

TRAFFIC AND PARKING REGULATIONS

These procedures are intended to promote the safe and orderly movement of traffic on all District and college 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 and colleges.

Fee permits are required for motor vehicles. Parking of motor vehicles and bicycles is limited to specially designated areas. 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 these provisions. All persons who enter on District and/or college property are charged with knowledge of the provisions of this regulation and are subject to the penalties for violations of such provisions.

I. DEFINITIONS

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

1. District – Means the South Orange County Community College District
2. Governing Board – Means the South Orange County Community College District Board of Trustees
3. IVCPD – Irvine Valley College Police Department
4. SBPD – Saddleback College Police Department
5. ATEP – Advanced Technology and Education Park
6. Authorized Service Vehicle- 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 39.
 - (3) A state, county, city or local government vehicle registered with a California Exempt 40 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.

- 7. Vehicle Code or CVC- Vehicle Code shall mean the Vehicle Code of the State of California.

Article I - Enforcement

The Board of Trustees authorizes the Police Departments at Saddleback College and Irvine Valley College to issue traffic and parking citations within the boundaries of District properties pursuant to:

- 1. Traffic and parking regulations established by these regulations.
- 2. California Vehicle Code, California Education Code and California Penal Code.
- 3. Codified Ordinances of the County of Orange, City of Irvine Municipal Codes, Mission Viejo Municipal Codes, and The Code of the City of Tustin.

It shall be an infraction for any person to do any act forbidden or fail to perform any act required in these articles (Education Code Sections 67301, 76360, Calif. Vehicle Code, Sections 21113, 42001, 40000.1, Calif. Penal Code Section 118).

The ultimate goal of enforcement is to gain voluntary compliance with this regulation, through fair, equitable, and consistent enforcement of the regulation itself. IVCPD and SCPD staff charged with enforcing this regulation are encouraged to gain compliance through verbal and written warnings, citations, and whatever other tools available to encourage students, employees and visitors to comply with these regulations.

Article II - General Traffic Regulations (with the exception of authorized vehicles)

- Section 201: No person shall drive or ride a motor-driven scooter, motorcycle or bicycle on any campus sidewalk or landscaped area.
- Section 202: No person shall ride a skateboard, roller skates, roller blades, self-propelled scooter, hoverboard, or similar devices.
- Section 203: No person shall ride or walk a horse within the confines of the campus without the written approval of the college president, with the exception of a service animal.
- Section 204: No person shall operate a motor vehicle on any sidewalk, unpaved pathway, field or any lawn or landscaped area except emergency,-maintenance vehicles, or approved vendors.
- Section 205: No person shall drive a motor vehicle into campus parking areas except by using roadways and drive lanes, and all vehicles must travel only in the direction indicated by traffic signs or markings.
- Section 206: No person shall park any vehicle of any kind containing merchandise or food offered for sale on campus without the prior written approval of the chancellor, college president or designee.
- Section 207: No person shall sleep in, or remain overnight in, any vehicle parked on campus without the prior written approval of the chancellor, college president or designee.

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Section 208: No person shall walk on a campus road which is paralleled by a sidewalk except when crossing the street in a marked pedestrian crosswalk. Where there is no sidewalk, pedestrians shall walk on the side of the road, in single file, and facing oncoming traffic.

Article III - Speed Regulations

Section 301: Unless otherwise posted, no person shall operate a motor vehicle or bicycle within the confines of any District campus or facility at a speed greater than 15 miles per hour or as posted, except for emergency vehicles.

Article IV - Parking Regulations

Section 401: Painted curbs are an indication of restricted parking and the color denotes the type of parking allowed. The following color code is adopted:

- (a) Red Zone -- indicates no parking or stopping anytime whether the vehicle is attended or not. No Parking Area/Tow Away Zone.
- (b) Yellow Zone -- indicates an area for loading and unloading of vehicles and the parking of service vehicles. Loading/Unloading Only.
- (c) Green Zone -- indicates parking time is limited to the designated time, which is indicated by signs or other markings.
- (d) Blue Zone -- indicates disabled persons parking area by permit only.

Section 402: No person shall park in an area posted or marked as disabled parking unless a valid disabled persons placard, or distinguishing license plate is displayed on or in the vehicle for such parking in conjunction with a valid college parking permit.

Section 403: (a) No person shall park in an area posted or marked as parking by student permit only unless a valid parking permit is displayed on or in the vehicle.
(b) No person shall park in an area posted or marked as staff parking unless a valid parking permit authorized for staff parking is displayed on or in the vehicle.
(c) No person shall park in an area posted or marked as reserved parking, except by special permit.

Section 404: No student, faculty or staff member shall park in an area posted or marked as visitor parking only.

Section 405: No person shall stop, park or leave standing any vehicle in any area posted or marked as no parking, regardless of whether or not the vehicle is attended.

Section 406: No person shall stop, park or leave standing any vehicle in any area where the curb is painted red, regardless of whether or not the vehicle is attended.

Section 407: When signs or markings that restrict, prohibit or limit parking are erected on any street, road or area, no person shall park or leave standing any vehicle upon such a street, road or area.

- Section 408: No person shall park or leave standing a motor vehicle on the interior of any campus or on any sidewalk, pathway, landscaped area or field that is not designed for parking except by special permit.
- Section 409: No person shall park or leave standing on any campus a motor vehicle that blocks any traffic lane, roadway, parking lot, or vehicle.
- Section 410: Motorcycles and bicycles must be parked in designated areas.
- Section 411: All vehicles shall be parked clearly within a designated parking stall.
- Section 412: All vehicles shall be parked heading into a parking stall.
- Section 413: Meter payment is required for parking in metered spaces during the hours posted on the meters. With the exception of VIP staff permits, parking permits do not authorize parking in metered spaces.
- Section 414: No vehicle shall be left parked on campus after 11 p.m. or before 6 a.m., except by special permit.
- Section 415: No person shall park in a designated low emitting or fuel-efficient vehicle parking space unless the vehicle is an American Council for an Energy Efficient Economy (ACEEE) approved low emitting or fuel efficient vehicle.
- Section 416: No person shall park in a designated electric vehicle charging parking space unless the vehicle is an electric charged vehicle and must be plugged into the electric vehicle charger.
- Section 417: No person shall plug in an electric vehicle unless they are in a designated electric vehicle charging parking space.
- Section 418: Electric Vehicle Parking/Charger – Electric Vehicle Charging is authorized for electric vehicles displaying the proper electric vehicle charging permit or when a service fee has been paid for charging the vehicle.

Article V - Abandoned Vehicles/Recreational Vehicles

- Section 501: No person shall abandon or leave standing any vehicle on any campus for 72 or more consecutive hours. All such vehicles may be stored under authority of Section 21113A of the California Vehicle Code. Unless prior arrangements have been made with the Campus Police Department; recreational vehicles are not allowed to park overnight, nor are persons allowed to sleep overnight in their vehicles while on District campuses.
- Section 502: Any person who abandons a motor vehicle on any campus will be responsible for all towing and storage charges.

Article VI - Parking Permits

- Section 601: All parking permits will be issued under the authority of the Police Departments at Saddleback College or Irvine Valley College.

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- Section 602: A valid parking permit must be visibly displayed within the 5 inch square in the lower corner of the windshield nearest the driver, as described in CVC 26708(b)(3), in any vehicle parked on campus (metered spaces excepted) at all times, 24 hours a day, seven days a week.
- Section 603: Staff Parking Permits for automobiles and motorcycles may be purchased from the Police Departments at Saddleback College or Irvine Valley College by employees of the South Orange County Community College District, excluding student help and college work/study students. All employees who qualify for Staff Parking Permits will be required to renew their staff parking permits annually/semester, not later than the first day of classes each semester. These parking permits will allow parking in areas posted or marked as staff parking. These permits are not valid in metered areas.
- Section 604: Student Parking Permits will allow parking in areas posted or marked as parking by permit only. These permits are not valid in visitor or metered areas. Student Parking Permits may be purchased during the student registration process online or from the Police Departments at Saddleback College or Irvine Valley College. Students must be registered and enrolled in one or more classes to purchase a parking permit.
- Section 605: Motorcycle Parking Permits will allow parking in areas posted or marked as motorcycle parking only. These permits are not valid in student, staff, visitor or metered areas. Motorcycle Parking Permits may be purchased from the Police Departments at Saddleback College or Irvine Valley College. Students must be registered and enrolled in one or more classes to purchase a motorcycle parking permit.
- Section 606: Guest parking permits which have been duly issued and authorized by the Chief of Police at Saddleback College, the Chief of Police at Irvine Valley College, or designee, will be acknowledged and parking will be permitted in the designated locations identified on the temporary parking permit form. These permits are not valid in metered areas and are valid only at the college where the permit was issued.
- Section 607: Special Event Parking
- (a) Written requests shall be made through the Chief of Police, or designee, on a semester basis, or at a minimum of two weeks in advance, stating the lot to be reserved so that all concerned persons will know, well in advance, that the lot is to be used for a special event on a particular day or night.
 - (b) The college president or designee shall be the final authority to determine and approve events that qualify for special event parking at their campus.
 - (c) The sponsoring organization will be responsible for reimbursing the Police Department for the cost of a police officer when traffic control related to a special event is required.

Section 608: Disabled Persons Parking - Persons with a valid Department of Motor Vehicles issued Disabled Persons placard or license plate must also display a valid college parking permit in conjunction with their Department of Motor Vehicles issued Disabled Persons placard or distinguishing license plate.

Section 608: Medical Parking Permits - Persons who are not disabled, but have medical problems that would require special parking, may apply for a Medical Parking Permit at the Student Health Center. Applications or renewal of these permits shall be supported by a statement from a physician indicating probable time of the medical problem. Upon the approval of such an application by the director of the Student Health Center, the Police Department at Saddleback College or Irvine Valley College will issue the Medical Parking Permit. This Medical Parking Permit allows parking in areas posted or marked as staff parking. Application for this permit must be made each semester and a new parking permit obtained by the first day of class each semester. These permits are not valid in visitor or metered areas.

Section 610: Parking Permits - Every vehicle that occupies a space designated for an automobile, motorcycle or motor scooter must display a valid permit at all times. Valid Permit - A valid permit is:

- (a) An unexpired parking permit issued by the Police Department at Saddleback College or Irvine Valley College. The permit shall be displayed on the inside of the vehicle in the 5 inch square in the lower corner of the windshield nearest the driver, or on the left front fork on motorcycles and motor scooters.
- (b) A valid Temporary Permit issued by the Police Department and displayed in accordance with instructions on permit.
- (c) An unexpired student parking permit being used by a current student enrolled in one or more classes to whom the permit is registered.
- (d) An unexpired staff parking permit being used by a current employee of the District to whom the permit is registered.

Section 611: Invalid Permit - A permit is invalid when:

- (a) The time or date has expired.
- (b) Any portion is not clearly and completely legible.
- (c) It is being misused or fraudulently used.
- (d) It is altered or forged.

Section 612: Permit Issuance - There is a fee for parking permits. Permits will be sold and issued by the Police Department at Saddleback College or Irvine Valley College or an authorized vendor approved by the Police Department at Saddleback College or Irvine Valley College, upon proof of enrollment with the respective college or proof of employment with the South Orange County Community College District, and the collection of the appropriate fee. All parking permits are

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non-transferable from person to person and are only valid when used by the person to whom the permit is registered. Students are required to purchase their parking permits from the college designated as their college of record.

Section 613: Additional Permits

Staff - Employees may purchase one (1) additional permit for another personally owned vehicle. Employees that purchase an additional permit must sign a statement agreeing that at no time will more than one (1) of the employee's personally owned vehicles be parked on campus.

Students - Students may purchase one (1) additional permit for a motorcycle as an alternate vehicle. An additional permit may not be purchased for an automobile if a motorcycle is the primary vehicle. Students that purchase an additional permit must sign a statement agreeing that at no time will the automobile and motorcycle be simultaneously parked on campus.

Section 614: Unregistered Alternate Vehicle - Permit holders may obtain a free Temporary Permit for up to two weeks for an alternate vehicle which does not have a permit. After that time, a regular permit must be obtained for a fee.

Section 615: Permit Replacement

- (a) Replacement of permits due to damage may be accomplished by turning in the parking permit remnants, where applicable, to the Police Department at Saddleback College or Irvine Valley College. There may be an administrative replacement fee. A full fee will be charged for replacement without remnants.
- (b) Stolen permits may be replaced and a replacement fee may be charged if the theft is reported to the Police Department at Saddleback College or Irvine Valley College.
- (c) A full re-registration fee is required for replacement of a lost permit.

Section 616: Permit Fee Refunds - Refunds on parking permits will be given:

- (a) When a class is canceled within 30 days due to insufficient enrollment and the student is not attending any other classes on campus during the semester, or if the student officially withdraws from all on campus classes prior to the last day to drop the classes for refund eligibility, and the student Parking Decal is turned in to the Police Department at Saddleback College or Irvine Valley College. The permit must be received by the Police Department at the respective college from which the permit was purchased within the first four weeks of a regular term, or within the first two weeks of an eight-week term if the student only enrolled in an eight-week term within a regular term or summer session.
- (b) When a class is canceled within 30 days due to insufficient enrollment and the faculty member is not teaching any other class on campus during the

semester and the Staff Parking Permit is turned in to the Police Department at Saddleback College or Irvine Valley College.

- (c) False Report of Lost/Stolen Parking Decal or Daily Parking Permit. Any person who willfully states as true any material matter, which he or she knows to be false, and every person who testifies, declares, deposes, or certifies under penalty of perjury, is guilty of perjury (felony). It is a violation of this regulation to display a stolen, lost, counterfeit, or forged parking permit.

Section 617: Volunteer Permits – Volunteer Parking Permits which have been duly issued and authorized by the Chief of Police at Saddleback College, or the Chief of Police at Irvine Valley College or designee may be issued to individuals volunteering services to Saddleback College. Irvine Valley College or ATEP. Volunteer parking permits shall not be issued to individual volunteers who are employed by, engaged in business as a vendor, or enrolled as a student within, the South Orange County Community College District. Volunteer parking permits are valid only at the campus for which the permit was issued. The valid dates of the permit shall only apply to the time period, approved by Human Resources, that the individual is active as a volunteer.

Section 618: Vendor Permits – Vendor Parking Permits that have been duly issued and authorized by the Chief of Police at Saddleback College, the Chief of Police at Irvine Valley College or designee will be acknowledged and parking will be permitted in the designated locations identified on the parking permit. These permits are not valid in metered areas.

Article VII - Schedule of Parking Fees, Fines and Forfeiture

Section 701: The Board approves the cost of purchasing parking permits by District employees and students and the fees charged to park in metered areas.

Section 702: The Board last approved the student parking fees on 5/19/2014.

Section 703: The Board last approved the parking violations bail schedule for Citation fines on 02/27/2012 and used the standardized Orange County bail schedule for parking penalties.

Section 704: Any parking permit duly issued and authorized by the Chief of Police at Saddleback College, the Chief of Police at Irvine Valley College or designee that is misused may result in the forfeiture of the parking permit without refund.

Section 705: Effective August 1, 2018, Saddleback College and Irvine Valley College shall offer a parking citation payment plan for individuals with multiple unpaid parking citations pursuant to Vehicle Code Sections 4760, 21107.8, 40215, 40220.

Reference:

California Vehicle Code Sections 4000.1, 4760, 21107.8, 21113, 26708(b)(3), 40215, 40220, 42001

California Penal Code Section 118

California Education Code Sections 67301, 76360

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