

**San Diego Community College District  
Parking Services**

**Parking Regulations  
&  
Enforcement Procedures**

**July 2017 revised**

The following document revises District parking regulations and policies as previously published in the Parking Services Operations Manual. All entries have been reformatted. Additions and/or changes of note are underlined and bolded. ~~Deletions are in strikethrough.~~ ENFORCEMENT PROCEDURES specific to regulations are found in Script Monotype and would not be included in published regulations.

## **San Diego Community College District Parking Services**

### **Enforcement Philosophy**

Parking regulation is necessary to achieve maximum utilization of campus parking and to facilitate the safe and orderly flow of vehicular and pedestrian traffic. The ultimate goal is to achieve voluntary compliance with all parking and traffic regulations. Parking and traffic enforcement is necessary to achieve that goal. Protecting life and property is the basic mission of law enforcement; consequently, hazardous violations will be enforced. Regulations related to use and access and that are not inherently hazardous in nature will be developed in cooperation with the respective campus administration. Enforcement of these regulations will reflect the policies of the campus as well as the need to have some level of District-wide consistency. Parking regulations will be posted and enforcement will be consistent.

### **Enforcement Policy**

Parking enforcement will be fair, consistent and impartial. Enforcement should not be viewed as an end in and by itself, rather, a tool to achieve the level of desired compliance by faculty, staff, students, visitors and others who drive and park on our campuses.

## **SAN DIEGO COMMUNITY COLLEGE DISTRICT REGULATION OF DRIVING AND PARKING**

Pursuant to California Vehicle Code section 21113 all provisions of the California Vehicle Code are applicable to the traffic upon the driveways, paths, parking facilities and grounds of the San Diego Community College District; such traffic is further regulated by the District as set forth herein.

No person shall drive any vehicle or animal, nor shall any person stop, park or leave standing any vehicle or animal, whether attended or unattended, upon the driveways, paths, parking facilities or grounds of the San Diego Community College District in violation of the following regulations.

Parking enforcement is necessary to ensure vehicles are parked in an orderly fashion, that traffic and emergency vehicles can flow freely in and around District facilities and that parking is reserved for permitted vehicles.

Parking violation notices will normally be used to enforce parking violations. Parking warnings will normally be issued to advise motorists about new signs, paint, curb markings or areas that have not previously been enforced.

### **DEFINITIONS**

Unless otherwise noted, California Vehicle Code definitions will be used in these regulations.

**1.01 Park/Parking** Parking shall mean to stand or leave standing any unoccupied vehicle, except temporarily for the purpose of and while actually engaged in the loading or unloading of passengers or materials.

**1.02 Permit** Permit means a decal, placard, or document issued by or in a form approved by San Diego Community College District Parking Services signifying approval to park on District Property in one or more approved locations or zones.

**1.03 Valid Permit** Valid permit means a permit which was issued in the normal course of business by an authorized District employee or permit machine, which is not expired, altered, forged or duplicated, and which bears an identifying serial number. Blank temporary permits, or temporary permits where any written portion of the permit is altered or illegible, are not valid. Permits reported to College Police as stolen by the person to whom the permit was originally issued are not valid. Permits issued to District employees, vendors, private contractors or volunteers being used by anyone other than the employee to whom they were issued are invalid. (3/02)

**1.04 Visitor** A visitor is a person, not a faculty, staff, student or administrator who otherwise does not have access to a regular faculty/staff or student permit to park in designated parking and is not an invited guest.

Each campus has designated free visitor parking that is available for a limited amount of time as posted. Visitors can also use daily permit machines (cash only) or the MobileNow parking app to purchase daily/hourly permits and park in designated student parking.

**1.05 Guest** Parking for invited guests is available for free to SDCCD faculty and staff members. To ensure the best accommodations, arrangements should be made as far in advance as possible. Guest parking arrangements range from paper temporary permits, to electronic permits to reserved parking depending on the guest and the nature of the event as well as factors such as time of day, day of week and time of semester.

## **PARKING PERMITS AND ZONES**

**2.01 Use of District Parking Facilities** No person shall park, stand or stop any vehicle in any lot, stall or space on District property except as needed to attend District classes, programs, employment or activities.

**2.02 Display of Permits** No persons shall park, stand or stop any vehicle in any lot, stall or space where a permit is required unless the vehicle displays a valid permit on the driver's side of the windshield, on the driver's side dash board clearly visible through the windshield, or on a hanger hanging from the inside mirror of the vehicle and which is clearly visible through the

windshield. ~~A single-vehicle student parking permit shall only be affixed to the lower corner of the driverside windshield.~~ Motorcycles shall display a permit on the front shock sleeve.

**2.03 Signs and Curb Markings** No person shall park or stand a vehicle in violation of any sign or curb marking. This section applies to permanent and temporary signage.

**2.04 Faculty/Staff Parking** No person shall park any vehicle in any lot, stall or space designated as Faculty or Staff parking between the hours of 7:00 a.m. to 10:00 p.m., Monday through Friday, except District holidays unless a valid faculty or staff parking permit is appropriately displayed on the vehicle.

**2.05 Student Parking** No person shall park any vehicle in any lot, stall or space designated as Student parking between the hours of 7:00 a.m. and noon and 6:00 p.m. to 10:00 p.m., Monday through Friday, unless a valid permit is appropriately displayed on the vehicle.

**2.06 Visitor Parking** No person shall park any vehicle in any lot, stall or space designated as Visitor parking between the hours of 7:00 a.m. to 10:00 p.m., Monday through Friday, except District holidays unless that person is a bonafide visitor to campus. A visitor is someone who is not a student, faculty or staff member of the campus where the visitor parking is located. Where posted, no faculty member, staff member or student shall park in visitor parking and should use parking designated for their permit type.

**2.07 Reserved Parking** No person other than the person for whom a stall or space is reserved or to whom that person has given permission, shall park any vehicle in a stall or space reserved for exclusive use by a trustee, administrator or special guest of the District.

**2.08 Red Zones** No person shall park, stand or stop any vehicle on or adjacent to any red curb or red pavement marking, except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer or other official traffic control device.

**2.09 Passenger Loading Zone – White Zone** No person shall stop, stand or park in any “Passenger Loading Zone” for a period of time longer than is necessary for the loading or unloading of passengers and baggage between the hours of 7:00 a.m. and 10:00 p.m. Monday through Friday, except District Holidays.

**2.10 Time Limit Parking Zone – Green Zone** No person shall stop, stand or park any vehicle in a time limit parking zone for a period of time greater than the time limit posted for the zone between the hours of 7 a.m. and 10 p.m., Monday through Friday, except District Holidays.

**2.11 Loading Zone – Yellow Zone** No person shall stop or stand any vehicle in a “Loading Zone” for a period of time longer than is necessary for the loading or unloading of passengers or materials. No vehicles except motor trucks and commercial vehicles shall stop, stand or park in such zone for the purpose of loading or unloading materials, goods or merchandise. Such loading or unloading shall not consume more than three (3) minutes for passengers and no more than twenty minutes for materials, goods or merchandise. Loading

Zones shall be operative between 6:00 A.M. and 10:00 P.M., 6:00 P.M., Monday through Friday, except District Holidays.

~~**2.11 — Parking Meter Zone** In any parking meter zone, when any vehicle shall be parked in any space alongside of or next to which a parking meter is located, or which is designated a meter space by sign or pavement marking, the operator of said vehicle shall, upon entering said parking space, immediately cause to be deposited currency or coins in the appropriate denomination in the parking meter for the corresponding space. No person shall permit a vehicle to remain parked in any parking meter zone when the meter shows the parking time has expired for the space in which the vehicle is parked. Parking Meter Zones shall be operative between 7:00 A.M. and 10:00 P.M., Monday through Friday, except District Holidays.~~

~~*Attended vehicles: enforcement personnel should ask the driver to move the vehicle. If driver refuses, issue citation listing driver name on citation.*~~

~~*Unattended vehicles: issue citation. Vehicles displaying disabled plates or placards are exempt from citation for this section.*~~

**2.12 Parking in Spaces for the Disabled – Blue Zones** Owners of a valid, state issued disabled placard OR SDCCD temporary disabled permit, can display that placard/permit and park in any disabled parking space, any faculty, staff, student or administrator space without purchasing an additional permit.

Disabled placards/permits are NOT valid in:

Spaces reserved for guests

Spaces reserved for specific types of vehicles such as college police vehicles or facilities vehicles.

Carpool spaces – unless they display a carpool permit.

Electric vehicle charging spaces – unless they are actively charging their electric vehicle.

Authorized Vehicle Only spaces.

Red zones.

Yellow & White Loading zones – unless they are actively loading/unloading passengers or materials.

**2.13 Motorcycle Parking** No person shall park any Motorcycle in any lot, space or stall except in a location designated as motorcycle parking and unless they have displayed on one of the front shock sleeves a valid parking permit for the designated parking lot. No person shall park, stand or stop any vehicle other than a motorcycle in any lot, space or stall designated for motorcycle parking.

**2.14 Carpool Parking** No person shall park any vehicle in any lot, stall or space designated as carpool parking between the hours of 7:00 a.m. and 10:00 p.m., Monday through Friday, except District holidays, unless a valid carpool validation affixed to a valid multi-vehicle permit is appropriately displayed on the vehicle and at least two members of the carpool are present.

2.14.1 Carpool participation is at the discretion of the Parking Program Supervisor and may be denied to individuals who abuse carpool parking privileges. (rev. 01/06)

**2.15 Overnight Parking** No person shall park any vehicle between the hours of 2:00 A.M. and 5:00 A.M. unless a valid overnight parking permit is appropriately displayed on the vehicle. This section shall not apply to vehicles owned, leased, rented or operated by the District.

**2.16 Suspension of Permit Enforcement** Permit enforcement may be suspended for special events or activities by the Parking Program Supervisor upon request of site administration. Permit Enforcement Suspensions will normally be limited to specific lots, days and times as necessary to further the educational mission or contractual obligations of the District. Whenever possible, special permits should be issued to individual vehicles rather than suspending enforcement to all vehicles in the lot or area covered by the request. Requests for enforcement suspensions shall be made on a Parking Services Request form sufficiently in advance of the event to allow consideration of the request and to allow affected parties including enforcement personnel to be contacted.

## **RESTRICTED USE AREAS**

**3.01 Authorized Vehicle Areas** Whenever a lot, stall, space, driveway, path or access road is posted for use by authorized vehicles only, the area is restricted for use by vehicles owned, leased, rented or operated by the District; and vehicles operated by contractors, vendors, suppliers, maintenance, repair, service providers or others with permission from the site Director of Administrative Services, the Maintenance Operations Manager, a Regional Plant Operations Officer, or the College Police. Private vehicles may use areas restricted to authorized vehicles for loading or unloading with permission from College Police. No person shall drive, or park any vehicle in or on a lot, stall, space, driveway, path or access road posted for use by authorized vehicles except as authorized above.

**3.02 Off Road Areas** No person shall drive, park or stand a vehicle on any grass field, landscaped area, hall, stairs, path, or walkway designed for pedestrian traffic, except with permission from the site Director of Administrative Services, the Maintenance Operations Manager, a Regional Plant Operations Officer, or the College Police. Gardeners, maintenance and Plant Operations personnel employed by or under contract to the District, while operating mowers, electric vehicles, golf carts or similar vehicles are exempt from this provision. Disabled persons operating motorized wheelchairs or similar devices are exempt from this provision.

## **MISCELLANEOUS PARKING PROVISIONS**

**4.01 Out of Stall** When lines indicating parking stalls are designated on the surface of a street, parking lot or parking structure **and** signs are posted at the entrance to such lot, street or parking structure, no person shall park, stand, or stop any vehicle unless such vehicle is entirely within the limits of such parking stall.

**4.02 Obstructing Street** No person shall park or stand a vehicle in such a manner as to obstruct the free use of the street.

**4.03 Obstructing Access Road** No person shall park, stop or stand any vehicle on any access road in such a manner that would prevent the passage of emergency vehicles.

**4.04 Parking to Facilitate Vending** No person shall stand or park any vehicle containing food or merchandise offered for sale, upon any street, parking lot, parking structure, or District property without written permission from the District.

**4.05 Parking to Facilitate Commercial Advertising** No person shall stand or park any vehicle upon any street, parking lot, parking structure, or District property to facilitate the storage or distribution of commercial advertising material on District property without written permission from the District.

**4.06 Parking to Facilitate Policy 3925 Violations** No person shall stand or park any vehicle upon any street, parking lot, parking structure, or District property for the purpose of violating or to facilitate the violation of any of the provisions of District Policy 3925 relating to posting and distribution of literature, political and vending activities, and handling of food on campus, without written permission from the District.

**4.07 Vehicle Storage** No person shall store or cause to be stored any vehicle upon any street, parking lot or parking structure. A vehicle shall be considered stored when it has been left standing on a street without having been moved more than one-tenth (1/10Th) of a mile within seventy-two (72) consecutive hour period. This section shall not apply to vehicles owned, leased, rented or operated by the District.

**4.08 Inoperable Vehicles** No person shall leave standing or cause or allow to be left standing any inoperable vehicle on any street parking lot or parking structure for more than four (4) consecutive hours. A vehicle is considered to be inoperable when it is wrecked, burned, dismantled, or lacks a motor, transmission or wheel or wheels, or is on blocks, or is otherwise incapable of being driven upon the highways in conformity with the requirements of the California Vehicle Code.

**4.09 Trailer Parking** No person shall park a trailer upon any street, parking lot or parking structure except for the purpose of loading or unloading.

**4.10 Oversized Vehicles** No person shall park any oversized vehicle or combination of vehicles upon any street, parking lot or parking structure except for the purpose of loading or unloading. An oversized vehicle is any vehicle or combination of vehicles with a width in excess of eight (8) feet, or an overall length in excess of twenty (20) feet, or a gross vehicle weight in excess of 10,000 pounds. This section shall not apply to vehicles owned, leased, rented or operated by the District, emergency vehicles, utility or service vehicles while engaged in construction or repair on District property, school busses or other busses transporting persons to or from District authorized events, or media vehicles described in Section 5.04 below.

**4.11 Covered Vehicles** No person shall park any vehicle on District Property and leave the vehicle parked while covered in any manner that would obscure the vehicle's identifying marks. Identifying marks include the vehicle's make, model, body style, color, license plates or vehicle identification number.

**4.12 Sleeping in Vehicle** No person shall stop or stand any vehicle on district property for the purpose of sleeping in or remaining overnight without written permission from the District.

### **APPLICABILITY TO CERTAIN VEHICLES**

**5.01 District Vehicles** Vehicles owned, leased, rented or operated by the District are exempt from parking regulations relating to permits and zones.

**5.02 Emergency Vehicles** Authorized emergency vehicles and vehicles operated by a public utility, are exempt from parking regulations when responding to an emergency or other call for service.

**5.03 Official Vehicles** Government vehicles displaying "E" license plates may park at meters without payment. They are also permitted to park longer than the time limit posted on the meters.

**5.04 Utility Vehicles** Utility vehicles (Pacific Bell, SDG&E, etc.), publicly or privately owned, are exempt from many parking regulations, providing:

1. The vehicles are required to complete the construction.
2. There are warning devices displayed (i.e., cones, barricades with lights). Section 22512 CVC and 81.06 SDMC specifically allow these exemptions.

**5.05 Service Vehicles** Plumbers, electricians and other maintenance or repair personnel who are on emergency calls are exempt from parking regulations. Service vehicles must have permits in non-emergency situations.

**5.06 Vehicles Bearing Disabled Plates/Placards** Vehicles Bearing Disabled Plates/Placards issued pursuant to the Vehicle Code or the California Code of Regulations beginning with section 54100, may park as permitted in the Vehicle Code or in any space, lot, or area designated for use by faculty, staff, or visitors.

**5.07 Media Vehicles** News media insta-cam vehicles engaged in live broadcasting are exempt from parking regulations related to permits.

**5.08 Vehicles Bearing Other District Parking Permits** Vehicles displaying faculty or staff permits issued by colleges or Districts with reciprocal parking agreements with the San Diego Community College District, may park in a faculty/staff zone while attending meetings or conducting business with the District.

Districts with reciprocal parking agreements as of July 1, 2000 are Mira Costa, Palomar, Grossmont/Cuyamaca, Imperial County Community Colleges and Southwestern Community Colleges. Enforcement personnel should be aware these permits might be displayed in locations other than the windshield areas used by SDCCD.

## **BICYCLES, MOTORIZED BICYCLES, SKATEBOARDS AND ROLLER SKATES**

**6.01 Skateboards** No person shall ride or use a skateboard, roller skates, rollerblades or other similar device on District property.

**6.02 Bicycles** No person shall ride a bicycle on District property except on a roadway or in parking lots. Bicycles may only be walked on pedestrian walkways and within campus/center core areas.

**6.03 Bicycle Parking Areas** No person shall leave, park or store a bicycle, except in a bike rack or other accommodation designed for bicycle parking or where designated by posting of signs indicating the spaces as a "Bicycle Parking Area."

**6.04 Exemptions** Police officers and members of a law enforcement bicycle team are exempt from regulations regarding parking or operation of bicycles.

## **ANIMALS**

**7.01 Dogs** No person shall walk or run any dog on District grounds or property except with permission of a Regional Plant Operations Supervisor. This provision shall not apply to guide dogs for the blind, canine companions for independence or similar programs, dogs used in law enforcement operations, and dogs used in District instructional programs.