

**CHAPTER 8: Business Operations**  
**ADMINISTRATIVE PROCEDURE NO. 8.48.1 (AP 6750)**

**ADMINISTRATIVE PROCEDURE**  
**San Mateo County Community College District**

**Subject:** 8.48.1 Parking  
**Adoption Date:** 8/13  
**References:** Education Code Section 76360; Vehicle Code Section 21113

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1. These procedures are intended to promote safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles.
2. All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.
3. Vehicles parked in violation of the provisions are subject to fines, towing, or impoundment.
4. In accordance with California Vehicle Code Section 21113a, it shall be a misdemeanor for any person to do any act forbidden or fail to perform any act required in these procedures or in Board Policy 8.48.

**CHAPTER 8: Business Operations**  
**BOARD POLICY NO. 8.48 (BP 6750)**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** BP 8.48 Traffic Regulations  
**Revision Date:** 11/11; 10/13  
**Policy References:** California Vehicle Code Sections 21113(a), 21113(b) and 22651; Education Code Section 76360

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1. It is the policy of the District to enforce traffic regulations on its property by the authority granted in the California Vehicle Code. All persons using or visiting District facilities shall observe all traffic and parking regulations. Appropriate signs shall be erected giving notice of special conditions or regulations. A copy of the adopted regulations shall be made available to interested persons at the administrative offices of the District and Colleges.
  - a. Traffic/Parking regulations (including unauthorized parking in handicapped spaces) are enforced under the jurisdiction of the San Mateo County Superior Court.
  - b. No vehicle other than emergency equipment shall be operated on District facilities at a speed in excess of twenty-five (25) miles per hour and, where signs indicate a lesser speed, that speed will be maximum.
  - c. No vehicle shall be operated on the walks or grounds of the District except as specifically required for maintenance and operation of District facilities, and then, only by authorized persons.
  - d. The governing board or its officers reserves the right at all times to close the approaches to the campus by chains, barricades, or the stationing of persons to direct traffic to other areas. The presence of such diversionary devices or persons requires immediate and full compliance.
  - e. All entrances, roads, and parking areas permitting entrance to or exit from District property and contained within the limits of the legal school property are declared, for the purpose of these regulations, to be driveways
  - f. Unauthorized vehicles are not permitted on inner campus walks and roadways. Parking in unauthorized areas shall be cause for having a vehicle cited and/or towed away at owner's expense.
  - g. Loading areas are not for general parking. They may be used only for the times posted; after that period, the vehicle will be cited and/or towed. This applies both day and night.
2. General Conditions
  - a. Parking vehicles on District property is done at the risk of the owner. Neither the State nor the District can assume any liability for damage or theft of vehicle or contents thereof.
  - b. Parking will be restricted only to those areas designed and marked for parking.

## BP 8.48 Traffic Regulations (continued)

- c. Parking in any area not designated, or in any manner which will restrict the flow of traffic, is prohibited. Parking in lots is limited to those spaces clearly marked for parking. Parking outside marked boundaries or adjacent to curbs not specifically marked for parking is prohibited.
  - d. Vehicles may not occupy more than one parking space.
  - e. Vehicles may not be backed into diagonal parking spaces located on one-way roadways.
  - f. Persons leaving vehicles unattended on campus should lock the ignition and remove the keys.
  - g. Operation of any nonregistered vehicles (including skateboards, but excluding bicycles) on campus roadways and walkways is prohibited.
  - h. All vehicles must remain on roadways. No hill-climbing or other off-road operation of a vehicle will be permitted.
  - i. Vehicles left unattended for a period exceeding 72 hours, without authorization from the District, will be cited and subject to removal pursuant to section 22651 of the California Vehicle Code.
3. Parking Permits
- a. All regularly employed staff of the District or Colleges will receive parking permits to display in their vehicles, indicating staff parking assignment.
  - b. Temporary staff employees and medically excused students may receive special parking for-cause permits. Appropriate spaces will be provided for the holders of these permits.
  - c. Daily or semester parking permits for students and others may be purchased on campus or online and shall be displayed in their vehicle while parked on campus.
  - d. Visitors or others with short-term parking needs may receive permits that are designed to be placed on the dashboard just above the steering wheel.
  - e. Certain Vehicles Exempt: Federal, state, college, media, county or city-owned vehicles bearing exempt license plates, issued by the California Department of Motor Vehicles or other States DMV are exempt from parking permits.
4. The District may place the following curb markings to indicate parking or standing regulations, and such curb markings shall have the meanings herein set forth:
- a. RED shall mean no stopping, standing, or parking at any time except as permitted by the Vehicle Code of this State, and except that a bus may stop in a red zone marked or signed as a bus zone.
  - b. YELLOW shall mean no stopping, standing, or parking at any time between 7:00 a.m. and 10:00 p.m. of any day except Sundays and holidays for any purpose other than the loading or unloading of passengers or materials, provided that the loading or unloading of passengers shall not consume more than three (3) minutes nor the loading or unloading of materials more than twenty (20) minutes.

## BP 8.48 Traffic Regulations (continued)

- c. WHITE shall mean no stopping, standing, or parking for any purpose other than loading or unloading of passengers which shall not exceed three (3) minutes, and such restriction shall apply between 7:00 a.m. and 10:00 p.m. of any day except Sundays and holidays.
- d. GREEN shall mean no standing or parking for longer than twenty (20) minutes at any time between 7:00 a.m. and 10:00 p.m. of any day except Sundays and holidays.
- e. BLUE shall mean no stopping, standing, or parking except for vehicles of physically handicapped persons; provided, however, that such vehicles shall be subject to all other parking regulations contained in this chapter regulating parking on those streets upon which such zone has been designated.

### 5. Visitor Parking

- a. Areas marked VISITORS ONLY are for persons not associated with the District or Colleges. Faculty, staff, and students are not permitted to park in these areas. Visitors, repairpersons, servicepersons, and salespersons will be allowed to park on District facilities in these designated visitor spaces. (Temporary permits will be honored only for the lot designated on the permit.)
- b. Visitor permits for one day may be obtained. Advance arrangements may be made for parking permits for guests, large groups, or special events.
- c. Visiting groups and special events may be assigned space upon special request, giving at least forty-eight (48) hours' notice. These group permits must be College approved.
- d. Pay-By-Space Visitor lots are available on campus. Only vehicles parked in numbered spaces with paid time on meter may park in this lot. Permits purchased at the Pay-By-Space machines are not valid in other lots.

### 6. Disabled Parking

- a. Designated disabled parking spaces are provided. Only vehicles displaying a State issued disabled persons parking placard or license plate may park in these locations.
- b. Students and employees with temporary disabilities may receive special parking permits.

### 7. District Vehicle Parking; Fuel Efficient Car Parking; Car/Van Pool Parking

- a. District Vehicle Parking: Each campus will have one or more spaces near buildings reserved for District vehicle parking, to allow easy access for maintenance and ITS staff serving the buildings. These spaces will be designated by a yellow curb and sign indicating the space is for District vehicles only.
- b. Fuel Efficient Car Parking: Each campus will have several spaces designated for energy efficient vehicles only. The list of cars that can be parked in these spaces is available at: <http://greencars.org/news/list-leed-qualified-cars>. If a car meets the eligibility criteria, the owner must bring the car's vehicle registration to the Public Safety Department to be issued a Fuel Efficiency parking permit. Permits will be issued on a first come/first served basis. Cars parking in these spaces are also required to have a District parking permit.

## BP 8.48 Traffic Regulations (continued)

- c. Car/Van Pool Parking: Each campus has designated spaces for car/van pool parking. Each vehicle parking in these spaces must have a Car/Van Pool permit issued by the Department of Public Safety, a District parking permit, and must have a minimum of two passengers when parking.

### 8. Misuse of Permits

Persons who misuse parking permit privileges may have their parking privilege on the campus revoked and/or subject to citation through the Superior Courts. The following will be considered misuse of parking privileges:

- a. Using a stolen permit.
- b. Consistently or habitually violating campus traffic and/or parking regulations.
- c. Counterfeiting, altering or defacing any campus parking permit.

### 9. Hours of Enforcement

- a. All persons driving motor vehicles (except motorcycles) onto campus utilizing the parking facilities during regular class hours (Monday-Friday 7am-10pm) will be required to display a valid campus parking permit. All other regulations are enforced 24 hours a day 7 days a week.
- b. Parking or loitering on the College campus after normal day or evening college classes and/or special activities are over is prohibited.
- c. Overnight parking is prohibited without prior arrangement.
- d. In the event of a mechanical failure, the owner or driver will be responsible for removing the vehicle from District property as soon as possible. The responsible party should advise the local administration of the location of the motor vehicle immediately. Vehicle repair, other than emergency, is prohibited in all parking areas.

### 10. Other

- a. No person, firm, or corporation shall drive, place, or cause to be driven or placed any vehicles upon any of the roads of the District the gross weight of which is in excess of five (5) tons, except where any such vehicle is entering the property to deliver materials or supplies.
- b. The Facilities Manager at each College is authorized and directed to erect appropriate traffic signs.
- c. The Board may establish a parking fee for staff and/or students as provided by the Education Code.
- d. The San Mateo County Community College District reserves the right to amend the parking regulations or restrictions at any time. Parking on the facilities is a privilege, not a right, and is subject to the rules and regulations as prescribed by District policies and procedures.