
Business and Fiscal Affairs

AP 6750 PARKING

Reference:

Education Code Section 76360;
Vehicle Code Section 21113

These procedures are intended to promote safe and orderly movement of traffic within district property for the safe and orderly parking of vehicles and bicycles.

All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles and bicycles is limited to specially designated areas. Fee permits are required. Vehicles or bicycles parked in violation of the provisions of this code are subject to fines or towing.

All persons who enter on the college are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

In accordance with California Vehicle Code 21113, the district will enforce these procedures by issuing citations. In accordance with California Vehicle Code Section 21113a, it shall be an infraction for any person to do any act forbidden or fail to perform any act required in these procedures.

Board Policy authorizes student parking on the Chabot and Las Positas College campuses, and requires that the College Presidents establish parking rules and regulations to ensure the safe and efficient use of available parking spaces. Enforcement of these rules and regulations shall be in accordance with California Vehicle Code section 21113.

Student Parking Permits

A parking permit shall be required for parking any motor vehicle, including motorcycles and motor scooters, on the campuses during all periods when classes are in session or, unless otherwise posted. Parking permits shall be issued to students upon payment of a prescribed fee approved by the Board of Trustees.

Student parking permits will be digitally assigned to vehicle license plates. Each permit will be allowed a specific amount of license plates (Please refer to website regarding restrictions). All vehicle license plates must be properly displayed without obstruction. Failure to do so may result in a citation. All vehicles must be parked head in with the rear license plate visible.

The proper digital permitting on a motor vehicle entitles the student to park in any student parking lot at either college where parking spaces are available. Parking in a staff parking lot or in restricted areas designated by signs or colored curbing is not authorized and will result in a parking citation being issued.

A student digital parking permit is invalid if it is not for the current semester, summer session, or day if a daily parking permit,. The use of an invalid student parking permit will result in a parking citation being issued and confiscation of the permit. The purchaser is responsible for the accuracy of the license plate date entered into the system.

Refunds of parking permit fees will be made during the first two weeks of any semester or summer session. Refunds will be made only upon submission of a Parking Permit Refund Application Form, available from the college Departments of Safety and Security, along with the receipt for the purchase of the permit.

Faculty/Staff Parking Permits

Chabot College, Las Positas College, and District Services full time and regular part-time faculty, staff, and managers parking permits will be digitally assigned to vehicle license plates. Each employee will be allowed a specific amount of license plates (Please refer to website regarding restrictions). All vehicle license plates must be properly displayed without obstruction. Failure to do so may result in a citation. All vehicles must be parked head in with the rear license plate visible. Parking permits are required to be updated each academic year for full time employees at the beginning of each academic year. Part-time faculty and staff will be issued digital parking permits at the beginning of each semester or summer session. The parking permit entitles the employee only to park a motor vehicle in any faculty/staff or student parking lot where parking spaces are available. Parking in restricted areas designated by signs or colored curbing is not authorized and will result in a parking citation being issued. Faculty and staff parking permits may not be used by a college faculty or staff member's family, relatives or acquaintances. The use of a faculty or staff permit by these individuals will result in a parking citation being issued. The purchaser is responsible for the accuracy of the license plate date entered into the system.

Visitor/Guest Parking Permits

Visitor and/or Guest parking permits will be digitally assigned to vehicle license plates. Staff members may request a visitor or guest parking permit by submitting to the office of campus safety at least 24 hours in advance of the time the visitor or guest will be on

campus via the online permit portal the guest name, vehicle license plate number, state of licensure, vehicle color and make/model of the vehicle to be provided the guest permit.

Use of Data from License Plates

In accordance with California Civil Code Section 1798.29 and 1798.90.50 establishes regulations on privacy and usage of automatic license plate recognition (ALPR) data. The district will use the license plate data for parking permit only and will not distribute information or data to any other source except as allowed by code. Vehicle information is routed to secure servers and is not shared with other departments or outside agencies. Vehicle information is stored as long as the permit is valid. For imaged reads that are in compliance, a weekly purge will take place. For imaged reads that are directly connected to a citation, the server will purge the image data associated with that citation within 60 days of ticket payment or final resolution.

Restricted Parking Areas

Certain parking spaces/areas are restricted in use and may not be used for general parking purposes. Restricted areas will be identified by signs or by colored curbing and/or pavement striping or markings. The following parking areas are restricted as noted below:

1. Red Zone – No parking or stopping is permitted at any time, whether the vehicle is attended or not.
2. Blue Zone – Identifies parking spaces to facilitate access by persons with disabilities. These spaces are hereafter referred to as “Accessible Parking Spaces”. A valid state placard authorizing parking in Accessible Parking Spaces, a vehicle license plate identifying the driver as having a disability, or a temporary disabled permit issued by the college must be displayed.
Note: Disabled persons with vehicles displaying a valid placard may also park in any available space in student or staff parking lot.
3. White Zone – Parking restricted to the loading or unloading of passengers. The vehicle shall not be left unattended.
4. Yellow Zone – Indicates an area for the loading and unloading of vehicles, and the parking of service vehicles.
5. Green Zone – Indicates an area for temporary parking.

Electric Vehicle Charging Zone

The Electric Vehicle Charging Zone identifies restricted use of electric vehicle parking/charging at each college. Parking in the Electric Vehicle Charging Zone is restricted to electric vehicles actively charging, and the college will set time limits for charging. Valid parking permits are required for vehicles in the Electric Vehicle Charging Zone.

The colleges may establish fees for electric vehicle charging services to recover the

costs of vendor services, capital renewal costs, periodic maintenance, electricity, and other costs associated with the total cost of ownership in accordance with Administrative Procedure 3253.

- a. EV charging stations are available on a first-come first-served basis.
- b. In order to use Chabot-Las Positas Community College District's EV charging stations you must sign-up at the charger specific vendor website to access and pay for charging services.
- c. Users will be charged a per KWH rate and a valid parking permit is required.
- d. Upon the completion of the charging the user shall be charged a per hour rate while the vehicle is plugged into the charging station but not actively charging following a grace period.
- e. EV charging station stalls may be closed for maintenance, construction, and special event parking without notice.
- f. Individuals may not use electrical outlets in parking facilities for vehicle charging except those designated for use by electric vehicles. No use of convenience outlets or extension cords is allowed.
- g. EV charging stations are enforced 24-hours a day, 7 days a week.
- h. Users of the EV charging stations shall be familiar with the use of such stations and follow all instructions to ensure the safe and proper use of charging stations.
- i. The district and colleges assume no responsibility or liability for damage to vehicles using the EV charging stations.
- j. The district may implement EV charging stations for "official use only" for the sole purpose of charging college or CLPCCD owned vehicles.

Etiquette:

- a. Parking a vehicle (at an EV charging station) that cannot be properly coupled to the EV charger plug and charged is discouraged, e.g.: gas-powered vehicles.
- b. Do not charge if you do not need to. Leave the spot free for another EV driver that might really need the charge.
- c. Overnight parking in a dedicated EV charging station is not permitted. Non-compliance is a violation of the policy and subject to a citation.
- d. Neatly replace the charging cords when finished. Cords left on the ground are safety hazards.
- e. Any visible damage to the EV charging station or cord should be reported immediately.
- f. Do not count on the availability of CLPCCD EV charging stations as a primary justification in your decision to purchase a plug-in electric vehicle. Your purchase decision should be based on your availability to charge at home and convenience of publicly available EV charging stations.

Individuals may contact the College Departments of Safety and Security for information and locations of these charging stations.

General Parking/Traffic/Safety Regulations: Enforcement

The Chabot and Las Positas College Departments of Safety and Security are authorized to enforce all College Parking/Traffic/Safety Regulations. Department staff is authorized to issue citations to individuals or vehicles on the college campuses not complying with these regulations or the California Vehicle Code.

All Parking regulations are in effect seven days per week unless otherwise posted.

Parking citations require the payment of bail amounts approved by the Board of Trustees.

Individuals receiving parking citations may avail themselves of an Appeals Process as defined by Section 40215, California Vehicle Code. Information concerning the appeals process is described in detail on the citation and is also available from the College Departments of Safety and Security.

No vehicle may be driven in a willful, wanton or reckless manner that jeopardizes the safety of other persons or property.

No person shall disobey any sign, colored curb or pavement marking intended to direct or restrict the operation and parking of motor vehicles on the college campuses.

No person shall ride a skateboard, in-line skates or roller skates on college sidewalks, roadways or parking lots unless the activity is a part of a scheduled class or other approved college activity.

No person shall ride or walk a horse on the college campuses.

No person shall drive or park a motor vehicle, motor scooter, or bicycle on any paved sidewalks, lawn or planted area, unplanted dirt area, or unpaved pathway area. This regulation does not apply to emergency or district service vehicles.

No person shall park any motor vehicle on campus containing food or merchandise intended for sale, without the written authorization of the college president or designee.

No person shall sleep in or remain overnight in any vehicle parked on a college campus.

Drivers of motor vehicles shall yield the right of way to a pedestrian crossing any roadway or parking area.

No driver approaching from the rear a vehicle that is yielding the right of way to a pedestrian shall overtake or pass that vehicle.

All motor vehicles shall only park within a designate parking space. Vehicles shall park head- in between the two white lines defining the parking space and shall not encroach

into another adjacent parking space.

No vehicle shall be parked on a college campus after 11:00 p.m. or before 5:00 a.m. except by special permit and only in areas designated by the College Departments of Safety and Security.

Motorcycles, motor scooters and bicycles must be parked in designated motorcycle/motor scooter or bicycle parking areas.

No person shall park in an area posted or marked "Parking by Permit Only" unless a valid parking permit for that area is displayed on the vehicle.

No person shall display, possess, or furnish to another person(s) a forged or altered student, staff, or temporary parking permit.

No person shall abandon any vehicle on a college campus for 72 or more consecutive hours. All such vehicles will be towed from the college campus and will be stored at owner's expense in accordance with Section 22651 of the California Vehicle Code.

No person shall operate a motor vehicle on college campus roadways or parking lots at a speed greater than 10 miles per hour. No person shall operate a motor vehicle at a speed greater than is reasonable or prudent.

No person shall drive a motor vehicle into campus parking areas except by using roadways and drive lanes. All vehicles must travel only in the direction indicated by traffic signs or markings.

Temporary/Overnight Parking Permits

Temporary Parking Permits may be issued by the College Departments of Safety and Security or by other authorized college departments. Temporary Parking Permits are valid only for the period indicated on the permit, and only in the parking area specified. Authorized college and district departments may obtain blank Temporary Parking Permits from the college Departments of Safety and Security. Duplicated Temporary Parking Permits are not valid and will result in a parking citation being issued to the vehicle.

A Temporary Parking Permit must be obtained from the college Departments of safety and security to park any oversized vehicle on the campuses. An oversized vehicle is defined as a vehicle that, because of its size or shape, cannot park within a single parking space.

Temporarily disabled persons may apply for a Temporary Disabled Parking Permit. Applications are available at the Disabled Student Resource Center and require a supporting physician's statement. A Temporary Disabled Parking Permit will allow parking in restricted disabled areas or in any other legal parking space on campus.

Overnight parking at either college is restricted to persons required to leave their vehicles on campus while on college business. Examples of such circumstances include but are not limited to:

1. Coaches and students required to travel out of town as part of the college sports program when carpooling or using a college vehicle(s).
2. Faculty and students attending academic events requiring out-of-town travel when using a college vehicle(s) or carpooling.
3. Other events as necessary with prior approval by the Director of College Safety and Security or Vice President of Business Services.

Persons wishing to park on campus overnight shall contact the College Department of Safety and Security and obtain a temporary parking permit. The vehicle owner will be required to sign a waiver of liability releasing the college from any liability from theft or damage to the vehicle while parked on campus. Only those parking areas designated by the College Departments of Safety and Security shall be used for overnight parking.

See Administrative Procedure 3253 Total Cost of Ownership.

Approved: March 18, 2014

Board Reviewed: February 21, 2023