

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT PARKING REGULATIONS

The following regulations were established to facilitate parking and traffic while providing for the safety of all persons using the campuses within the WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT, (as authorized) under provisions of the California Penal Code, the California Vehicle Code, and the Education Code.

The WEST VALLEY-MISSION 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 throughout the District.

This document contains information, which was correct at the time of publication. However, due to changes in legislation, procedure or policy, these regulations or procedures are subject to change without written notice.

PERMIT INFORMATION

1.00 Parking Permits

Students can only park in student lots and must purchase either a semester parking permit, or a daily parking permit. Either the term permit or daily permit is valid (when properly displayed) on any campus of the District. Parking permits remain the property of the WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT and 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 certain conditions (see 1.30 H)

1.10 Parking Fee Schedule

The following parking fee schedule is effective at all campuses of the WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT in accordance with budgetary requirements of the state legislature. Parking permits may be purchased at time of class registration at the Office of Admissions and Records.

A. Semester Permits (Spring—Fall)

Day and evening students:

Four-wheel vehicles (auto/truck/van) **\$50.00/semester**

B. One day “daily” parking permits are available for purchase at the automated permit dispensers located in designated parking lots.

Four-wheel vehicle (auto, truck, van) **\$3.00/day**

Daily parking is available in

Mission College: Lots A, B, C, D

West Valley College: All lots/Tennis/Track areas

C. Summer Session Fees

Four-wheel vehicles **\$25.00**

Two-wheel vehicles must use designated motorcycle parking—**No charge**

D. Special Event Parking

If fees collected at gate/lot entrance **NA**

NOTICE

The State of California, Cities of Saratoga and Santa Clara and the WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT or any campus used by this District is not liable or responsible for any damages or loss by fire, theft, accident or any other cause whatsoever, to any vehicle or contents thereof, parked on any District property.

1.20 Display of Term (Semester) Parking Permits

Permits must be properly displayed as described in this bulletin. Failure to properly display permits will result in a citation. Purchase and/or possession of a permit does not authorize parking on college facilities unless the permit is correctly displayed on the vehicle at the time it is parked.

It is the responsibility of the vehicle driver to properly park the vehicle and insure a required permit is properly displayed.

A. Four-wheel vehicles (autos, trucks, vans).

The permit is adhesive and must be affixed to the inside of the front windshield, bottom corner, driver’s side. The permit must be completely visible from the outside of the vehicle.

B. Motorcycles/Motorscooters/Mopeds (two-wheel vehicles)

No permit is required to park in areas designated for MOTORCYCLE PARKING ONLY. Two-wheel vehicles are prohibited from parking in spaces designated for four-wheel (student/staff/service) vehicles.

Bicycles must use designated bike lockers or racks. Bicycles shall not be secured to railings, poles, or other structures on campus.

Improperly stored/secured bicycles are subject to impound and administrative fees. Bicycle riding is *prohibited* on the interior paths and roadways of the college. Skate devices of any type (skateboards, roller blades or rollerskates, etc.) are *prohibited* on any part of the campus, including the perimeter roads.

C. ALL PERMITS must be displayed in plain view with all numbers and markings clearly visible. Vehicles with car covers are *no exception*.

D. Parking permits are considered invalid when:

1. Expired or voided.
2. Not intact.
3. Illegible
4. Altered in any way.
5. Sold, loaned, assigned, or otherwise transferred to another person.
6. Vehicle operator is not eligible for the particular permit being displayed.

7. Information on the parking permit application has been falsified.
8. Permit has been reported lost or stolen.
9. Permit cannot be clearly seen from outside the vehicle or is otherwise improperly displayed

Voided, lost, stolen, altered or counterfeit permits may be confiscated, using any reasonable method, by the District Police Department.

1.30 Special Parking Permits and Services

Special parking permits and services provided by the District Police Department include:

A. Disabled Parking Permits

Those disabled students who desire to use the campus spaces designated for the disabled are required to have a disabled permit obtained from the Department of Motor Vehicles.

A two-week temporary permit may be obtained through the Office of Disabled Student Services. The student is required to furnish a letter of verification from a licensed physician.

The Disabled Parking Permit is to be placed on the inside, lower left hand (driver's side) corner of the windshield.

B. Disabled Parking

All drivers who are disabled (as defined in Section 295.5 CVC) and who use a wide-space disabled parking stall for mobility reasons must properly display a valid placard or specialized license plate issued by the California Department of Motor Vehicles.

These permits are valid and honored in wide-spaced disabled parking stalls as denoted by the international disabled symbol and blue lines. Unauthorized vehicles parked in disabled zones will be subject to a citation and may be towed at the vehicle owner's expense.

Disabled parking is enforced twenty-four hours a day, seven days a week.

(Section 22507 CVC and following)

C. Temporary Permits

The District Police, as well as those departments or offices authorized by the District Police, may provide temporary parking permits for visitors, guests, and persons attending conferences on campus. Use of these permits is restricted and are subject to the limitations noted on the permits. Students of the West Valley-Mission College District are not eligible for visitor permits.

Students and staff who need a temporary parking permit, and are eligible to have semester parking privileges, may obtain a permit from the District Police for a period not exceeding fifteen (15) calendar days. It is the driver's responsibility to notify the District Police of the need for such temporary parking prior to using the parking facilities.

D. Vendor-Contractor Permits

Persons who regularly provide contracted service to the college district may obtain a permit authorizing parking in restricted areas for the purposes of conducting business. These permits may be obtained through the District Facilities and Maintenance Office.

E. Special Permits

District employees having special parking needs, such as loading zones or limited building access, may apply in writing for a special permit through the appropriate department director or division chair. Upon approval of the department or division head, as well as the District Police, a special permit valid for a specific period of time and/or with specific restrictions may be issued.

F. Special Events Parking

In order to distribute the cost of parking facilities more equitably among users, a charge may be made for the use of parking facilities to persons attending special events. When the collection of fees from attendees is inconvenient or uneconomical, sponsors of such events may be charged a fee to cover the use of parking facilities or for each general admission ticket sold.

G. Staff Parking Permits

Staff and Faculty are issued one (1) permit at no charge. Additional permits may be obtained for a charge based on two times (2X) the prevailing student permit fee. Lost or stolen permits are replaced at this same rate, subject to appeal for cause. Use of Staff permits are limited to authorized District Faculty and Staff, either full or part-time, and permits are not transferable to dependents or other persons. Staff permits shall be displayed only on the *inside of the lower left (driver's) side windshield*. The permit is **STATIC-CLING** and requires no adhesive. The permit may be transferred between vehicles, as needed, by the Staff member. **EXCEPTION:** Convertible/open cab/Jeep-type vehicles may obtain a permanent adhesive permit from the District Police to deter theft. The information on all permits **MUST** be clearly visible from outside the vehicle. Do not leave permits on dashboards or attach to plastic mirror hangers. (See **Section 1.20 A & B.**)

Hourly or volunteer workers/employees are not eligible for Staff parking privileges. Such workers who are not District students may receive a free student permit **upon written application from their supervisor.**

Valid Staff parking permits from community colleges located in Santa Clara County are honored on the West Valley-Mission College District campuses.

H. Parking Fee Refund

Refunds will be made in accordance with the refund policy of the College District, within the first two (2) weeks of each semester and only under the following conditions:

1. Applicant must show a valid drop form,
2. A copy of the print-out showing parking fees paid,
3. Return the parking permit originally issued,
4. A fee will be charged for processing all refunds.

GENERAL REGULATIONS

2.00 Responsibility for Compliance

Parking on the campuses of the WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT or properties owned, leased or contracted for District use is not a right; it is a privilege available only as provided by the PARKING AND TRAFFIC REGULATIONS of the WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT. The operator of a vehicle on property controlled by the WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT is responsible for complying with parking and traffic regulations stated herein and is subject

to the established penalties for violation. If the identity of the operator cannot be determined, as in the case of a parked vehicle, the College District will consider the registered owner of the vehicle responsible for the violation.

2.10 Responsibility for Finding a Parking Space

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

2.20 Hours of Enforcement

(Daily, Semester, or Staff/Faculty or other parking permit requirements)

Seven (7) days per week (including holidays) 7:00 a.m. to 10:00 p.m.

Suspension of parking or other use fees for a specific event may be authorized *only* by the Board of Trustees or the College President.

Disabled (handicapped) Zones, Fire Lanes, and Red Zones are enforced twenty-four hours per day, seven days per week.

2.30 Traffic Regulations

The speed limit is posted on campus roads and speed should be restricted to the posted limits. The speed limit in parking lots is ten miles per hour or less, depending upon what is safe for existing traffic conditions.

Stopping in traffic lanes on campus roads to load and unload passengers is prohibited.

U-turns are prohibited on campus roads.

Drivers and pedestrians shall comply with traffic control directions given by District Police Officers, District Parking Officers or Campus Service Officers.

2.40 Violation of Regulations

Violations of any of the regulations set forth herein may result in a citation and/or towing of any vehicle. The WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT may also take administrative or disciplinary action in any case of individuals who violate these regulations.

2.50 Enforcement Procedure

It shall be the duty of the members of the District Police Department and such persons as are authorized by the Chief of Police to enforce all of the provisions of the regulations and California Vehicle Code in a manner authorized by the California Education, Penal and Vehicle Codes. Illegally parked vehicles are also subject to towing in the manner prescribed by and under authority of Sections 22650 (and following) of the California Vehicle Code.

These parking and traffic regulations are enforced through action of the WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT. The District forwards all citations to the PTS Citation Processing Center, P.O. Box 4367 Inglewood, CA 90309-4367. Fine may be posted and forfeited by placing a check or money order (payable to W.V.M.C.C.D.) in the envelope provided with the citation, and depositing it in the mail. For more information, contact the Citation Processing Center: 1-866-412-5565 or at WWW.PTSONLINE.ORG

Failure to deposit fine within the designated time may cause a "HOLD" to be placed on the vehicle registration by the Department of Motor Vehicles.

2.60 Habitual Offender

Any driver (on campus) who accumulates five or more "UNPAID" CITATIONS WILL HAVE A "HOLD" placed on his/her records. Any driver (on campus) who accumulates five or more "UNPAID" citations may have his/her vehicle towed at owner's expense.

2.70 Parking and Traffic Regulation Changes

Changes in the WEST VALLEY-MISSION 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.

2.80 Parking Facility Use, Changes and Closing

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

2.90 Definition of Terms

- A. Vehicle: Any self-propelled device by which any person or property may be propelled, moved, or drawn upon a highway, including motorcycles, mopeds, scooters and bicycles.
- B. District Vehicle: Any vehicle owned by the college district.
- C. Motorcycle: Any two-wheeled vehicle which meets the requirements of Sections 400 and 405 of the California Vehicle Code, including any motorized scooter or moped.
- D. Faculty/Staff: Any person who is regularly paid by the District, full or part-time, and eligible to receive employee benefits.

GENERAL PARKING REGULATIONS

3.00 Parking

- A. All vehicles must display a valid WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT parking permit when parked on any District campus unless parked in a metered space, time-controlled zone, or other space clearly designated for public use. Personal notes describing reasons for lack of a parking permit or for parking in an unauthorized manner will not be accepted. A permit must be obtained.
- B. A vehicle displaying a WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT parking permit must park in those parking areas authorized by the permit as designated and described in these regulations.
- C. Reserved parking spaces designated for specific use (i.e., disabled, administrators, district vehicles, etc.) are restricted to assigned vehicles twenty-four hours per day, unless otherwise posted.
- D. Parking permits are valid ONLY in assigned areas.
- E. 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 crossings, disabled ramps, bus zones; red, yellow, white and unmarked curbs, posted No Parking zones, barricaded or closed lots and streets.

- F. Vehicles must be parked with all wheels resting within the boundaries of the parking space as indicated by painted lines or other markers. Vehicles are to be parked in parking spaces front-end first (No “backing into” the space). Taking more than one parking space is prohibited.
- G. Parking is specifically prohibited in disabled spaces except for vehicles on which appropriate disabled designators are displayed. This section is **enforced 24 hours** per day, seven days a week.
- H. Loading zones are for the loading and unloading of equipment by students, faculty, or staff, not to exceed the posted time limit.
- I. Parking permits, which are “out of view” or partially covered, as to not allow viewing of identification numbers, are invalid.
- J. Parking with a permit that has been counterfeited, or otherwise reproduced in any way is unlawful. Parking with a permit that has been reported lost or stolen is unlawful. It is unlawful to park with a parking decal or permit improperly displayed or altered.
- K. Parking in a time-controlled space or zone is limited to the time posted.
- L. Vehicles must display evidence of a current motor vehicle registration in accordance with the State of California Vehicle Code.
- M. Vehicles left on campus, even with a valid permit, are left at the owner/operator’s risk. Camping or residing in a motor vehicle on DISTRICT property is prohibited.
- N. Motorcycles and scooters must be parked in areas designated for motorcycles. Mopeds may park in motorcycle areas or bike racks.
- O. Bicycles must be parked in bicycle racks in a manner that will not interfere with the safety or normal movement of vehicular or pedestrian traffic, building use, trash collection, grounds maintenance or other services.

4.00 Appeals

The presence of a correctly filled out and issued citation is considered to be prima facie evidence that a violation has occurred. Therefore, the only proper basis for an appeal of a citation is that the cited section was not violated. Claims of lack of intent to violate regulations are not grounds for canceling a citation.

To appeal a parking citation, you must request a parking citation initial review within 21 days of the issuance of the citation or within 14 days of the mailing of the delinquency notice. Citation Initial Review Forms may be obtained by telephone, mail, internet, or in person from the College District Police Office located at each campus. See your citation for current phone numbers and addresses.

West Valley Police Business Office 408-741-2092
Mission Police Business Office 408-855-5435

All parking citation appeals processed by the West Valley Mission District Police Department and its contracted processing agents are conducted in accordance with the requirements specified by California Vehicle Code section 40215 and following.

5.00 General Stipulations

- A. These regulations have been established under the authority of Section 39671 of the Education Code.
- B. In the absence of any specific regulation applicable to parking or traffic on campus, ALL provisions of the California Vehicle Code shall be enforced.
- C. The holder of a parking permit shall protect and “HOLD HARMLESS” the WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT, their officers and employees from all claims of injuries to persons or damages to property.
- D. The removal of any barrier, fence or traffic directional sign or the operation of any vehicle in an area closed or barricaded is prohibited.
- E. All valid parking permits are issued solely by the authority of the WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT Police Department and are non-transferable. Permits are issued when the applicant has paid the required fee(s), and settled all previous outstanding penalties for parking and traffic violations. Applicants may be required to show evidence of their association with the College, i.e., proof of enrollment, employment, etc.
- F. District Police Officers also have the power to enforce moving violations committed in their presence. The bail for those violations is handled through the Santa Clara County Municipal Court.

6.00 The Board of Trustees of the WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT is authorized pursuant to Section 21113 of the California Vehicle Code to set forth conditions and regulations pertaining to the operation and parking of vehicles and bicycles upon the grounds of the West Valley and Mission campuses.