the College. They are intended only to supplement the State of Georgia Motor Vehicle Laws, all provisions of which apply to this campus. "Motor vehicle" includes every vehicle that is self-propelled. No personal golf carts are allowed on campus.

The purpose of these regulations is to facilitate the safe and orderly conduct of College business and to provide parking facilities in support of this function within the limits of available space. If you have any problems or questions concerning these parking regulations, please contact Campus Police, which is open from 7:00 a.m. to 5:00 p.m. Monday through Thursday excluding holidays.

Students are required to observe these regulations as a condition of attendance at the College; faculty and staff members are required to observe them as a condition of employment.

Campus Police is responsible for implementation and enforcement of the College's parking regulations, as well as placement and maintenance of parking and traffic control devices.

The College shall have no responsibility for loss or damage to any vehicle or its contents while operated or parked on the Ogeechee Technical College campus.

## **B. Permit Regulations**

1. All motor vehicles operated by employees in connection with their employment at Ogeechee Technical College must display a current permit while parked on campus.
2. Decals must be permanently affixed right side up and completely visible on the outside of the rearview window in the bottom left-hand corner (driver's side).
3. Decals allow the operator to park only in the specified area(s) as follows:
  - i. Employee Lots – 7:00 am – 10:00 pm, Monday through Thursday.
  - ii. Reserved Spaces – 24 hours per day, 7 days per week.
4. All decals, forms, and information may be obtained at the Business Office, located in the JEK Annex Building. To obtain a permanent decal or permit, the following must be presented:
  - i. Current Ogeechee Technical College ID
5. Employee decals will be issued upon proof of employment. Employees are subject to all rules and regulations applicable to students. There is no charge for employee permits.
6. Student are not required to obtain a parking permit.
7. For those who have a current permit but must temporarily drive another vehicle, a temporary permit may be issued for a maximum of two weeks.
8. Students with temporary disabilities may obtain special parking permits from Accessibility Services after obtaining proper documentation from their personal physician. Temporary access permits DO NOT authorize parking in disabled spaces. However, they do entitle students access to faculty/staff parking lots which usually provide them parking closer to their destination.
9. Areas posted with Disabled signs are for PERMANENT disabled parking ONLY. Persons with a permanent disability must qualify for and display their state disability permit on their rear view mirror or dashboard. Any

- unauthorized vehicles parked in disabled spaces will be fined and may be towed at the owner's expense. This restriction is in effect at all times.
10. All temporary permits shall be displayed on the rear view mirror or completely visible and legible on the dashboard from the front windshield.
  11. The vehicle owner is ultimately responsible for the safe operation and proper parking of his/her vehicle, regardless of who may be the operator. A citation is not excused on the plea that another person was driving the vehicle.
  12. Permits are valid only on the vehicle the student is registered to. **DO NOT** loan or borrow a permit. Permit holders may only register their personal vehicle or a vehicle owned by an immediate family member.

### **C. General Parking**

1. The location for parking a given motor vehicle on campus streets and lots will be authorized according to the type or parking decal.
2. Parking on all campus streets shall be to the right with traffic in the adjacent lane and parking on all campus streets and lots shall be within the spaces designated to motor vehicle type.
3. Stopping, standing or parking on thoroughfares and/or parking at yellow curbs, in driveways, crosshatched safety zones, disabled parking spaces and crosshatched aisles, walkways, service and delivery zones and entranceways is prohibited. Vehicles in these areas will be fined and/or towed at the owner's expense.
4. Parking areas for permit types are designated by signs or painted curbs.
5. Parking in such a manner that blocks access to dumpsters or trash receptacles is prohibited and vehicles so parked are subject to fines and/or towing.
6. Time Zones – In order to provide short-term parking for conducting business or running errands, there are short-term parking zones on campus. These are enforced on a regular basis and are not designed to be used while at work or attending class. In a time zone, remaining parked longer than the posted limit constitutes an overtime violation. It is not permissible to move from one space to another within a time zone and park for the time limit in each space. This defeats the purpose of the zone and prevents others from using the area. After parking in a time zone for posted time, a vehicle must leave the zone for a period equal to the posted time limit before returning to the same time zone or it will be subject to ticketing.

### **D. Employee Parking**

1. All employees shall park vehicles on campus streets and lots designated by faculty and staff parking signs or painted curbs.
2. Students working for Ogeechee Technical College as work-study or part-time employees are not eligible for employee parking decals.
3. Lost or damaged tags must be reported to Campus Police immediately.

**E. Student Parking**

1. All students shall park vehicles on campus streets and lots designated for students by parking signs or painted curbs.
2. Temporarily disabled students who have their motor vehicle properly registered and who have secured a "temporary access permit" may at any time park their vehicle in any marked space designated for employee, student, or visitor, but may not park in disabled spaces without a State issued ADA permit, or in any other reserved space.

**F. Visitor Parking**

1. Visitors are those who are neither students nor employees of the College who occasionally have a need to park on campus.
2. Visitor parking spaces are provided in some lots and are designated as Visitor Parking Only. These are not for use by faculty, staff, or students.
3. Employees and students are prohibited from parking in visitor spaces.

**G. Vehicle Operation**

*In addition to the following rules, all State of Georgia uniform rules of the road apply to vehicles operated on campus and will be enforced by Campus Police.*

1. All persons operating a vehicle on college property shall be properly licensed operators.
2. Pedestrians have the right-of-way on campus, except where traffic is regulated by traffic signals or police officers. Extreme caution must be exercised at all times while driving on campus.
3. Under normal conditions, the maximum speed limit on campus streets is 25 M.P.H., except where posted otherwise. The maximum speed limit in parking lots is 10 M.P.H. However, vehicles may not be operated at any speed which

is excessive for the conditions which may exist as a result of weather, traffic congestion, pedestrians, etc.

4. Traffic control signs, devices, and directions of police officers shall be obeyed at all times.
5. All persons operating vehicles are responsible for maintaining vehicle control, safe operation, and observing traffic control signs, barriers, and devices.
6. Operating a motor vehicle in any area other than a street or roadway intended for motor vehicles is prohibited.
7. ID cards shall be presented when requested by Campus Police or Parking Officials.
8. All accidents occurring on campus shall be reported at the Campus Police Department immediately and before the vehicle is moved, unless such vehicle would impede emergency vehicles.
9. "U" Turns are prohibited unless otherwise indicated.

## **H. Violations and Penalties**

*Please refer to Disciplinary Actions when issued any violation.*

### Permit Violations

1. Parking decal not properly affixed or displayed: \$5
2. More than one (1) current decal displayed on the same vehicle: \$5
3. Failure to display current permit: \$35
4. Decal or permit displayed on vehicle other than vehicle for which it is authorized: \$20
5. Alteration or reproduction of parking decal or permit: \$50
6. Knowingly falsifies information on parking permit application (second offense lead to the loss of parking privileges): \$50
7. Unauthorized possession of parking permit: \$50
8. Unauthorized use of permit: \$25

### Parking Violations

1. Parking in no parking zone, service and delivery, or other reserved spaces: \$30
2. Overtime violation in a time zone: \$30
3. Not parked within a marked space (unmarked areas in a lot, on grass, etc.): \$30
4. Blocking or obstructing traffic, street, dumpster, sidewalk, fire hydrant, building entrance or exit or another vehicle: \$30
5. Parking in unauthorized area: \$30
6. Unauthorized parking in disabled space: \$50, second violation \$100
7. Parked over the line: \$10
8. Unauthorized parking in a reserved space: \$30
9. Stopping, standing or parking where prohibited: \$30
10. Fee for booting and immobilizing a vehicle: \$50
11. Late Payment Fee (violation paid within 30 days of issuance or late fee applied): \$15

### Property Violations

1. Tampering with an immobilization device: \$50
2. Defacing, altering, knocking down or removing any parking or traffic signal, sign or structure: \$50

### **I. Disciplinary Actions**

1. Persons apprehended for operation of vehicle while under the influence of alcohol or other mind-altering drugs will be prosecuted in State Court and turned over to the Vice President for Student Affairs office.
2. Speeding and/or reckless driving charges may be turned over to the local authorities and/or the Vice President for Student Affairs office.
3. All fines not paid within the specified time become financial obligations to the college. Employees and students must pay all fines before they can obtain future permits, clear for graduation, or receive transcripts.
4. Students or employees who persist in violating these regulations or a violation with aggravated circumstances, will be referred to the appropriate office which could lead to revocation of parking privileges or suspension or dismissal from the college.
5. Persons displaying abusive language, discourtesy or disrespect toward Campus Police, city or state officers, or Campus Police employees may be turned over to the local authorities and/or to the Vice President for Student Affairs office.
6. Individuals receiving five (5) or more tickets in one term may be subject to parking restrictions and possible revocation of parking privileges.

### **J. Enforcement**

1. Ogeechee Technical College parking citations must be appealed at the Campus Police office within five business days (excluding Saturday, Sunday, and holidays) after issuance.
2. State and county citations will be answered as indicated on the citation.
3. Unregistered, improperly registered, unidentifiable, or illegally parked vehicles may be towed away, impounded, or immobilized at the owner's expense. If a wrecker has been called to tow a vehicle and the owner returns to the vehicle during the process of towing, they must settle with the wrecker service at that time or the vehicle will be impounded.
4. Information regarding impounded vehicles may be obtained at the Campus Police Office during normal business hours.
5. Impounded vehicles will only be released upon proper authorization of Campus Police.
6. Immobilization: Any vehicle found parked at any time on campus against which there are three (3) or more outstanding or otherwise unsettled parking violation citations, for which no appeal has been submitted within the requisite time period, may, under authority of Campus Police, be immobilized in such a manner as to prevent its operation. The owner of such immobilized vehicle, or other duly authorized person, may repossess or secure the release of the

vehicle upon satisfaction of all outstanding citations and payment of an immobilization fee of \$50. Tampering with an immobilization device will result in additional fines and possible referral to the Vice President for Student Affairs office.

#### **K. Appeals**

1. Appeal information is secured from the Campus Police website.
2. Students and employees may appeal a parking citation by submitting a written appeal form obtainable at the Campus Police office.
3. Appeals must be made to the Campus Police office within five business days after the issue date of the citation. After five business days, the right to appeal is forfeited.
4. If appeals are not granted by Campus Police, they may be submitted to the Vice President for Student Affairs Office. The Vice President's findings are final. When an appeal is denied, the citation to which it pertains becomes due and payable.

#### **L. Restrictions**

1. Campus streets or grounds may not be used by any firm or corporation or persons for commercial or advertising purposes without proper authorization.
2. Excessive noise by musical instruments, stereos, loud speakers, faulty mufflers, or muffler cutouts is prohibited on campus.

#### **M. Special Occasions and Emergencies**

1. On special occasions provisional parking and traffic limitations may be imposed by Campus Police (including other law enforcement officers called in to assist Campus Police) as required by conditions that prevail. Please refer to parking instructions provided with scheduled events.
2. Disabled Vehicles - If your vehicle becomes disabled and cannot be moved, call the Campus Police office at 912-531-2367 immediately. We will add your vehicle to the Disabled Vehicle Log and you will be given 24 hours to have it moved.

Assumption of Risks and Responsibilities:

- A parking decal does not guarantee drivers a place to park. It only gives the right to park on Ogeechee Technical College property in designated areas, as space is available. Ogeechee Technical College assumes no responsibility for vehicles or its contents while on Ogeechee Technical College property.
- Vehicles should be kept locked and valuables kept out of sight. In case of unavoidable circumstances that might result in a citation (such as illegal parking due to a flat tire or engine trouble), please contact the Director for Campus Safety/Chief of Police.
- If involved in a motor vehicle accident on Ogeechee Technical College property, contact the Director for Campus Safety/Chief of Police or the Receptionist in the Kennedy Annex Building. The officer on duty will complete an accident report that will be made available to your insurance company upon request.

**VII. RECORD RETENTION**

N/A