

**PARKING AND TRAFFIC
POLICY AND PROCEDURES**

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PURPOSE:

To establish appropriate and safe parking and traffic guidelines on Garrett College properties/facilities (includes main campus and outreach centers).

POLICY STATEMENT:

- I. The President or designee is authorized to develop, modify, publish, and disseminate procedures regulating parking and traffic flow on all College controlled property.
- II. Students and full- time and part-time College employees must register all vehicles that may be parked on a campus or at a College facility.
- III. The College may regulate parking, use of permits, fees/fines, or other penalties not limited to students, full-time and part-time employees, visitors, contractors, vendors, and others.

PROCEDURES:

Parking Permits: Parking permits are required of all employees and students when parking at the Garrett College Campus, with the exception of the CARC parking lot at the “Aquatic” end of the building.

Please note the following:

- Forms and permits are available from: **The Campus Safety and Security Office.**
- Permits are *free* to the College community.
- Permits must be displayed on the driver’s side of the vehicle on either the front or rear windshield.
- Security can provide temporary handicap parking permits for individuals that have a temporary illness or injury.
- Vehicles without permits properly displayed will be cited.
- Vehicles may park only in spaces or areas designated for vehicle parking.

Parking Areas: There are several lots available for parking (see College Map on website):

- Lot A- GIEC, Continuing Education, STEM; includes overflow parking
- Lot B- Off of Bumble Bee Road (Main Lot)
- Lot C- Overflow off of Bumble Bee Road
- Lot D- Off of Mosser Road
- Lot E- Parking only for members utilizing the Aquatic Complex or Exercise Facilities

- Lot F- Gymnasium, CAOS; includes overflow parking
- Lot G- CAOS
- Lot H- Garrett Hall
- Lot I- Laker Hall

All parking areas will be patrolled and enforced 24 hours a day, seven days a week.

Visitors: There are a few designated parking spaces reserved for campus visitors. Otherwise, visitors may park anywhere on campus. If one should often frequent the college, they have the right to obtain a parking permit *free* from **The Campus Safety and Security Office**.

For large on-campus events, visitors may be issued a temporary parking pass through email that will only be valid for the time they are on campus. These temporary passes must be displayed on the dashboard of the vehicle for the time parked on campus.

*If a visitor should receive a ticket while parked on campus, they have the right to appeal to the **The Campus Safety and Security Office**. Visitors are expected to obey the parking regulations.*

Overnight Parking: Any vehicle that is parked overnight in a campus lot will be fined, unless permission is granted. Should a circumstance arise where the owner of a vehicle must park overnight, please contact **The Campus Safety and Security Office**. If permission is granted to park overnight, the College requests that Lot C, the small lot with the basketball hoops be used, specifically in winter to allow for plowing of the main lots. *Overnight parking is not permitted except in residence lot, for College- sanctioned trips, or when permission is received.*

Responsibilities for Penalties: The registered owner of any vehicle on campus property shall be held responsible for any liability or damage claims including parking or other traffic violation penalties arising in connection with the possession and/or operation of the vehicle on campus property.

Liability: *Garrett College assumes no responsibility for damage or loss of vehicles and/or private property while on campus.*

Lost, Stolen, Damaged Permits or Sold Vehicles: Lost or stolen permits are to be reported to the **The Campus Safety and Security Office**. If any changes are made to your vehicle registration, i.e. sold vehicle, purchase new vehicle, change of license plate number, etc., please notify the **The Campus Safety and Security Office** as soon as possible so that the changes can be recorded.

Fines: For parking violations, the offender will be fined. All fines are payable at the Business Office. In the case of **students** with unpaid fines, a hold will be placed on their account. For **faculty and staff** with unpaid fines, information will be forwarded to Human Resources.

The fines are *cumulative*. An additional parking ticket may be issued for each 24-hour period that a violation occurs. **Fines will be reduced to \$10 if paid within the first 24 hours of receiving the violation.**

Violation of the following regulations will result in a fine of **\$20 per violation:**

- Failure to display a valid parking permit
- Parking in a posted “No Parking” area.
- Parking or driving on the grass or sidewalks.
- Blocking a fire lane or fire hydrant.
- Reckless Operation- includes speeding and disobeying posted traffic signs.
- Parking with disregard to painted lines or posted signs.

Violations of the following regulation will result in a fine of **\$50 per violation:**

- Unauthorized parking in spaces designated as Handicapped Zones without a proper decal/pass displayed.