

# **SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT PARKING AND TRAFFIC REGULATIONS**

The following regulations were established to facilitate parking and traffic while providing for the safety of all persons using the campuses of the SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT (SJ/ECCD) as authorized under provisions of the California Penal Code, the California Vehicle Code, the California Education Code and the City of San Jose Municipal Code.

The **SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT** requires the payment of parking fees. Fees collected are designated for the maintenance and control of existing parking lots as well as construction of new parking areas as developed on the District campuses.

## **PERMIT INFORMATION**

### **1.00 PARKING PERMITS**

Students can only park in student lots and must purchase a semester regular parking permit, a semester carpool, or daily parking permit. These permits are valid, when properly displayed, on any campus of the District. Parking permits remain the property of the SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT. The privilege to use a permit may be revoked. This District reserves the right to refuse a permit and/or permission to park on campus. Parking fees are refundable under Section **1.46** of this publication.

### **1.10 PARKING FEE SCHEDULE**

The following parking fee schedule is effective at all campuses of the **SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT**. Semester parking permits may be purchased at the time of registration via the on-line Campus websites. You will need a credit card to purchase a semester student parking permit.

**1.11 SEMESTER PERMITS (Effective Fall 2012)**

Auto Permit	\$45.00
Motorcycle Permit	\$15.00

NOTE: Motorcycles may park in designated motorcycle parking spaces in Carpool Parking Lots

**1.12 DAILY PARKING PERMITS (Effective Fall 2012)**

Auto Permit	\$3.00
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NOTE: Motorcycles may not use daily permits; they must display semester motorcycle permits.

**1.13 SUMMER SESSION FEES (Effective Summer 2013)**

Auto Permit	\$10.00
Motorcycle Permit	\$5.00

**1.13 CARPOOL PERMITS (Effective Fall 2012)**

Fall/Spring Semester	\$35.00
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**NOTICE**

The State of California, City of San Jose, **SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT** or any campus used by this District is not liable or responsible for any damage or loss by fire, theft, accident or any other cause whatsoever, to any vehicle or contents thereof parked on District property. **LOCK YOUR VEHICLE!**

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## **1.20 DISPLAY OF PARKING PERMITS**

All vehicles parked on campus must display a valid staff, student, carpool, daily or temporary parking permit issued by the District. Permits must be displayed as described below:

### **A. Autos**

The permit must be displayed in the windshield in the lower left hand corner so that it is completely visible to enforcement officers. Open vehicles must display an adhesive permit in the same location. NOTE: DAILY OR STATIC-CLING PERMITS ARE NOT AUTHORIZED FOR OPEN VEHICLES; ADHESIVE PERMITS ARE REQUIRED TO PREVENT LOSS.

### **B. Motorcycles**

An adhesive permit must be affixed to the right front fork area clearly visible from the right front of the vehicle. NOTE: DAILY OR STATIC-CLING PERMITS ARE NOT AUTHORIZED FOR MOTORCYCLES; ADHESIVE PERMITS ARE REQUIRED TO PREVENT LOSS.

## **1.30 PERMIT REPLACEMENT**

Lost or stolen parking permits may be replaced at one half the original cost when a report is completed at the District Police Stations at either campus.

## **1.40 DISABLED PARKING**

Disabled parking spaces are provided for campus users who lawfully possess and display red temporary or blue permanent disabled placards issued by the California Department of Motor Vehicles. The Colleges or the District issues no disabled parking permits. Vehicles without required placards that are parked in campus spaces reserved for disabled parking are subject to citation and tow away.

NOTE: VEHICLES DISPLAYING DMV DISABLED PLACARDS WHICH ARE PARKED IN CAMPUS DISABLED SPACES ARE NOT REQUIRED TO HAVE A DISTRICT PARKING PERMIT. HOWEVER, ANY VEHICLE WITH A DISABLED PLACARD PARKED IN A REGULAR PARKING SPACE WILL ALSO NEED A VALID DISTRICT PARKING PERMIT DISPLAYED ON ITS WINDSHIELD (AS DESCRIBED IN SECTION 1.20).

**1.41 TEMPORARY PERMITS**

The District Police Department is authorized to provide temporary parking permits to visitors or current permit holders who need temporary permits for one week or less. There is no charge for a temporary parking permit. (SEE SECTION 1.42).

**1.42 GUEST PERMITS**

Guest parking permits will be issued by the District Police Department to staff and faculty upon request. Prior notice, as far in advance as possible, will facilitate the planning and issuance process (SEE SECTION 1.41).

**1.43 SPECIAL EVENTS PARKING**

Persons attending special events may be charged for the use of parking facilities in order to distribute the cost of parking facilities equitably among users. When the collection of fees from attendees is inconvenient or inefficient, event sponsors may be charged a general fee for use of parking facilities or a fee based on the number of event tickets sold.

**1.44 MOTORIST ASSISTANCE**

The District Police Department provides assistance to drivers on campus who experience dead batteries or keys locked in vehicles. Officers are not able to unlock late model vehicle with electric locking systems but will assist drivers in obtaining commercial service.

**1.45 FORGOTTEN VEHICLE LIGHTS**

District police and traffic officers will attempt to locate drivers of vehicles parked in campus lots with lights left on.

**1.46 PARKING FEES REFUND**

Refunds will be made in accordance with the refund policy of the District within the first ten (10) days of instruction of each semester under the following conditions:

- A. Applicant completes a "Parking Refund Request" form, available at the Campus Admissions and Records Offices.
- B. Refunds are allowed when classes are dropped or canceled
- C. The issued parking permit is returned to the Campus Admissions and records Offices with the refund request.

**1.50 CARPOOL PARKING**

No vehicle shall park in a parking lot designated as a Carpool Lot, or parking spaces designated as carpool parking spaces, without a valid semester Carpool permit. No person shall park, stand or stop any vehicle other than a motorcycle in any lot, space or stall designated for motorcycle parking. Carpool Parking signage and spaces are identifiable via Orange-colored signs and orange curbs.

- A. A minimum of 3 individuals must be traveling in the vehicle in order to qualify for Carpool parking and to park in the designated space.
- B. Fraudulent use, and/or use of altered permits, and failure to comply with agreed policies for Carpool permit use, may result in confiscation of the permit, and/or a citation being issued.
- C. Carpool spaces are not guaranteed for availability; Permits are issued on a first-come, first-served basis.
- D. During extenuating circumstances, students with valid carpool permits who cannot find open carpool spaces will be allowed to park in any STUDENT lot. Carpool vehicles are not authorized to park in STAFF parking lots.

## **GENERAL PARKING REGULATIONS**

### **2.00 RESPONSIBILITY FOR COMPLIANCE**

Parking on the campuses of the SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT or properties owned, leased or contracted for District use is not a right; it is a privilege extended only as provided in the Parking & Traffic Regulations of the District. The operator of a vehicle on property controlled by the District is responsible for complying with parking and traffic regulations stated herein and are subject to the established penalties for violation. If the identity of an operator of a parked vehicle cannot be determined, the District will consider the registered owner of the vehicle responsible for any parking violation(s).

### **2.01 RESPONSIBILITY FOR FINDING PARKING SPACE**

The responsibility for finding authorized parking space within the assigned parking areas rests with vehicle drivers. Lack of parking space within a specific parking lot, mechanical or other problems are not valid excuses for failure to park in a marked vehicle space within an assigned parking area. Members of the college community should plan their trips to and from campuses carefully, taking into account the availability of parking space within their assigned parking areas and the time of day.

### **2.02 PARKING FACILITY USE, CHANGES AND CLOSING**

The District reserved the right to limit the use of parking areas to specific vehicle types as required by facility design and maintenance of aesthetic considerations and to change or close, either temporarily or permanently, any campus parking area. Notice of parking area changes or closures will be provided whenever practical.

### **2.03 PARKING AND TRAFFIC REGULATION CHANGES**

Changes in the SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT Parking and Traffic Regulations will become effective upon approval of the Chancellor or designate. Any changes may be printed and made available to the college community.

### **2.04 DEFINITION OF TERMS**

#### **A. Vehicle**

A “vehicle” is a device by which any person or property may be propelled, moved, or drawn upon a highway, excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks.

#### **B. District Vehicle**

A “District vehicle” is any vehicle owned by the San Jose/Evergreen Community College District.

#### **C. Motorcycle**

A “motorcycle” is any motor vehicle having a seat or saddle for the use of the rider, designed to travel on not more than three wheels in contact with the ground, and weighing less than 1,500 pounds.

#### **D. Parking Permit**

A “parking permit” is written authorization for a specific period of time by the District, which represents authorization to park on District parking lots. A parking permit is valid only when issued to an eligible individual and properly displayed in accordance with Section 1.20 of these regulations.

E. **Faculty/Staff/Volunteer member**

A “faculty/staff/volunteer member” is a person who is regularly paid by the District, full-time or part-time, or who is a governing Board-approved volunteer.

F. **Student**

A “student” is a person who is registered for class(es), full-time or part-time, in the San Jose/Evergreen Community College District for the current academic semester or session.

G. **Visitor**

A “visitor” is any person on District property who is not a faculty/staff member, employee, Board-approved volunteer or student in the District.

H. **District**

The “District” for purposes of these regulations is the SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT.

**2.05 DISABLED PARKING**

Disabled parking codes are enforced twenty-four hours a day, seven days a week, on District/campus properties.

**2.06** All vehicles must display a valid **SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT** parking permit when parked on any District campus unless parked in a time-controlled or other space clearly designated for public use. Personal notes that describe reasons for lack of a parking permit or for parking in an unauthorized manner will not be accepted.

**2.07** A vehicle displaying a **SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT** parking permit must be parked in those parking areas authorized by the permit and described in these regulations.



- 2.08** Parking is prohibited in any area not specifically marked as a parking space, including planted and unplanted landscapes, lawns, sidewalks, pedestrian malls, service docks, service drives, roadsides, driveways, streets and other traffic ways, pedestrian crossing, disabled ramps, bus zones, red, yellow, white and unmarked curbs, posted “no parking” zones, barricaded or closed lots and streets.
- 2.09** Vehicles must be parked with all wheels resting within the boundaries of the parking space as indicated by painted lines or other markings.
- 2.10** All vehicles, except police and other emergency vehicles, are to be parked facing forward in parking spaces. Backed-in parking is prohibited.
- 2.11** Parking in a time-controlled space or zone is limited to the posted allowable time.
- 2.12** Reserved parking spaces designated for specific use (Administrators, District vehicles, Police, etc.) are restricted to assigned vehicles 24 hours a day unless otherwise posted.
- 2.13** Parking on the left side of a two-way roadway is prohibited.
- 2.14** All vehicles subject to California Vehicle Code registration requirements must display evidence of current registration when parked on District properties. The San Jose Municipal Code requires that all bicycles be currently registered and that they be securely locked when unattended.
- 2.15** Camping or residing in a motor vehicle on District property is prohibited unless authorized in writing by the Chief of Police of the San Jose/Evergreen Community College District Police Department.
- 2.16** Motorcycles, mopeds, motor scooters and all other two-wheel, motor-driven vehicles must be parked in areas designated for motorcycle parking.

- 2.17** Bicycles must be parked in bicycle racks in a manner that will not interfere with the safety or normal movement of vehicle or pedestrian traffic, building use, trash collection, grounds maintenance or other services.
- 2.18** Parking of vehicles on District and campus parking lots is restricted to students, faculty, staff and authorized visitors of the San Jose/Evergreen Community College District. All visitors must obtain and display a temporary parking permit issued by the District Police Department, or a daily permit available in each student parking lot permit machine.
- 2.19** Displaying of forged, altered or copied parking permits is prohibited.

**2.20** **HOURS OF ENFORCEMENT**

Regular Semester Permit and time-controlled parking regulations are enforced Monday through Saturday from 7:00 a.m. to 11:00 p.m. unless posted otherwise. All other parking and traffic codes are enforced twenty-four-hours a day, seven days a week. Permit and time-controlled parking is not enforced on Sundays or on Holidays when the San Jose/Evergreen Community College District campuses are closed.

Carpool Parking permits are enforced Monday through Friday from 7:00 a.m. to 11:00p.m.

Regular Student and Staff Permit parking is enforced during all semester sessions, summer session, inter-sessions, evening sessions, Saturday sessions and all special sessions when classes or events are authorized by the District.

Paid parking may be required by the District for special events. Normal enforcement hours may be extended for special events.

### 3.00 TRAFFIC REGULATIONS

- A. Speed limits are posted on campus roadways. The speed limit in parking lots is five (5) miles per hour. The speed limit for campus roadways is ten (10) miles per hour. Traffic conditions at any given time may demand an even slower speed than the posted speed limit signs.
- B. Stopping in traffic lanes on campus roadways to load or unload passengers is prohibited.
- C. U-turns are prohibited on campus roadways.
- D. All drivers and pedestrians on campus are required to comply with traffic control directions given by District police officers, District traffic officers or any other peace officer assigned to campus duty.
- E. Bicycles (except police bicycles) and motorized bicycles may not be ridden on campus sidewalks. They may be ridden on campus roadways.
- F. All types of skateboarding and roller-skating are prohibited on campuses and parking lots.

### 4.00 VIOLATIONS OF REGULATIONS

Violations of any of the regulations set forth herein may result in a citation and/or towing of a violating vehicle. The **SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT** may also take administrative disciplinary action against individuals who violate these regulations.

### 5.00 ENFORCEMENT PROCEDURES

These parking and traffic regulations are enforced through action of the San Jose/Evergreen Community College District Police Department and the Santa Clara County Courts.

The District forwards all parking citations to the **Office of Parking Citations, P.O. Box 11113, San Jose, California 95103-1113**. Bail may be posted and forfeited by placing a check or money order, payable to the San Jose/Evergreen CCD, in the envelope provided with parking citations and depositing it in the mail. Hearings regarding contested parking citations may be arranged through the Office of Parking Citations at **(800)818-1832**.

Failure to appear or deposit bail within the time designated on citations may cause a warrant to be issued for a violator's arrest and/or a hold placed on a violating vehicle's registration by the State Department of Motor Vehicles.

District police officers are authorized to cite for all violations of the California Vehicle Code. Bail for Vehicle Code violations, other than parking, is posted at the **Office of the Clerk of the Court at the Traffic Facility, 1095 Homestead Road, Santa Clara, California, 95050**.

## **6.00 GENERAL STIPULATIONS**

- A.** These regulations have been established under the authority of California Vehicle Code.
- B.** In the absence of any specific regulation applicable to parking or driving on campus, all provisions of the California Vehicle Code shall be enforced.
- C.** If mitigating circumstances exist regarding a citation, the recipient should contact the District Police Department immediately to explain the circumstances. All citations are forwarded to the Office of Parking Citations or the Municipal Court within twenty-four hours of issuance. All citations fall within the jurisdiction of the Court after they are forwarded and are then subject to appeal only through the Court. Requests for Court

appearances must be made at the office of the Office of Parking Citations or the Municipal Court depending on whether the charge is for parking or other Vehicle Code violations.

- D. The holder of a parking permit shall protect and “HOLD HARMLESS” the **SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT**, its officers and employees from all claims for injuries to persons or damages to property.
- E. Operation of a motor vehicle on campus sidewalks, malls, lawns, or any surface not specifically designated as a campus roadway, street or drive, is prohibited.
- F. The removal of any barrier, fence or traffic directional sign or the operation of any vehicle in an area closed or barricaded is prohibited.
- G. All valid parking permits are issued solely by authority of the **SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT** and are non-transferable. Permits are issued when a student has paid the required fee and settled all outstanding penalties for prior parking and traffic violations committed on SJ/ECCD campuses.

## 7.00 SAFETY AND SECURITY PRECAUTIONS

The San Jose/Evergreen Community College District Police Department reminds motorists on campus of the following:

- A. Always close all windows and lock all doors including the trunk and roof hatch before leaving a parked vehicle.

- B.** Take car keys with you.
  
- C.** Leave no valuables in a parked car if possible. Otherwise leave nothing of value visible from the outside; place valuables in a locking compartment like a trunk.
  
- D.** Contact the District Police if you need assistance with your vehicle.
  
- E.** Report accidents, losses and suspicious circumstances to the District Police at 270-6468.

**8.00 BAIL SCHEDULE (Effective June 1, 2009)**

<u>CODE SECTION</u>	<u>NATURE OF VIOLATION</u>	<u>TOTAL BAIL</u>
CVC 21113 (a)	Parked out of Space Markings	\$37.00
CVC 21113 (a)	Parked in Excess of Time Limit	\$37.00
CVC 21113 (a)	Parked in Unmarked Area	\$37.00
CVC 21113 (a)	Failure to Park Facing Inward in Space	\$37.00
CVC 21113 (a)	Parked in Red or No Parking Zone	\$37.00
CVC 21113 (a)	Staff Permit Parking Only	\$37.00
CVC 21113 (a)	Failure to Obey Posted Sign	\$37.00
CVC 21113 (a)	Special Parking Permit Expired	\$37.00
CVC 21113 (a)	Parked in Motorcycle Only Zone	\$37.00
CVC 21113 (a)	No Valid Parking Permit Visible	\$37.00
CVC 21113 (a)	Unlawful Parking in Loading Zone	\$30.00
CVC 21113 (a)	Display of Forged, Altered Permit	\$100.00
CVC 21113(a)	Parking Permit Improperly Displayed	\$20.00
CVC 22500 (b)	Parking Unlawfully on Crosswalk	\$30.00
CVC 22500 (c)	Parking Unlawfully Between Safety Zone and Curb	\$30.00
CVC 22500(e)	Unlawfully blocking Driveway	\$30.00
CVC 22500(f)	Parking Unlawfully on Sidewalk	\$30.00
CVC 22500 (i)	Parking in Bus Zone	\$300.00
CVC 22500 (l)	Blocking Wheelchair Curb Ramp	\$300.00

CVC 22502 (a)	Cars Park Within 18" of Right-Hand Curb, Motorcycles Touch One Wheel or Fender against Right-hand Curb	\$30.00
CVC 22507.8(a)	Parking in Space for Disabled	\$300.00
CVC 22514	Parking Within 15' of Fire Hydrant	\$50.00
CVC 38300	Disobey Traffic/Parking Control Signs	\$30.00
*	OTHER PARKING/EQUIPMENT VIOLATIONS	\$37.00
**	Corrections for Equipment violations	\$10.00
***	Dismissal of Disabled Citations with valid Disabled placard.	\$10.00