

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

AR 6750 Vehicle Operation and Parking

References:

Education Code 76360

California Vehicle Code 21113(a), 21458, 40215, 40230

These procedures are intended to promote the safe and orderly movement of traffic on all District and College property 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 and bicycles is limited to specially designated areas. Fee permits are required. Vehicles or bicycles 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 the provisions of AR 6750. 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 – Means the Rancho Santiago Community College District
2. Governing Board – Means the 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 39

6. 'Leave standing' – is:
 - a. The stopping of a vehicle,
 - b. whether occupied or not,
 - c. otherwise than temporarily for the purpose of and while actually 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 and bicycles.

1. All persons who enter on to District property are charged with knowledge of the provisions of this procedure 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.
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 Campus Safety and 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 displayed. All students, visitors and employees, except non-credit students at the non-credit Centers and part-time non credit faculty, must pay parking fees. Annual permits and semester permits are available through WebAdvisor. Daily parking permits are available for purchase at the parking permit dispenser located in the parking lots of each campus. In some instance, a parking permit can be paid for at the Cashier's office on each campus. Vehicles not displaying a 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 department will enforce parking regulations 24/7 on district property, pursuant to California Vehicle Code section 21113(a), and may issue parking citations to vehicles parked in violation of these regulations.
11. Bicycles must park in bicycle racks on campus.
12. Motorcycles may park for free in designated motorcycle parking zones. Motorcycles parked in regular spaces on campus must pay and display 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 Campus shall clearly display a current parking permit, with the number of the permit clearly visible, on the driver's side of the windshield. Daily parking permits shall be displayed on the driver's side dashboard so the information on the permit is clearly visible. A permit or receipt in any other area of the vehicle is a violation and subject to citation. 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. Doing so negatively impacts other vehicles around you. Any vehicle that impinges negatively on the adjacent stall or is parked excessively outside the boundary lines of the parking stall will be cited.

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.

R206: No student or visitor shall park a vehicle or motorcycle in parking lots, parking areas or parking spaces designated for “Staff Only” except as posted. Violators will be cited immediately.

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 Department and display of a valid Temporary Parking Permit. Authorized service vehicles are exempt.

R209: Motorcycles and bicycles 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 display 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):

- A. RED ZONE - indicates no parking or stopping anytime, whether attended or not. All roads and driveways on the District property and campuses which are fire lanes must be kept unobstructed and available to emergency response vehicles at all times. Access to fire hydrants must also be maintained at all times. Any vehicle presenting a hazard by obstructing a fire lane or fire hydrant will be cited and / or may be towed immediately.
- B. YELLOW ZONE - indicates an area for loading and unloading of vehicles and the parking of service vehicles, there is a 10 minute time limit.
- C. GREEN ZONE – Indicates a parking time of 30 minutes.
- D. BLUE ZONE - indicates “Disabled Parking ONLY” with special permit. An occupant in the vehicle must be the holder of a valid Department of Motor Vehicles issued Disabled Persons placard. The vehicle must also display a valid college parking permit.

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 display 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 or Orange Education Center) 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 Department. Violations will result in vehicle removal and storage under authority of Section 21113(a) of the California Vehicle Code.

CITATIONS

Consistent with California Vehicle Code 40215, the procedures for contesting or paying an RSSCD parking citation are:

1. To pay a parking citation sent payment to the RSSCD parking administration (address below), OR pay for the citation online at www.paymycite.com/rscdd
2. To contest a citation, request an Initial Review by telephone (888) 300-9915 or online at www.paymycite.com/rscdd. 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 form to Chief, District Safety and Security or their designee.
4. The Chief, District Safety and Security or their designee reviews the form and either upholds or dismisses the citation based upon available information. The result is updated online and a results letter is forwarded to the person.
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 Administrator. RSSCD fee schedule is set at \$45 (\$100 for Red curb violations and \$350 for violation of Disabled Persons regulations).
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. A person can request an Administrative Hearing without payment of the parking penalty upon satisfactory proof of an inability to pay the amount due (you must complete the form online at www.paymycite.com/rscdd to qualify).
7. A college Hearing Examination Committee will meet for in-person hearings and reviews. This committee will be managed by an external parking processing company. Within 90 days an in-person hearing or written declaration is scheduled.
8. A Hearing Administrator will meet for in-person hearings and reviews. The parking processing company manages the hearing. Per California Vehicle Code 40230(a), 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.

9. Address for parking administration is:
Request for Citation Review Hearing
Parking Citation Service Center
Post Office Box 11923
Santa Ana, CA 92711

ENFORCEMENT

The Board of Trustees authorizes the Department of Safety and Security at Rancho Santiago Community College District 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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