

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 6
Business and Fiscal Affairs

AR 6750 Vehicle Operation and Parking

References:

Education Code 76360 and 67301

California Vehicle Code 165, 21113, 21458, 40215, 40230 and 40220

These procedures are intended to promote the safe and orderly movement of traffic on all District and College properties for vehicles and bicycles. All applicable provisions of the California Vehicle Code are expressly applicable to the traffic upon the highways, roadways, driveways, paths, parking facilities and grounds of the District and Colleges.

Parking of motor vehicles is limited to specially designated areas. Fee permits are required. Vehicles parked or left standing in violation of the provisions of this regulation are subject to fines, towing, or impoundment. The District provides parking facilities for vehicles for the sole purpose of conducting college business. Persons park on District property at their own risk. The District assumes no liability for damages or loss to any vehicle or its contents.

All persons operating, driving, parking, or leaving a vehicle standing on District property are required to adhere to these provisions. All persons who enter on District and/or College property are charged with knowledge of the provisions of this regulation and are subject to the penalties for violations of such provisions.

DEFINITIONS

Every word or phrase relating to traffic and parking used in this procedure shall have the same meaning as defined in Division 1 of the California Vehicle Code, unless otherwise defined in this procedure.

1. District – Rancho Santiago Community College District
2. Governing Board – Rancho Santiago Community College District Governing Board of Trustees
3. SAC – Santa Ana College
4. SCC – Santiago Canyon College
5. Authorized Service Vehicle – Means any of the following:
 - a. A District owned, leased or operated vehicle when operated in an authorized manner
 - b. An authorized emergency vehicle as defined by the California Vehicle Code 165

6. 'Leave standing' – The stopping of a vehicle, whether occupied or not, other than temporarily for the purpose of and while engaged in receiving or discharging passengers.

VEHICLE OPERATION

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

1. All persons who enter on District property are charged with knowledge of the provisions of this regulation and are subject to the penalties for violations of such provisions.
2. No vehicles shall be operated on the grounds or facilities of the District outside the scope of BP 3501.
3. All persons operating a vehicle on District property in areas not designated for vehicle operation shall have effective proof of insurance on file with the District prior to bringing the vehicle on the property. Notification and approval by District Safety & Security is required prior to operating a vehicle in these areas.
4. The speed limit of vehicles used in areas other than roads and parking lots is 15 MPH.
5. All persons have the right-of-way over vehicles. Drivers shall use extreme care in operation of vehicles on the property and not operate the vehicle in any manner that may cause personal or property damage.
6. Vendors parking vehicles on the premises to provide service shall first obtain specific permission to do so. The Administrative Services Office and District Safety & Security staff shall provide the vehicle operator direction on best path and acceptable parking locations.
7. All vehicles other than those owned and operated by the District shall have an appropriate parking permit. All students, visitors and employees, except non-credit students at the non-credit centers and part-time non-credit faculty, must pay parking fees. District parking permits are virtual and registered by a vehicle's license plate number. Annual and semester permits are available online for staff and students. Also available online are daily, weekly, monthly, and 16-week guest passes. Daily parking permits are available for purchase at any parking permit dispenser located in the parking lots of each campus. In certain instances, a parking permit can be paid for at the cashier's office of each campus. Vehicles not registered with a current permit may be cited and/or towed from the property at the owner's expense.
8. The driver and/or owner of a vehicle operated on District property shall be responsible for any personal and/or property damage caused by such operation. The District accepts no liability for any loss or damage caused to a vehicle when it is parked on District property.
9. The current citation bail amounts are as follows:
 - \$45 for most violations
 - \$100 for red curb violation
 - \$350 for Disabled Parking (R204) violation

10. The District Safety and Security Department will enforce parking regulations 24/7 on District property, pursuant to California Vehicle Code section 21113, and may issue parking citations to vehicles parked in violation of these regulations.
11. Motorcycles may park for free in designated motorcycle parking zones. Motorcycles parked in regular spaces on campus must purchase a valid permit.

PARKING REGULATIONS

The District parking regulations are as follows:

R101: No person shall fail to obey any sign or signal erected to carry out these regulations or the California Vehicle Code.

R102: No person shall operate a vehicle, motorcycle, bicycle or any other mechanical vehicle on District property at a speed greater than 15 MILES PER HOUR, except for emergency vehicles.

R103: The driver of a vehicle, motorcycle, bicycle or any other mechanical vehicle shall yield the right of way to a pedestrian crossing any roadway or parking areas or walkways.

R104: No person shall operate a vehicle, motorcycle, bicycle or any other mechanical vehicle on any walkway, field, or landscaped area. Authorized Service vehicles are exempt.

R201: All vehicles parked on District property must purchase a valid permit and the vehicle license plate number must be registered in the system. See the Campus Safety & Security Department for further details.

R202: No parking is allowed in any area that does not have a clearly marked parking stall.

R203: Vehicles parked within a parking stall shall not overlap the lines that designate the parking stall. No vehicle shall be parked outside of the designated parking stall.

R204: No person shall park in an area posted or marked for "Disabled Parking Only" unless that person has with them a valid Department of Motor Vehicles issued Disabled Persons placard or displays a valid Disabled Person's license plate which refers to the occupant of the vehicle. The vehicle must also display a valid college parking permit.

R205: No student or staff member or visitor shall park a vehicle in an area posted "Visitors" or "Vendors" for more than the 30 minute posted time. Exceptions are persons with disabilities as referenced in Education Code 67301.

R206: No person shall park in an area posted or marked "Staff Parking" unless a valid staff permit was issued to the vehicle.

R207: When signs or markings prohibiting or limiting parking are posted, no person shall park or leave standing a vehicle in violation of such sign or marking. This includes reserved parking spaces, or temporary parking restrictions for an event or construction.

R208: No person shall park or leave standing a vehicle on any walkway, landscaped area, driveway, road, or field without prior approval of the District Safety and Security Department. Authorized service vehicles are exempt.

R209: Motorcycles must be parked in designated motorcycle parking areas, and are exempt from the required parking permit, if parked in designated areas. Motorcycles that park in a normal stall must purchase a valid parking permit.

R210: Painted curbs are an indication of restricted parking and the color denotes the type of parking allowed per California Vehicle Code 21458(a):

RED – indicates no stopping, standing or parking, whether the vehicle is attended or unattended, except that a bus may stop in a red zone marked or signposted as a bus loading zone.

YELLOW – indicates stopping only for the purposes of loading and unloading passengers or freight for the time as may be specified by local ordinance.

GREEN – Indicates time limit parking specified by local ordinance.

BLUE – indicates parking limited exclusively to the vehicles of disabled persons and disabled veterans.

R211: All vehicles parked in the Auto-Diesel Complex must display a valid work order.

R212: All vehicles parked in the Auto-Diesel Complex over 24 hours must purchase a current parking permit.

R213: All vehicles shall be parked heading into a slanted / diagonal parking stall. Maneuvering into a slanted / diagonal parking stall so that the front-end of the vehicle is at the stall opening can disrupt the flow of traffic in parking aisles and can cause accidents or inconvenience to other road users. In parking lots or on sites (like District Office) where the parking stalls are at 90 degrees to each other, vehicles can park either head in or head out.

R214: No person shall park or leave unattended a motor vehicle or motorcycle blocking traffic lanes on Campus or any other District properties.

R215: No person shall sleep in, or remain overnight in any vehicle parked on Campus or any other District properties.

R216: No person shall leave any animals or minor children unattended in a vehicle on Campus or any other District properties.

R217: No person shall abandon, or leave standing, any vehicle or motorcycle on the District premises for 72 or more consecutive hours without advanced permission of the District Safety and Security Department. Violations will result in vehicle removal and storage under authority of Section 21113 of the California Vehicle Code.

SKATEBOARDS, SCOOTERS AND BICYCLES

No person except authorized District personnel shall drive or ride a motor driven scooter, motorcycle, bicycle or similar devices on any District property sidewalk or landscaped area.

No person except authorized District personnel shall ride a skateboard, roller blades, self-propelled scooter, hover-board or similar devices on any District property sidewalk or landscaped area. These devices shall be stored in areas that do not obstruct pathways of travel.

Persons utilizing electric powered devices designed to assist with mobility are to be operated in a safe manner and at speeds no greater than the speed of pedestrian traffic.

Bicycles shall be parked in designated bike racks throughout District property so as not to obstruct pathways of travel.

Unattended items above may be confiscated by District Safety & Security if they present a hazard to District property.

OVERNIGHT DISTRICT PROPERTY PARKING/FACILITY USE

Overnight parking between 11:00 p.m. and 6:00 a.m. is prohibited on all district property unless approved by District Safety & Security. Only authorized personnel assigned to work a schedule shift for District related business may park a vehicle or remain on District property when facilities are closed.

CITATIONS

Consistent with California Vehicle Code, the procedures for contesting or paying an RSSCD parking citation are:

1. To pay a parking citation send payment to the RSSCD parking administration (address below), OR pay for the citation online at <https://.citationportal.com> You may also pay by phone at 877-800-1901

Address for payment by mail:

Enforcement Solution Center
P.O. Box 610188
San Jose, CA 95161-0188

2. You may contest a citation online within 21 calendar days of issuance or 14 calendar days from the Notice of Parking Violation mailing date by visiting <https://rscdd.citationportal.com/> You must provide the reason you feel the citation was issued in error and attach applicable documentation relating to your appeal. There is no charge for this hearing and you do not pay the citation penalty prior to this hearing.
3. The Parking Administration forwards the Initial Review to Chief, District Safety & Security or their designee.
4. The Chief, District Safety and Security or their designee reviews the information and either upholds or dismisses the citation based upon available information. The result is updated online and a letter is forwarded to the person notifying them of the disposition.

5. A dismissed citation requires no further action. An upheld citation requires the person to forward a deposit in the amount of the citation penalty to the Parking Administration.
6. If the person is dissatisfied with the results of the Initial Review, the person may request an Administrative Hearing no later than 21 calendar days following the results of the issuing agency's review. The person requesting the Administrative Hearing shall pay the amount of the parking penalty.
7. A Hearing Administrator will meet for in-person hearings and reviews. The parking processing company manages the hearing. Per California Vehicle Code 40230, within 30 calendar days after the mailing or personal deliver of the final decision, the person may seek review by filing an appeal to be heard by the Superior Court.
8. A parking citation payment plan is available for individuals with multiple unpaid parking citations pursuant to Vehicle Code Sections 4760, 21107-8, 40215 and 40220.
9. Address for parking administration is:
Request for Citation Review Hearing
Parking Citation Service Center
Post Office Box 11923
Santa Ana, CA 92711

ELECTRIC VEHICLE CHARGING ZONE

The Electric Vehicle Charging Zone identifies restricted use of electric parking/charging at each college. Parking in the Electric Vehicle Charging Zone is restricted to electric vehicles actively charging. Charging time is not to exceed four hours maximum per day. Charging stations are not to be used as parking locations. Valid parking permits are required for vehicles in the Electric Vehicle Charging Zone. Parking citations will be issued for violations.

The colleges may establish fees for electric vehicle charging stations to recover the costs of vendor services, electricity services, periodic maintenance and other costs. Individuals may contact the District Safety and Security Department for information and locations to these charging stations.

ENFORCEMENT

The Board of Trustees authorizes the Rancho Santiago Community College District - District Safety and Security Department to issue traffic and parking citations within the boundaries of District properties pursuant to:

1. Traffic and parking regulations established by the Board of Trustees of the District.
2. California Vehicle Code, California Education Code and California Penal Code.

The ultimate goal of enforcement is to gain voluntary compliance with this regulation, through fair, equitable, and consistent enforcement of the policy itself. Safety & Security staff charged with enforcing this regulation are encouraged to gain compliance through verbal and written warnings, citations, and whatever other tools available to encourage students, employees, and visitors to comply with these regulations.

Responsible Manager: Chief, District Safety and Security

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