

SOUTHWESTERN COMMUNITY COLLEGE	BUSINESS SERVICES TRAFFIC REGULATIONS	Policy 7.03.03
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I. General Provisions

Pursuant to N.C.G.S. § 115D-21, the College shall enforce the following Traffic Regulations.

- A. All of the provisions of Chapter 20 of the North Carolina General Statutes relating to the use of highways of the State of North Carolina in the operation of motor vehicles thereon shall apply to the College's streets, roads, alleys and driveways along with all other rules and regulations approved by the Board. These rules and regulations shall apply on a twenty four (24) hour basis.
- B. While on the College campus, all drivers shall comply with the Campus Resource Officer's legal instructions and shall obey all traffic signs in accordance with the provision of these regulations. **THE RESPONSIBILITY OF FINDING A LEGAL PARKING SPACE RESTS WITH THE DRIVER. LACK OF SPACE IS NOT CONSIDERED EXCUSE FOR VIOLATION OF PARKING REGULATIONS.** The College shall be responsible for ensuring that the necessary signs are erected and maintained to carry out the intent of these regulations.
- C. The College shall ensure that information about operating a motor vehicle on the College's campus is given out at every student orientation and registration. Each student shall have an opportunity to obtain a copy of the Traffic Regulations. A copy of the Traffic Regulations shall be included in all Student Handbooks. Failure to obtain a copy of the Traffic Regulations is not, however, an excuse for violating the Traffic Regulations.
- D. All vehicles operated on campus must be properly registered and display a parking decal on the rear of the vehicle. (The right rear bumper is the preferred location.) Students, faculty, and staff must register their vehicles. Parking decals are obtained normally during registration but may be secured from the College Information Center at other times.
- E. Temporary Parking Permits
 - 1. Handicapped - A temporary handicapped parking permit may be issued to a College student or employee. The issuance of a temporary permit will be at the discretion and judgment of the Student Disability and Academic Engagement Coordinator based upon documentation provided by a health care provider. This temporary permit allows a student or an employee to park in a handicapped or employee only space on the College's campuses and centers and may only be valid for up to one academic term or for a specific time frame within the academic term. Permits may be renewed for a subsequent term if documentation supports the need for a permit. These permits are only valid on at the College's facilities. The permit must be displayed and visible.

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2. Visitors - A visitor may obtain a parking permit for a limited duration of no longer than one week. The College Information Center Coordinator is authorized to issue these permits. This permit is not valid for an employee or student of the college. Visitors may park in any legal parking space on campus (except handicapped parking.)
3. Cosmetology Clients - Clients utilizing the services of the Cosmetology Department may be issued a temporary permit to park on campus. These permits may be issued each academic year at the discretion of the Cosmetology Program Coordinator. Clients may park in Lot K – Faculty, Staff and Handicapped or any legal parking space. This permit is not valid for an employee or student of the college.

II. Specific Provisions

- A. Citations will be issued for violations of the College's Traffic Regulations.
- B. The person to whom a vehicle parking decal is issued shall be responsible for all parking and traffic violations of the vehicle for which the permit is issued. Bicycles, motorcycles and mopeds shall be considered vehicles subject to this same traffic regulations.
- C. Campus Resource Officers shall have the authority to issue citations for all moving vehicle violations and handicapped parking violations as outlined herein. Such moving violations include, but are not limited to:
 1. Reckless driving.
 2. Driving in excess of posted speed limits.
 3. Failure to obey traffic signs.
 4. Failure to obey directions of Campus Resource Officers.
 5. Failure to yield right of way at pedestrian crossings.
 6. Following too closely.
 7. Driving under the influence of alcohol or narcotics.
 8. Failure to yield right of way to emergency vehicles.
 9. Operating a vehicle in any manner that creates a safety hazard.
- D. Campus Resource Officers and other College personnel as authorized by the President shall have the authority to enforce all parking violations except that only Campus Resource Officers shall have the authority to issue citations for

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handicapped parking violations. Such parking violations include, but are not limited to:

1. Parking in a restricted parking lot or zone.
2. Parking on grass (unless signs indicate this is permissible).
3. Blocking any legally parked vehicle.
4. Parking in a no parking zone.
5. Parking in a "visitor" zone.
6. Affixing a parking decal/permit to a vehicle other than that for which it was issued.
7. Parking against traffic flow.
8. Blocking or obstructing traffic, street, crosswalk, sidewalk, fire hydrant, building entrance or exit, or another vehicle properly parked.
9. Protruding into a lane of traffic.
10. Double parking.
11. Parking on shoulder of road (except where parking is indicated by official signs).
12. Failure of two-wheeled vehicles to park in areas designated for them.
13. Parking a vehicle in any manner that creates a safety hazard.
14. Leaving a vehicle on campus overnight without notifying a Campus Resource Officer.

III. Citations and Violations

The following system of citations shall be used:

- A. Campus Resource Officers have the authority to issue citations for all moving vehicle violations and handicapped parking violations. A fine shall be imposed for each moving or handicap parking violation to the extent allowed by law.
- B. The Campus Resource Officer issuing the citation will advise the violator of the scheduled court date and procedure for payment of the fine.

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C. For all parking violations, except for handicapped parking violations, the following rules shall apply:

1. A first violation shall result in a written warning placed on the vehicle with a follow-up letter from the Vice President for Financial and Administrative Services mailed to the vehicle's owner. This written warning and letter shall state the reason cited for the parking violation and consequences of future violations.
2. A second violation can result in vehicle immobilization and restricted parking to Lot A for the remainder of the semester. A written notice will be placed on the vehicle instructing the vehicle's operator not to move the vehicle and the College shall not be responsible for any damage should the vehicle be moved. The vehicle's operator should go to the Business Office to have the immobilization device removed.
3. A third violation can result in the vehicle's towing and loss of parking privileges on campus for the remainder of the academic year.
4. During the first two (2) class days of each semester, warning tickets shall be issued for improper parking. Beginning with the third class day, the rules outlined herein shall be enforced. Students in classes that start mid-semester shall have the same two day grace period, but will have to file an appeal of any ticket received.
5. Faculty and staff shall be subject to disciplinary policies and procedures found in 4.03.03 - Disciplinary Action, Suspension and Dismissal.
6. All abandoned vehicles and vehicles blocking a drive, obstructing the flow of traffic, creating a safety hazard, parked in a fire lane, loading zone, or designated tow-away zone are subject to tow-away or immobilization by a restraining device at the full expense of the owner per authority given to the Board of Trustees in Chapter 115D of the North Carolina General Statutes.

IV. Appeal Process

Individuals receiving a notice of parking violations or penalties, excluding handicapped parking, resulting from alleged violations of this policy may do any of the following:

- A. Adhere to the parking violation penalty, or

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- B. Appeal in person or in writing to the Vice President for Financial and Administrative Services within ten calendar days of the notice of violation or penalty. The decision of the Vice President for Financial and Administrative Services will be final.

Legal Citations: N.C.G.S. Chapter 20; 115D-21 and -21.1

Adopted: January 2013

Revised: April 22, 2014, July 22, 2014, October 28, 2014