



<b>Title:</b>	Parking and Traffic
<b>Effective Date:</b>	10/13/2008
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<b>Cancellation:</b>	
<b>Office:</b>	Facilities Management (FM)

## *Parking and Traffic*

### **PURPOSE**

The purpose of this Policy and Procedure is to outline guidelines and procedures for students, visitors, and employee parking for the Northshore Technical Community College (NTCC). This policy will describe acceptable student, employee, and visitor parking areas, as well as loading zones and fire lanes. It is the policy of the NTCC to provide adequate parking space for all students, employees, and visitors. NTCC will also provide adequate handicap parking and enforce its proper use.

### **POLICY STATEMENT**

The traffic and parking regulations outlined in this policy are published and enforced to facilitate the safe and orderly operation of motor vehicles and bicycles on campus and to provide a safe environment for pedestrians.

Northshore Technical Community College, as a matter of policy, recognizes that the automobile is necessary for transportation to and from campus by most employees and most students. NTCC is therefore, committed to provide adequate on campus parking for all students, employees, and visitors.

Vehicles are to yield to pedestrians at all times.

NTCC is not responsible for the theft or vandalism in NTCC parking lots; parkers are urged to lock their vehicles at all times while parked on campus.



## **General Procedures & Regulations**

These general regulations, which require the display of a parking permit, are in effect at all times during each semester.

NTCC parking and traffic restrictions are indicated by this list of printed regulations, signs, and curb markings. It is impractical to mark with signs in all areas of the NTCC property where parking is prohibited. Parking or driving is definitely prohibited on lawns, sidewalks, and grass areas; construction areas; or where it will physically mar campus landscaping, create a safety hazard, interfere with the use of NTCC facilities, or hinder the free movement of traffic, unless given proper permission by a NTCC representative.

All students, employees, and visitors operating motor vehicles on campus must register for a parking permit and learn to obey the traffic and parking regulations. Ignorance of the provisions will not be accepted as a defense for violations. These regulations attempt to cover all instances of parking and traffic control in specific detail. However, interpretation of the intent of these regulations will be the responsibility of the NTCC. The final interpretation of these regulations rests with the Chancellor. Specific questions may be directed to the Chancellor at (985) 545-1500.

In addition to the NTCC traffic and parking regulations, a vehicle parked on campus must comply with all city ordinances and state laws relating to motor vehicles in order for the permit to be valid.

The person receiving a parking permit from NTCC (or the person driving the vehicle if no permit is displayed) is held responsible for all violations by that vehicle. However, if the operator when a violation is committed is anyone other than the registered owner, both may be held responsible.

## **Permit Registration**

Motor vehicles are defined as all self-propelled, wheeled vehicles. Any individual or anyone who operates a vehicle- regularly, occasionally, or temporarily- for the benefit or convenience of such person, as well as anyone who is a visitor to campus, must register with NTCC. Parking spaces on campus are designed to meet the needs of the majority of the vehicles parked. Specialty or oversize vehicles may only park in special designated areas by special arrangement with the NTCC office.

To receive a permit, all students must pay a registration fee.

Registration is completed through the NTCC Office during class registration.

For students, giving the NTCC incorrect information is a violation of the Code of Student Conduct and may result in having the individual banned from parking on campus.

The registration fee schedule for student parking permits is as follows. The charge for a replacement of any lost or unreturned permit will be the cost of the original permit.



1. Academic Year permit: \$20.00 maximum fee per academic year (Fall—Summer)
  - a. Fall \$20.00
  - b. Spring \$20.00
  - c. Summer \$20.00

A student will receive one transferable permit (hangtag) valid for the academic year in which it was purchased that must be placed on the rearview mirror of the vehicle brought to campus. There will be a replacement charge for each lost parking permit. All lost or stolen permits must be reported immediately. A student's failure to report the loss will be considered a violation of the code of student conduct.

A permit conveys specific parking privileges to the person to whom it is issued. These privileges are not in effect until the permit is properly displayed and can be clearly read from outside the vehicle. To be properly displayed, a permit must be hung from the rearview mirror with the front facing the windshield and unobstructed by any other object. Additionally, parking privileges may not be used by or transferred to another individual who would not normally be entitled to them. Unauthorized use of a permit by someone not entitled to the privileges it conveys will subject the individual holding the permit to disciplinary action and revocation of the permit.

For students, misuse of a permit, obtaining permit by fraud, and use or possession of a lost or stolen permit are violations of the code of student conduct and of these regulations. Use or possession of a lost or stolen permit will result in fines, towing, and/or disciplinary action.

Operation or parking a vehicle on campus without a properly displayed permit will result in the issuance of a citation. Any vehicle receiving three (3) or more citations can be towed at the owner's expense.

### **Zone parking regulations**

Hours of zone parking are 7a.m. to 10p.m. Monday through Friday.

The zones are listed as follows:

1. Student parking Zone
2. Employee Zone
3. Visitor Zone
4. Reserved Zone
5. Loading/Unloading Zone
6. Handicapped Zone

**Visitor parking**—A visitor to campus is defined as a person who is not affiliated with the NTCC as an employee or student. This definition excludes those persons, including spouses and family members, who operate a vehicle on campus for the benefit or convenience of any employee or a student. A visitor who



receives a ticket must contact the phone number on the ticket.

**Loading/Unloading Zone**—Loading zones are designated by signs. These locations are closed to parking except by authorized vehicles at all times. Except for commercial vehicles making deliveries and authorized NTCC vehicles, no one may legally operate or park a vehicle in a loading zone without special permission from the NTCC office. Flashers must be on at all times when parked in loading zones.

**Fire lanes**—Parking on a red curb is prohibited at all times. Any vehicle parked, stopped, or standing at any time by a red curb will be ticketed and/or towed.

**Yellow and Blue curbs**—Parking at yellow curbs, on or over yellow lines, or at blue curbs, curb cuts, and ramps reserved for the use of wheelchairs is prohibited at all times, to ensure pedestrian and vehicular safety by providing better visibility. Any vehicle parked, stopped, or standing at a blue curb, cut out, or ramp will be ticketed and/or towed.

**Reserved Parking**—These spaces, designated by signs or curb lettering, are open only to the person for whom the space has been designated or to a specific vehicle owned by the NTCC. Unauthorized vehicles parked in reserved spaces and/or areas will be ticket and/or towed.

**Medical and/or Handicapped**—Only students or employees who have a handicapped/disabled automobile license plate or placard will be eligible for a handicapped parking space. A student may be eligible for a special medical parking if she or he has a temporary medical problem that affects walking. This temporary medical permit may be issued after obtaining appropriate certification from a physician and will be issued a temporary medical permit for a stated period of time. Students needing any additional information about medical parking should contact the NTCC office.

## Special Event parking

All parking rules are in effect during special events unless authorized by a NTCC official. Some areas may be designated as temporary special event parking.

## Violations

Traffic and parking violations on campus will result in the issuance of a traffic citation, towing of the vehicle, and/or banning the individual from operating a vehicle on campus.

- A. Citations are written for violations of the NTCC traffic and parking regulations that are not violations of state law include the following:
1. Failure to obtain a permit from the NTCC office and to properly display this permit on a vehicle parked on campus. Receipt of three (3) or more unregistered tickets for failure to park with a properly displayed permit can result in that vehicle being towed and the individual being banned from operating a vehicle on campus until all outstanding fines are paid.



## Policy & Procedure No. FM-001 Northshore Technical Community College

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2. Parking, stopping, or standing in a space reserved for the handicapped/disabled or at a curb cut or ramp marked blue or signed for wheelchairs.
  3. Parking out of an individual's designated zone, as indicated on the permit.
  4. Obtaining a permit by fraud or using a permit for other than its authorized purpose.
  5. Parking, stopping or standing in a fire lane marked with a red curb or storage of a motor vehicle that would cause NTCC to be in violation of the Fire Marshal regulations, parking in such way as to create a hazard or restrict normal vehicular traffic or parking, e.g., parking in the travel portion of a street or the travel lane of a parking lot or an entrance to a parking lot, parking in a service drive not marked for parking, parking in a loading zone, at any place marked "tow away", at a yellow curb or area, in a reserved space, marked "no parking".
  6. Driving or parking on the lawn, sidewalk, grass areas, or any other area not marked or authorized for motor vehicle parking.
- B. Less serious violation, categorized as citations, include:
1. Failure to display permit properly.
  2. Parking against the flow of traffic on streets or parking lots.
  3. Parking against the indicated parking direction for diagonal spaces (backing into an angled space)
  4. Failure to park evenly between lines or parking more than one foot from the header or curb.
  5. Occupying more than one parking space.
  6. Careless driving at slow speed e.g., backing into a traffic sign, light pole, etc.
  7. Any hazardous parking or operation of a vehicle not specifically listed as a NTCC citation.

The fines for various offenses are listed below. These fines are to be paid to the NTCC office, or can be paid through the student's self-service Banner portal when placed on the student's account. NTCC campuses should work with the Finance Department Accounting Technician to place the fines on the student's account(s)

1. All violations result in a \$20.00 fine per violation.
2. All violations are subject to vehicle tow.
3. All violations are subject to student grades being withheld.
4. All violations are subject to a ban from driving on NTCC property.

### **Banning**

Flagrant violations of the NTCC regulations may result in banning. Banning is the loss of the privilege to operate a motor vehicle on campus, and may result in the following.

1. Any combination of the NTCC citations totaling three (3) or more, with the duration of the ban to be determined by the facts of each individual case. Once an individual is banned, the total number of unpaid fines must be paid to have the ban lifted.
2. Failure to give the correct information to the NTCC office.



## Appeals

Any appeal must be made in a timely manner to the Campus Dean during normal business hours. Appeals of tows made after the vehicle has been released must be made on the next business day.

NTCC citations may be appealed through the NTCC hearing process, provided that such appeals are filed in writing with the NTCC office within seven (7) calendar days. Failure to file an appeal within the time frame will result in the loss of the right to appeal.

## Bicycles

Regulations have been established to provide for the orderly movement and parking of bicycles on campus. In using bicycles on campus, the rights and safety of others should be considered at all time.

Bicycle riders are subject to the same rules as motor vehicle operators and should ride on the left side of the street, obey all traffic signs, and give hand signals.

Bicycles will not be ridden on sidewalks and lawns.

Bicycles will be parked in bicycle racks or in other designated parking areas.

Bicycles may not be operated or parked inside buildings, on sidewalks, in passageways to buildings, in any location impeding pedestrian and vehicular movement, or in such a way to create a hazard.

Bicycles will be chained only to bicycle racks.

Persons violating bicycle regulations will be ticked and fined. Severe violations may result in the bicycle being impounded.

*Policy Reference:* LCTCS Policy #5.011 Vehicle Registration

*Review Process:*

X	Reviewing Council/Entity	Review Date	Effective Date
X	Business Affairs Committee	10/05/2008	10/13/2008
X	Campus Deans	10/05/2008	10/13/2008
X	Regional Director	10/05/2008	10/13/2008

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