

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 7034

TITLE: PARKING AND TRAFFIC REGULATIONS

BASED ON POLICY: 7.03 SAFETY AND TRAFFIC CONTROL

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR
ADMINISTRATIVE SERVICES

I. Purpose:

To provide guidance for parking and vehicular traffic flow to ensure efficient and safe access to campus facilities

II. Procedure:

A. The following areas are designated as NO PARKING:

1. Streets, fire lanes, driveways, or walkways
2. Within 15 feet of a fire hydrant or 20 feet of an intersection or driveway

B. The following areas are designated as RESTRICTED PARKING:

1. Short-term parking spaces
2. Loading and unloading zones/spaces
3. Disabled parking spaces; valid permit is required
4. Reserved parking spaces; a "reserved" decal is required
5. Parking spaces for special events, such as the Artist Series or College District Board of Trustees meetings
6. Parking lot F on the Highlands Campus – for patrons of the cosmetology program
7. Parking lot J on the Highlands Campus – for faculty and staff only

C. Decals: Except for occasional visitors, parking permit decals must be displayed on all vehicles parked on campus. All parking permit decals must be applied to the vehicle in a manner that they are clearly visible from the

rear by security. Parking permit decals are to be obtained, at no added cost, from the Cashier's Office. Employees will be issued a reserved or staff decal based on the listing provided by the Office of Human Resources.

- D. Bicycles are to be stored in bicycle racks. Parking permits are not required for bicycles.
- E. Speed limit and driving rules: The speed limit on campus is 15 MPH unless otherwise posted.
- F. Parking backwards in a parking space is permitted only when the parking space does not a join a sidewalk. Backing in parking is not permitted in parking lots D, D1, and J due to their design constraints.
- F. Violations: Security will issue parking tickets for the following reasons:
 - 1. Parking over the parking space's restraining line
 - 2. Parking outside of designated area
 - 3. Parking which obstructs traffic
 - 4. Not completely pulling into a parking space
 - 5. Parking in an area where no parking spaces are provided
 - 6. Backing in and parking in a non-designated space
 - 7. Parking off the pavement on any grass area
 - 8. Parking vehicle where it exits against the flow of traffic
 - 9. Parking in designated reserved spaces without authorization
 - 10. Parking illegally in a space marked for disabled parking only

G. Fines:

Persons receiving citations are required to pay fines at the Cashier's Office within seven days after receiving the ticket. Employees who intentionally disregard parking and traffic regulations and/or do not pay properly assessed fines promptly will be subject to disciplinary action and/or payroll deduction. For students, failure to pay fines may result in grades and transcripts being withheld.

- 1. Fines for violations are established by the SFSC District Board of Trustees.
- 2. Fines collected will be deposited in SFSC's student scholarship fund.

H. Any person who sells a SFSC registered vehicle must destroy the decal at the time of sale. Failure to comply will place the original owner in jeopardy for any subsequent SFSC campus violation of his former vehicle registration.

I. When a student or employee finds it necessary to leave a vehicle on campus overnight they should:

1. Park the vehicle under a parking lot lighting fixture
2. Notify security of the make, color, and location of the vehicle

J. Appeals

Individuals seeking to appeal a parking violation citation should be referred to the director, safety and risk management, Building F, Highlands Campus.

K. In extreme cases (e.g., emergency vehicle lane blocked during an emergency, abandoned vehicle, repeated violations indicating refusal to comply with campus parking and traffic regulations, refusal to follow verbal direction by security or parking attendants, etc.), a vehicle may be towed and stored or have a wheel lock placed on the vehicle with authorization of the vice president for administrative services. Costs incurred for towing and storage will be the responsibility of the vehicle's owner.

HISTORY: Last Revised: 12/08/20

Adopted: 8/1/89

Reviewed: 1/31/05, 1/31/08

Revised: 1/30/02, 10/13/09, 4/03/12, 12/08/20