

PARKING AND TRAFFIC REGULATIONS MANUAL

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NOTICE AND RESPONSIBILITY

All vehicles entering and/or parking on the California State University Channel Islands (CSUCI) campus property must be licensed, registered, and insured in accordance with applicable state laws. Vehicle operators may be required to provide proof of insurance. CSUCI is not responsible for vehicle damage or items stolen from vehicles. It is the responsibility of the owner/driver of all vehicles to ensure that all vehicles and their contents are secure.

AUTHORITY AND PURPOSE

In accordance with Section 21113 of the California Vehicle Code, Sections 42200 and 42201 of Title 5 of the California Code of Regulations; the following regulations will be enforced on this campus by the Public Safety Department (PSD).

The purposes of these regulations are to: 1) expedite University business and provide maximum safety and convenience; 2) regulate parking, with priority given to services of the University; and, 3) provide and maintain suitable campus parking and traffic facilities.

1.0 DEFINITIONS

- 1.1 The concept of "pay for parking" on campuses of The California State University is at the direction of the State Legislature and is based on the philosophy that parking facilities must be paid for by the user. CSUCI Transportation and Parking Services (TPS) is responsible for enforcement, maintenance, and operation of the parking facilities.
- 1.2 As used within these regulations, "campus" describes all property owned, leased, and/or controlled by CSUCI which is, or may hereafter be dedicated mainly to the educational, research, housing, recreational, parking, or other activities of CSUCI.
- 1.3 Parking on campus is by permit only with the exception of metered and visitor spaces. Parking is restricted to designated parking lots only. Unless indicated by signage, street parking is prohibited on campus and outlying areas. Signs located within or at entrances to parking areas indicate permits required.

- 1.4 CSUCI provides parking for a fee in the following classifications:

Students

Students are defined as anyone that is enrolled in classes and is primarily on campus to pursue their educational goals. This excludes full time and permanent part time employees.

Employees

For the purpose of these regulations, "employees" includes all faculty, staff, temporary employees, and other support personnel employed by the university.

(Note: Student part time workers and graduate assistants are not considered employees as they are primarily on campus for purposes related to obtaining their educational goal, and they are covered under student parking regulations below.)

Parking for Individuals with Disabilities

Parking for individuals with disabilities is defined as a parking zone or space identified with a sign bearing the international disability symbol that is restricted at all times to use by vehicles bearing a valid DMV issued placard or plates and a CSUCI parking permit or complimentary disabled visitor permit. (See 7.0)

Tenants

Tenants are defined as any organization, person or employees of an organization, or person(s) with an executed lease with CSUCI.

- 1.5 CSUCI provides complimentary parking for the following Visitor classifications:

Restricted Visitor

Restricted visitors are defined as any organization or person(s) that are designated by the Office of the President to assist with planning and development of the campus.

Visitor

Visitors are defined as persons who are not employees, students or tenants and who only visit the campus on an occasional basis. (See 5.0)

Sponsored Visitor

Sponsored visitors are defined as any individual invited to the university whose parking fee has been paid for in advance by the department or tenant that invited them to campus.

Complimentary Guest

Complimentary guests are defined as individuals invited to the university whose parking fees have been waived by authorized administrators.

State Business

Persons not employed by the campus, visiting the campus for the purpose of transacting state business with the campus.

Contractor

A contractor is defined as any individual not permanently employed by the university who is contracted to perform a service for the university or any agent of the university (i.e., building project, computer servicing or programming, etc.) The issue of contract length or purpose of the services contracted is not relevant.

2.0 STUDENT PARKING

2.1 Student Parking

Students may utilize parking lots, or designated streets appropriate to the permit purchased. Signs located within or at entrances to parking areas indicate permits required. Student Housing residents can only park in the SH lot or A10 gravel lot.

2.2 Unauthorized Parking

Student permits are not valid in faculty spaces; metered spaces, unless metered fees are paid; visitor spaces; restricted spaces, state vehicle zones; or disabled spaces, unless the appropriate DMV issued placard or plates are displayed.

3.0 EMPLOYEE PARKING

All employees utilizing the parking facilities at CSUCI for their privately owned vehicles will be required to pay a parking fee. Parking fees may be deducted on a monthly basis from their monthly pay warrant. In accordance with collective bargaining agreements, no parking fee may be imposed without notification to respective unions.

3.1 Faculty Parking

There are designated parking spaces for faculty in Lots A2, A7 and A9. Additional parking is available in general parking spaces.

3.2 Employee Parking

Employees may utilize parking lots appropriate to the permit purchased. Signs located within or at entrances to parking areas indicate permits required.

3.3 Unauthorized Parking

Faculty and employee permits are not valid in restricted spaces, metered spaces, unless metered fees are paid; visitor spaces; state vehicle zones; electric service vehicle spaces; or disabled spaces, unless the appropriate DMV issued placard or plates are displayed.

4.0 TENANT PARKING

4.1 Tenant Parking

Tenants may utilize parking lots appropriate to the permit purchased. Signs located within or at entrances to parking areas indicate permits required.

4.2 **Unauthorized Parking**

Tenant permits are not valid in restricted spaces; faculty spaces; metered spaces, unless metered fees are paid; visitor spaces; state vehicle zones; electric service vehicle spaces; or disabled spaces, unless the appropriate DMV issued placard or plates are displayed.

5.0 **VISITOR PARKING**

5.1 **Visitor Parking**

Visitors may utilize metered zones if appropriate meter fees are paid or designated visitor spaces that are limited to 30-minutes; purchase a daily parking permit and utilize general parking areas or may be sponsored by a campus department or tenant and utilize a guest parking permit.

5.2 **Disabled Parking (Visitors)**

In accordance with Education Code 67301(b) visitors of CSUCI displaying a valid disabled placard or license plates issued by the DMV are required to obtain a complimentary parking permit. The complimentary parking permit is available from TPS.

5.2.1 **Notification of Policy to Visitors**

A written notice will be placed on vehicles that display a valid DMV issued placard or license plates, but not a valid CSUCI parking permit. The written notice will be issued by parking officers and will include the date issued, vehicle license, placard number, and location. This information will also be entered in the TPS citation database as a warning violation. On subsequent visits to the campus, a vehicle that has received the written notice will be subject to citation if not displaying a campus permit. The written notice includes information on where to obtain the complimentary permit and where disabled visitors are eligible to park their vehicles.

5.3 **Sponsored Visitor Parking**

- 5.3.1 A completed "Sponsored/Complimentary Guest Permit Request" form must be submitted to TPS two (2) days before the arrival of visitors.
- 5.3.2 Sponsored visitor permits are honored in general parking areas.
- 5.3.3 Sponsored visitor permits are not valid in faculty spaces, visitor spaces, state vehicle zones, metered zones, electric service vehicle spaces; or disabled zones unless the appropriate DMV issued placard or plates are displayed.

5.4 **Complimentary Guest Parking**

- 5.4.1 Departments must submit a completed "Sponsored/Complimentary Guest Permit Request" form to TPS two (2) days before the arrival of guests. All requests are subject to approval by TPS. Requests not received within the required timeframe may not be processed in time for the use by visitors.

- 5.4.2 The following qualify for complimentary guest parking permits:

- Advisory meetings for academic planning and campus planning and development.

Those requesting either complimentary parking permits or sponsoring (paying) parking fees for their guest must complete the "Sponsored/ Complimentary Guest Permit Request" form and submit to TPS at least two (2) days before the arrival of your guest. The appropriate Vice President or their designee must sign to approve the form.

- 5.4.3 The following qualify for complimentary parking permits for students:

- Orientation for New Students
The hosting department is responsible for completing and submitting the "Sponsored/ Complimentary Guest Permit Request" form two (2) days before the event and providing TPS with a list of attendees along with the scheduled time and anticipated duration of the orientation. Students must be advised to obtain their complimentary permit from TPS found in the Public Safety Department (PSD) located within Lot A1.
 - Advisement appointments for non-matriculating students and returning graduates who are considering re-enrollment.

- Workshops for non-matriculating students.

6.0 RESTRICTED AND RESTRICTED VISITOR PARKING

Restricted and restricted visitor parking permits are designed to support the official business of the university. Restricted permits are issued to administrator level III or above. Restricted visitor permits are authorized only by the Office of the President.

6.1 Designated Parking Area

6.1.1 Restricted Visitor Parking Area

The restricted visitor parking permit allows access to park in any designated restricted space in the R/A lot or any "A" lot.

6.1.2 Restricted Parking Area

The restricted parking permit allows access to park in any designated restricted space or any "A" lot.

6.2 Unauthorized Zones

- 6.2.1 Restricted visitor parking permits cannot be used for state vehicle spaces; electric service vehicle spaces; or disabled spaces unless the appropriate DMV issued placard or plates are displayed.

7.0 CONTRACTOR PARKING

7.1 Contractor Parking

7.1.1 CSUCI Business

A contractor, who has an executed contract or service agreement with the university, will be issued a complimentary contractor's permit. The contractor permit is honored in any "A" lot, but not valid in the restricted permit spaces; metered; visitor; state vehicle; electric service vehicle spaces; or disabled zones, unless the appropriate DMV issued placard or plates are displayed.

7.1.2 Campus Tenant Business

A contractor or vendor conducting business with campus tenants may utilize visitor parking; however, if the time needed to conduct business will exceed 30 minutes, the contractor can purchase a daily permit or utilize metered zones, but must pay the required fees.

7.2 Exception to Paid Parking

The exceptions to the need for a paid parking permit are public utilities (i.e., gas company, electric company, phone company, etc.), and those general contractors and their employees who are able to park on or within a university approved construction site. The university reserves the right to require these vehicles to park in designated campus parking lots or spaces and to display valid parking permits.

8.0 PARKING FOR INDIVIDUALS WITH DISABILITIES (PFIWD)

8.1 PFIWD (Students and Employees)

In accordance with Title 5, CCR 42200(c), campus-parking regulations do not permit complimentary parking for students or employees.

8.2 PFIWD (Fee Waiver)

In accordance with Title 5, CCR 42201 (b) (6), students with disabilities who possess a distinguishing license plate or placard issued by the State of California's Department Motor Vehicles or the appropriate authority of another state and have received an approved campus parking fee waiver shall be provided a complimentary parking permit.

8.3 PFIWD Spaces

In compliance with State law and the Americans with Disabilities Act, a number of parking spaces have been designated for use by individuals with disabilities only. These spaces are readily identifiable by a blue curb marking, a pole mounted metal sign with the internationally physically disabled logo, and a stencil of the

same logo painted on the road surface within the parking space. Placards and/or disabled license plates are honored in all general lots, visitor, and disabled spaces. Individuals with a disability choosing to utilize the parking meters on campus must pay the meter rate or display valid campus-parking permit **along** with their placard or disabled license plates. Contact the TPS office if assistance is needed to access the daily permit dispenser or parking meter.

9.0 EVENT PARKING

9.1 Event Defined

An event is defined as any program held on campus where reserved or specialized parking for attendees is requested or the size, location, time, and date of the activity may impact the traffic flow/access to the campus or pose a potential liability to the University as determined by PSD.

9.2 Event Parking

'Event parking' can be assigned to any designated parking lot(s). TPS requires from the Events and Facilities Use Committee the approved "Events and Facilities Use and Request" form four weeks prior to the scheduled event.

9.3 Event Parking Permits

Event Parking Permits will be required seven (7) days a week for any vehicle wishing to park within a designated event lot. All other non-event campus parking areas will remain under campus parking regulations.

9.4 Display of Event Parking Permit

Vehicles that enter a designated event lot are required to display a valid event-parking permit from their rear-view mirror or on their dashboard.

9.5 Event Employees Directions

It is unlawful to willfully fail to refuse to comply with any lawful order, signal, or direction of any traffic officer or attendant staffing the event parking area. Failure to comply may result in a citation or vehicle being towed at the vehicle owner's expense.

10.0 MOTORCYCLE PARKING

10.1 Motorcycle Defined

A motorcycle is defined as any two or three-wheel self-propelled vehicle that is required to be licensed by the State Department of Motor Vehicles.

10.2 Motorcycle Parking Designations

Two and three-wheel motor vehicles may legally park, at a reduced rate, within the designated parking areas in lots A4 and A7, or any metered zone; however, metered rates must be paid during meter enforcement hours. This is enforced seven (7) days a week, 24 hours a day. Signs indicating "Motorcycles Only" identify sections of these lots. Parking outside of designated motorcycle parking areas or parking in an incorrect way is prohibited and will result in a citation with the possibility of impoundment or tow away at the vehicle owner's expense.

10.3 Traffic Regulations/Motorcycles

Two and three-wheel motor vehicles are only permitted to circulate within the campus on paved motor vehicle roadways and are not allowed in designated "bicycle lanes" or on sidewalks.

10.4 Off-Road Travel/Motorcycles

Two, three and four-wheel motor vehicles are not allowed to hill-climb or trail-ride on university property, unless an exception is approved.

11.0 PARKING PERMITS

All parking permits are available for sale through TPS, Monday through Thursday, 8:00 a.m. until 6:00 p.m., and Friday, 8:00 a.m. until 5:00 p.m., unless otherwise noted. The purchase of a parking permit does not guarantee availability of space in a particular lot. Parking permits are issued to a specific user (or users in the case of carpool permits) and are not transferable.

11.1 Student, Faculty, Staff, Restricted and Tenant Permits

11.1.1 Students/Faculty (Part-time)

Parking permits are available on a semester basis. Permits purchased after the start of the semester are prorated accordingly: 1) 31-60 days, 75%; 2) within 61-90 days, 50%; and 3) 91+ days, 25%.

11.1.2 Staff/Faculty/Restricted (Year-Round)

Parking permits are available on a monthly basis. The monthly parking fee is payroll deducted. This fee cannot be prorated.

11.1.3 Tenants

Parking permits are available on a monthly basis. The monthly parking fee is payable by cash, check or credit card to TPS. This fee cannot be prorated. Monthly fees received after the third day of the month is considered late and will be assessed a late fee.

11.2 Multiple Vehicle or Carpool Permits

To accommodate multiple vehicles registered to a single owner or for those commuters that carpool (two or more people,) a single permit shall be issued. For those that carpool, each commuter must complete an application; all must be submitted simultaneously with one commuter identified as the party responsible for paying the required fees. The "multiple vehicle or carpool" permit may be used on either the primary or alternate vehicle(s). On the days when two or more vehicles will be on campus at the same time, a daily permit for the additional vehicle(s) must be purchased. **Prior** to any vehicle utilizing a "multiple vehicle or carpool" permit, all vehicle license plates must be registered with TPS.

11.3 Conference Permits

Conference attendees may purchase permits for the duration of the conference through their individual program registration or through TPS. Conference permit rates conform to the daily permit rate. The permit must be displayed from the rear view mirror with the permit facing the front of the vehicle. Programs hosting a conference must complete and submit a "Sponsored/Complimentary Guest Permit Request" form at least four (4) weeks prior to the scheduled conference.

11.4 Daily Permits

General daily permits may be purchased from the "blue" permit dispensers located in lots A2 and A4, the "yellow" permit dispenser in lot A1. Daily permits purchased from these dispensers are valid only on the date of purchase and in all "A" lots. The daily parking permit must be placed on the dashboard with the valid date facing up. Vehicles displaying permits in any other manner are subject to citation for improper display of permit or no permit. Daily permits are not honored in metered spaces or visitor stalls. Daily parking permits that are purchased after a citation has been issued will not result in the dismissal of the citation.

11.5 Event Permits

Temporary permits for events are honored only in lots designated to be 'event' lots. The temporary permit is valid only on the dates indicated on the permit and is not reusable or transferable. The permits may be purchased in advance from TPS.

11.6 Loan Permits

At no additional fee, loan permits are available for individuals who possess a valid annual or semester permit and have brought a vehicle on campus not registered to their permit (i.e., rental car).

11.7 Vendor Permits

Vendors may purchase a daily or monthly parking permit or may be sponsored by a department or university tenant. The sponsoring department or university tenant must complete and submit a "Sponsored/Complimentary Guest Permit Request" to TPS two (2) days in advance.

11.8 Union Representative Permits

All union representatives are required to have a valid permit to park on campus. In accordance with the Chancellor's Office directive, union representatives may purchase a campus permit or a system-wide pass from the Chancellor's Office.

11.9 Restricted Visitor Parking Permit

The Office of the President authorizes the restricted visitor parking permits. The restricted visitor parking permit cannot be loaned or transferred to any other guest, visitor, student, or employee.

11.10 Medical Permit

For the convenience of the medically disabled, medical parking permits may be obtained from TPS. A statement from the Health Center or personal physician is required, which must be specific as to the nature of the illness/injury and specify the anticipated recovery date.

Proof of purchase of a valid parking permit must be shown in order to obtain the medical permit. Medical permits are valid only in designated PFIWD spaces.

11.11 Display of Permit / Vehicles

The university authorizes two (2) options for legal display of a **static cling** parking permit: 1) by affixing the permit to the inside bottom-left corner of the front windshield (driver's side); or, 2) by affixing the permit to the permit holder and displaying it from the rearview mirror with the permit facing the front of the vehicle. Vehicles displaying permits in any other manner are subject to citation for improper display of permit. **It is improper to display a parking permit on any vehicle not registered with Transportation and Parking Services as being authorized to display that specific numbered permit.** Expired permits are to be removed at the time of expiration. Permits should be removed from the vehicle when a change of ownership takes place.

11.12 Display of Permit / Motorcycle

Permits must either be permanently affixed to the front-right fender or fork, or affixed to a lock that is attached to the front-right fender or fork of the motorcycle or moped.

11.13 Lost, Stolen, and Destroyed Permits

All lost, destroyed or stolen permits should be reported to TPS immediately and may be replaced for a \$10 replacement fee.

11.14 Altered, Counterfeit, and Void Parking Permits

It is a violation of these regulations to display a lost, stolen, void, altered, counterfeit, or any other improperly transferred parking permit and to do so may result in a parking citation being issued and/or other corrective measures including criminal prosecution.

11.15 Refund of Parking Fees

A request for a refund of parking fees may be made at TPS. The parking permit must be returned with the refund request form.

11.15.1 Semester Refunds

Refunds after the start of the semester are prorated accordingly: 1) within 30 days, 75%; 2) within 60 days, 50%; 3) within 90 days, 25%; and none thereafter. Refunds will be made within 30 days of receipt of request. There are no parking refunds for any amount less than \$10.00.

11.15.2 Summer Session Refunds**11.15.2.1 Entire Summer Session**

Refunds after the start of the session are prorated accordingly: 1) 1-25 days, 67%; 2) 26-50 days, 33%; 3) 51+ days, None.

11.15.2.2 Short Sessions

For short sessions, 50% of all remaining full weeks; however, no refunds for remaining periods of less than two weeks. Refunds will be made within 30 days of receipt of request.

11.15.3 Daily Permits

Refunds or credits are **not issued** for daily permits purchased from the dispensers or from the cashiers in the TPS department.

11.16 Dishonored Check

Checks received for fees that are returned due to insufficient funds will be charged an additional fee in accordance with the Fee Schedule (Appendix A).

12.0 PARKING REGULATIONS

12.1 Enforcement

Faculty and students are required to have valid permits from the first day of the semester. All permit and parking regulations are enforced seven (7) days a week, 24 hours a day throughout the entire calendar year.

12.2 Color Markings Use

12.2.1 Dark Green

Limited-time zones, restricted visitor, or restricted spaces.

12.2.2 Blue / White Stenciling

Disabled Parking. It is unlawful for any person to stop, park, or leave standing any vehicle in a stall or space designated for individuals with disabilities unless the vehicle displays either a special identification license plate or a distinguishing placard issued by the DMV. (C.V.C. 22507.8(a)).

12.2.3 Red / Fire Lanes

No person shall stop, park, or leave standing any vehicle, whether attended or unattended, at any curb or in any location designated as a fire lane. The designation shall be indicated (1) by a sign posted immediately adjacent to and visible from the designated place, (2) by outlining or painting in red with the words "FIRE LANE" stenciled in white, or (3) by a red curb or red paint on the edge of the roadway with the words "FIRE LANE" stenciled in white. (C. V.C. 22500.1)

12.2.4 Red / No Parking Zones

No parking anytime. These areas will be posted with "No Parking" signs. (C.V.C. 21113(a)).

12.2.5 Red Curb / Red Line / Red Crosshatched Lines

No Parking.

12.2.6 Yellow - State Vehicle Zone

Parking other than by state service vehicles conducting university business is prohibited.

12.3 Obstruction of Passageways / Roadway

Parking will not be permitted in any way that may obstruct a roadway, passageway or doorway of a building.

12.4 Direction of Vehicles / Parking Stalls

Vehicles must park facing inwards with the front of the vehicle directly in front of the wheel stops or curbing in the marked spaces. No backing in or pulling forward is permitted.

12.5 Parking / Designated Space

All vehicles must park within the lines of one designated parking space and must park facing into the parking space.

12.6 Limited Time Zones

Limited time zones are intended for the use of individuals who have short-term university business. Limited time zones should not be confused with metered zones.

12.7 Outlying Areas and Adjacent Roadways

Parking permits will not be honored in any outlying campus areas located on University Drive, Potrero Road, Lewis Road and Hueneme Road. Parking in these areas is prohibited. Violators may be cited or towed at vehicle owner's expense.

12.8 Metered Parking

Metered parking spaces are available throughout the campus. These spaces are for individuals who have short-term university business. Metered zones are not to be used for instructional sessions. Metered zones are enforced seven (7) days a week, 24 hours a day. Parking permits are not honored in metered spaces. Payment of the metered rate is required of all vehicles utilizing these spaces. Each occasion that the posted time limit is exceeded is considered a separate violation of the parking regulations, and as such, a vehicle may receive multiple citations on one day in the same metered space.

12.9 Bus Zone

No vehicle shall stop or park at any time in a designated bus zone. Vehicles stopped or parked in the bus zone are subject to citation and/or towing at vehicle owner's expense. (C.V.C. 22500(i)).

13.0 TRAFFIC REGULATIONS

13.1 California Vehicle Code

All state laws, including the California Vehicle Code provisions, are enforced on the CSUCI campus seven (7) days a week, 24 hours a day. This includes holidays, weekends, and other periods when classes are not in session.

13.2 Pedestrians

Except in situations where the PSD representatives are controlling traffic flow or direction, pedestrians have the right-of-way (C.V.C. 21950(a)) but must use crosswalks and may not cross in unmarked areas.

13.3 Traffic Signs

It shall be unlawful to fail to obey any sign erected or maintained to indicate and to carry out the provisions of this code or any other traffic regulations (C.V.C. 21461(a)). All stop signs and special road signs must be observed.

13.4 Traffic Control Devices

Barriers, barricades, fences, or posts may be placed at any point and at any time to restrict traffic as may be deemed necessary for safety and convenience. The removal or moving of such barriers, barricades, fences or posts, except for emergency purposes, is forbidden without the expressed permission of TPS or the Police Department. (C.V.C. 21464(a)).

13.5 Traffic Officer

It is unlawful to refuse to comply with any lawful order, signal, or direction of any traffic officer. (C.V.C. 21100.3).

13.6 Bicycle Lanes

Motor vehicles may not park, drive, or stop for passengers in designated bicycle lanes (C.V.C. 21211(b)).

13.7 Circulation of Traffic

All motor vehicles must circulate within the main campus on paved motor vehicle roadways only.

13.8 Speed Limit For Campus Core

The maximum speed limit is 20 miles per hour on all campus roads and 5 miles per hour in the parking lots, unless otherwise indicated by painted lanes and/or posted signs (C.V.C. 21113(a)).

14.0 ENFORCEMENT

14.1 Violation of Parking Regulations

Vehicles found to be parked in violation of any campus parking regulation or regulations or parked in violation of any section or sections of the California Vehicle Code will be issued a "Notice of Parking Violation" (citation) by a representative of Public Safety.

14.2 Campus Posting of Towing Away Notices

The university has posted parking notices throughout campus parking areas. Notices are posted in the following manner: "Vehicles in violation are subject to citation and/or towing at vehicle owner's expense (C.V.C 22659)."

14.3 Unattended Vehicles

Any vehicle left standing on any highway, roadway, or other property of the university in violation of posted provisions (C.V.C 22659) or in violation of any provision of the Vehicle Code may be towed away and stored at vehicle owner's expense (C.V.C. 22651).

14.4 Improper Use and Possession of Permit

Any vehicle displaying a lost, stolen, forged, or fictitious parking permit or a permit obtained by means not permitted under the university parking regulations, will be issued a "Notice of Parking Violation". It is a violation to use a permit previously reported lost or stolen. All found permits should be returned to TPS.

14.5 Tow Away of Stored and Impounded Vehicles

Vehicles stored or impounded will be towed away at vehicle owner's expense: or if deemed appropriate by the PSD representative initiating the impound, may be immobilized by wheel lock. Any immobilized vehicle may be removed/towed away from the campus at the vehicle owner's expense at any time following the

original impound, if for any reason the removal is requested by a representative of the PSD. To legally reclaim an impounded or immobilized vehicle, the vehicle owner or their designee must deposit the total parking fines due with TPS during regular business hours, Monday through Thursday, 8:00 until 6:00 and on Friday until 5:00 PM. All immobilized vehicles will be charged a release fee. See the Fee Schedule (Appendix A).

14.6 Impound by Wheel Lock

As authorized in the California Vehicle Code, Sections 22651(i) and 22651.7: any vehicle, other than a rented vehicle, found upon a highway or public lands and is known to have been issued five or more "Notices of Parking Violation" (citations) issued over a period of five or more days, to which the owner or person in control of the vehicle has not responded to the agency responsible for processing "Notices of Parking Violations," the vehicle may be impounded by immobilization (wheel lock) or towing until that person furnishes to the impounding law enforcement agency evidence of his or her identity and an address within this state at which he or she can be located and satisfactory evidence that the fines have been deposited for all "Notices of Parking Violations" issued for the vehicle.

14.7 Non-Registered Vehicle

Any vehicle parked that displays either no evidence of registration (i.e., license plates, vehicle identification number, etc.), or vehicles that display registration which is expired more than 6 months, are subject to inspection, citation and/or impoundment (C.V.C. 22651(j) and 22651(o)(1), respectively).

14.8 Towing / Cancellation

When any vehicle is in the process of being towed from the university using an applicable towing authority section of the California Vehicle Code and the driver of the vehicle arrives on scene, a "Notice of Parking Violation" (citation) will be issued, and tow away will be canceled, unless the towing service has arrived and initiated tow away procedures by making physical contact with the vehicle. If the towing company has made physical contact with the vehicle, arrangement for towing fees are subject to agreement between the driver of the vehicle in question and the towing service. If the vehicle is being towed for a violation of Section 22651(i), five or more delinquent citations, tow away will not be canceled unless the driver has immediate means by which they can pay all applicable outstanding parking citations on file with TPS.

14.9 Fine Schedule for CSUCI Parking Citations

A schedule of fines will be reviewed annually and will be made available at TPS. See Appendix B for the current schedule of fines.

15.0 PAYMENT OF FINES

15.1 Payment of Fines

Parking citations may be paid to TPS in person or by mail.

15.2 Late Payment of Fines

Failure to remit payment within 21 calendar days of the citation issue date will result in the mailing of a "Notice of Intent" to refer the delinquent account to collections. Failure to respond to the "Notice of Intent" within 14 calendar days will result in a fine increase and the account automatically forwarded to collections.

16.0 CITATION APPEALS

16.1 Appeal of Citation

Parking citation appeal forms may be requested in person, in writing, or by phone from TPS. TPS review the citation and will notify the contestant of the results by mail. The following reasons are not considered for appeal:

- Ignorance of parking rules and regulations
- Failure to see/read signage
- Failure to locate a parking space, parking or stopping for a short period of time
- Expired meter/time (not related to a mechanical malfunction)
- Expiration of the 14 calendar day period following the mailing of the "Notice of Intent."

Parking citation appeal forms must be filed within 21 calendar days from the issue date of the citation or 14 calendar days from the mailing of a "Notice of Intent." Appeals received after the grace period are not eligible for a review and will be returned. Contestants must contact the Parking Services office if they have

not received a response to an appeal within 21 days of filing. Contestants are still responsible for the citation, even if they do not receive the response form. CSUCI follows the procedures for contesting parking violations as stated in the California Vehicle Code, Section 40215.

16.2 **Administrative Hearings**

To contest the results of the initial citation review, contestants have 21 calendar days from the "Disposition Mailed" date to request an Administrative Hearing. A request for an Administrative Hearing can be made in writing or in person. The person requesting a hearing shall have the choice of a hearing by phone or in person (C.V.C. 40215(c)). **In addition**, the "full" amount of the parking penalty due must accompany the written request. Requests that do not meet the required deadline **or** include the full payment of the parking penalty will not be eligible for further review, and the decision of the issuing officer will stand. The citation will be processed pursuant to California Vehicle Code, Section 40220(a).

16.2.1 **Financial Hardship**

Assembly Bill 1228 (C.V.C. 40215(b)) allows a person to request a hearing without payment of the parking penalty upon satisfactory proof of inability to pay the amount due. If due to financial hardship, a request may be made to waive the required penalty deposit by completing a "Waiver of Penalty Deposit" form. This information must be submitted prior to the request for an Administrative Hearing.

16.2.2 **Location of Hearings (In-Person)**

Hearings are held at the Police Department located on University Drive. On the day of an appointment, violators/contestants are required to be present at or before an appointed time. Please allow plenty of time for parking, as permits are required to park on campus. Bring copies of all applicable documentation relating to your appeal (i.e., vehicle registration, permit information, placards, etc.) that you wish to have considered.

16.2.3 **Notification of the Decision**

Results of the hearing will be mailed to the address listed on the "Request for Parking Citation Appeal" form within 15 days of the hearing date.

16.2.4 **Failure To Appear**

Failure to appear for the scheduled hearing as promised will result in forfeiture of penalty posted. If you decide to forfeit the posted penalty in lieu of appearance, please notify the Police Department at least two (2) days before your scheduled appearance. If you need to reschedule, please contact the Police Department prior to your hearing appointment at (805) 437-8443.

16.2.5 **Rescheduling Administrative Hearings**

Persons requesting a hearing are allowed to reschedule. If you need to reschedule, contact the Police Department at (805) 437-8433 at least 24 hours prior to your hearing appointment. Rescheduling requests will not be honored if less than 24-hour notice is given. If hearing is not rescheduled within 24 hours or an appellant fails to appear for their scheduled hearing, the hearing will be conducted at the initial time. Rescheduled hearings will be held with or without the appellant in attendance.

16.2.6 **Contesting the Results of the Hearing Officer**

You will have the right to appeal the final determination of the Hearing Officer to the Superior Court of Ventura County within 21 days of the mailing date of your results. You will be required to process all necessary documents and post a non-refundable filing fee with the Court prior to scheduling your court hearing date. You may obtain all necessary court documents through the Superior Court of Ventura County, Traffic Division, located at 800 S. Victoria Ave., Room 118, Ventura, California 93009.

17.0 **STORAGE, REPAIR, AND ABANDONED VEHICLES**

17.1 **Storage of Vehicles**

No storage of vehicles is permitted on campus. With the exception of residence hall students with valid parking permits, vehicles are considered stored if parked on campus after midnight.

17.2 **Abandoned Vehicles**

Abandoned vehicles will be towed away at vehicle owner's expense after three (3) days (C.V.C. 21113 and 22651(k)). Written notice from Public Safety will be mailed to the registered owner of the vehicle in question.

17.3 Inoperative Vehicles

Any parking permit issued pursuant to campus regulations shall cease to be valid when the vehicle displaying the permit is determined to be inoperative by the PSD personnel. The following standard of inoperability shall be applied in any such determination:

17.3.1 A motor vehicle is inoperative if it cannot be moved under its own motor power and remains stationary in excess of three (3) consecutive days. When a representative of the PSD determines a vehicle to be inoperative, the vehicle shall be deemed parked without a valid parking permit and shall be issued a "Notice of Parking Violation" (citation) on the same basis as any vehicle not bearing a permit. If in the judgment of the PSD representative a vehicle is restored to an operative condition, a permit for the vehicle may be reissued.

17.4 Repair of Vehicles

No repair of private vehicles shall take place on campus with the exception of jump starting a dead battery or fixing a flat tire.

18.0 USE OF MOTOR VEHICLES FOR "LIVING" OR "HUMAN HABITATION" ON CAMPUS

18.1 Human Habitation

No person shall use any motor vehicle in any area on the campus for the purpose of human habitation or camping. "Human Habitation" includes one or more of the following activities: sleeping, cooking, or showering. It is prohibited to dump body waste on university grounds.

19.0 BICYCLE REGULATIONS

19.1 Bicyclist Rights and Responsibilities

Every person riding a bicycle within the campus has all the rights and is subject to all the provisions of a driver of an automobile. In addition, California Vehicle Code, Sections 21200 through 21210 are incorporated within our regulations and will be applicable to the campus.

19.2 Bicycle Prohibition/Outdoors

Where "bicycle lanes" are provided, bicycles are not to be ridden elsewhere in the streets. Bicycles shall not be ridden on sidewalks.

19.3 Bicycle Prohibition/Indoors

Bicycles shall not be ridden nor parked inside buildings or stairways.

19.4 Bicycle Storage/Parking

Unattended bicycles must always be securely locked in bicycle racks provided by the University. Bicycles shall not be parked whereby they impede pedestrian traffic or create a hazard (i.e., parked on lawn areas, sidewalks, or secured to lampposts, landscaping, stairs, railings, etc.). Bicycles parked at any location on campus outside of a bicycle rack will be impounded and a fee will be charged prior to release in accordance with the Fee Schedule (Appendix A).

19.5 Impounded Bicycles

Impounded or "found" bicycles, which remain unclaimed for a period of six months or more, may be disposed of or sold through auction by the University.

19.6 Exemption

Bicycles used in the course of duty by the PSD enforcement personnel are exempt from the University bicycle regulations.

20.0 SKATEBOARD REGULATIONS

20.1 Regulation

The use of skateboards, motorized skateboards, roller skates, roller blades, coasters, or similar devices on CSUCI campus is prohibited (C.V.C 21113(f)).

20.2 Violations

Violators are subject to citation and/or discipline as provided by Title 5 of the California Code of Regulations, Sections 41301- 41304 and C.V.C. 21113(f).

20.3 Exemption

Special events involving skateboards, roller skates, roller blades, coasters, or other similar devices that have been authorized by the PSD and approved through the university process are exempt from the above prohibition.

21.0 EMERGENCY VEHICLES (Being Utilized for Official Emergency Purposes)

With the exception of those regulations outlined in the California Vehicle Code, emergency vehicles are exempt from the CSUCI Parking Regulations. For the purpose of these regulations, an emergency vehicle is defined as any privately owned two-wheeled, three-wheeled, or full-sized vehicle used in response to emergency calls for fire or law enforcement or for the immediate preservation of life or property; or any publicly owned vehicle that is engaged in law enforcement work.

22.0 CALIFORNIA VEHICLE CODE

A reference copy of the California Vehicle Code is available in the PSD.

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SCHEDULE OF FEES

| Category | Amount |
|---|-------------------|
| Immobile Vehicle Release Fee | \$20.00 |
| Late Fee | \$25.00 |
| Parking Permits | |
| Daily | \$6.00* |
| Semester – A Lot (Students) | \$145.00* |
| Semester – A Lot (Faculty) | \$89.50* |
| Semester – Motorcycle | \$36.00* |
| Semester – Student Housing Lot (SH & A10) | \$135.00* |
| Semester – Student Housing Motorcycle | \$34.00 |
| | |
| | |
| Monthly – Employees <i>(MPP & Non-represented)</i> and Tenants Only | \$32.25 |
| Monthly – Employees <i>(Represented)</i> | \$25.00 |
| Parking Violation Penalty | \$40.00 |
| Replacement Permit | \$10.00 |
| Returned Check Fee <i>(Non-Sufficient Funds)</i> | \$25.00 |
| Shuttle Card | \$25.00*/Semester |
| Shuttle Card Replacement Fee | \$15.00 |
| Superior Court Filing Fee | \$25.00 |

* Proposed fee increases are pending

PARKING VIOLATIONS – BAIL SCHEDULE

California Vehicle Code, Section 21113(a) is the regulatory authority for the following parking violations:

| DESCRIPTION | EFFECTIVE 7/1/99 |
|---|------------------|
| Bike Lane | \$40.00 |
| Blocking Disabled Ramp | \$285.00 |
| Bus Zone | \$100.00 |
| Designated Space | \$20.00 |
| Disabled Access Curb | \$250.00 |
| Disabled Loading Area | \$250.00 |
| Disabled Zone | \$335.00 |
| Expired Meter | \$30.00 |
| Fire Hydrant | \$40.00 |
| Fire Lane | \$55.00 |
| Meter | \$30.00 |
| Misuse of Permit | \$100.00 |
| Misuse of Permit / Unauthorized | \$120.00 |
| Motorcycle in Vehicle Space | \$20.00 |
| No Event Parking Permit | \$30.00 |
| No Parking | \$30.00 |
| No Permit | \$30.00 |
| No Permit / Bike Lane | \$70.00 |
| No Permit / Blocking Disabled Ramp | \$315.00 |
| No Permit / Bus Zone | \$130.00 |
| No Permit / Disabled Zone | \$365.00 |
| No Permit / Expired Meter | \$60.00 |
| No Permit / Fire Lane | \$85.00 |
| No Permit / Misuse of Permit | \$130.00 |
| No Permit / Misuse of Permit / Unauthorized | \$150.00 |
| No Permit / Motorcycle In Vehicle Space | \$50.00 |
| No Permit / No Parking Zone | \$60.00 |
| No Permit / Non-Designated Space | \$50.00 |
| No Permit / Other | \$50.00 |
| No Permit / Passenger Loading | \$50.00 |
| No Permit / Red Zone | \$85.00 |
| No Permit / Unauthorized | \$50.00 |
| No Permit / Yellow Zone | \$50.00 |
| Obstructing Roadway/Driveway | \$30.00 |
| On a Crosswalk | \$30.00 |
| On a Sidewalk | \$55.00 |
| Other | \$30.00 |
| Permit Not Visible | \$15.00 |
| Red Zone | \$55.00 |
| Unauthorized | \$20.00 |
| Vehicle Backed In | \$15.00 |
| Vehicle Facing Wrong Way | \$15.00 |
| Warning | \$0.00 |
| White Zone | \$20.00 |
| Yellow Zone | \$20.00 |