

Parking and Traffic Regulations

Policy Number:

Owner Department: Facilities

Effective Date: September 1, 2013

Approved By: President's Council

I. POLICY STATEMENT/PURPOSE

The College has adopted the following regulations to assure safe, courteous and orderly parking and vehicle operation, including bicycle and safe movement of pedestrians.

SCNM assumes no responsibility, nor creates any liability, for the care and/or protection of any vehicle, or its contents, while it is on campus.

The following regulations apply to all vehicles operated on college property. Lack of familiarity with these rules and regulations does not constitute a defense for failure to comply. It is the responsibility of the operator and/or that person responsible for the vehicle to operate the vehicle safely in full compliance with these regulations. For college locations that require a parking permit, it shall be presumed that a permit holder has a complete understanding of these regulations.

II. POLICY STATUS

New

III. DEFINITION(S)

Vehicle: Cars, trucks, motorcycles, motor scooters, bicycles

Visitor/Customer/Patient: Someone who has no affiliation, association or relationship with SCNM as a student, faculty member or employee.

IV. SCOPE/KEY STAKEHOLDERS

All persons operating a vehicle on college property

Exclusion: Flexibility of parking during special events on campus.

V. POLICY ITEMS

A. Vehicle Registration/Permits

1. All employees and students, full and part time, are required to register and display on the vehicle a current college parking permit for a designated parking lot.
2. All permits remain the property of the College and when asked, must be surrendered to the College.
3. Parking permits are non-transferable.
4. There is no fee for the parking permit; a replacement permit may be obtained for a fee of \$5.00.

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5. Parking permits are issued upon presentation of school ID card, a copy of state issued driver's license and vehicle license plate number (as appearing in the vehicle registration document).

B. Parking Lots/Permits

1. The College will issue color-coded parking permits on the basis of classifications of the parking sections. The color of the parking permit indicates the area in which the vehicle may be parked. Following are the parking lots:
 - a. General - for students and employees
 - b. Parking Garage - for employees, tenants, and visitors only
 - c. Visitors/Customer/Patients. Vehicles that bear a valid college permit may not park in visitor parking areas.
2. Presently, SCNM has adequate parking and free parking is a benefit to the employees and students at SCNM. Permit types are:
 - a. Student - Blue
 - b. Employee - Green
 - c. Temporary Permits for loaner vehicles etc.
3. Visitors, customers and patients are not required to obtain a permit. However; parking for them is limited to available parking spaces marked visitors/customer/short-term parking.
4. Employees or students may get up to two permits should they use more than one vehicle. Additional permits may be available at a cost of \$5.00
5. Permit Display - College parking permits must be affixed to vehicles in the following manner:
 - a. Affix to the lower half of the rear windshield on the driver's side
 - b. For motorcycles or scooters affix in a visible area of the vehicle
6. Parking permits are required 24 hours a day, 7 days a week, including holidays.
7. Lost/stolen permits must be reported to the Facilities Manager or designee.

C. Parking Regulations

1. Parking is permitted in designated parking spaces only.
2. Vehicles parked on campus must be in operable condition with current plates.
3. Reserved parking for specific groups and services is required. These special designations are marked and include:
 - a. Disabled parking requiring an official state permit
 - b. Patients/customers of the Medical Center and Medicinary
 - c. Visitors
 - d. Tenants
 - e. Loading zone for deliveries
 - f. Student of the Month
 - g. Fire Lane restrictions
 - h. City access to trash and recycling bins
4. Parking a vehicle on or blocking pedestrian paths, sidewalks, crosswalks, striped safety zones, and on bicycle paths is prohibited.
5. An area posted with short-term parking limits thirty minutes may be used for the purpose of conducting short-term business in the facility it primarily services.
6. Bicycle parking is restricted to the racks provided.
7. Overnight parking of vehicles on campus is prohibited.

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8. On special occasions and in emergencies, parking limitations and restrictions may be imposed or removed as required. The Facilities Department reserves the right to impose any changes as warranted by a particular situation.

D. Other

1. The maximum speed limit in all college parking lots is 10 mph.
2. All accidents involving vehicles that occur on college property must be reported to the Facilities Office.
3. No vehicular repairs or maintenance will be made on campus except under emergency conditions with the approval of the Facilities Department. Said permission must be obtained PRIOR to the beginning of any work on a vehicle.

VI. RESPONSIBILITY FOR IMPLEMENTATION

1. The Facilities department or its designated personnel will monitor and enforce parking regulations.
2. Parking policy violations may result in towing at the vehicle owner's expense.

VII. NEXT REVIEW DATE

As needed

VIII. VERSION CONTROL AND CHANGE HISTORY

Version Control	Approved By/Date	Date Effective	Amendment
1	President's Council 6/26/13	September 1, 2013	
2			

IX. POLICY AUTHOR/CONTACT

SCNM College Safety and Security Committee