

OLYMPIC COLLEGE POLICY

TITLE: Parking Policy

POLICY NUMBER: OCP 200 - 16

REFERENCE: WAC 132C-10

I. Authority (WAC 132C-10-100)

Per RCW 28B.50.140(10) the board of trustees of Olympic College has authority to adopt rules and regulations for pedestrian and vehicular traffic on property owned, operated, or maintained by the College. Parking fees may be adopted by the board of trustees, specifying the charge per quarter and per year. The College reserves the right to refuse the issuance of a parking permit.

II. Objectives

The primary objectives of this policy and its procedures are to:

- A. Designate defined parking space for staff, students, carpools and disabled persons;
- B. Assure that emergency vehicles have access throughout the campus at all times;
- C. Ensure that the parking space available on the campus is allocated in such a manner as will best obtain the objectives of these regulations for the most efficient use and consistent with College bargained agreements; and;
- D. Protect state property.

III. Enforcement (WAC 132c-10-101)

The Olympic College Safety and Security Department is responsible for all matters regarding pedestrian and vehicular traffic and parking regulation and enforcement of parking including, but not limited to:

- A. Assignment of parking spaces, parking permits;
- B. Assessment of fines for violations;
- C. Assessment of security enhancement fees:

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- D. Designation of lot and space numbers;
- E. Issuance of Traffic or Parking Citations; and
- F. Permit Revocation.

IV. Fines (WAC 132C-10-102)

- A. A full schedule of traffic and parking infractions shall be published by the College and made available for review in the public safety office.
- B. All fines are to be paid through the Olympic College Cashier's Office, either in person or by mail during normal business hours and within 15 (fifteen) days of the infraction. Failure to pay fines may result in any of the following actions, but is not necessarily limited to:
 - 1. Denial of registration.
 - 2. Withholding transcripts, degrees, refunds, credits and grades.
 - 3. Denial of future parking privileges;
 - 4. Violators will be given 15 calendar days to appeal or pay a citation. If payment or appeal is not made in this period, a warning notice will be sent indicating that payment is due within five business days with notice of penalty or action taken if not paid.
 - i. If payment is not made by the final due date any parking privileges will be revoked.
 - ii. If payment is not made by the final due date and the individual does not have parking privileges, future violations may result in impounding, immobilization (boot) with storage charged to the owner or operator of the vehicle. A payment plan (or payment in full for all citations) must be established through the accounting department prior to removal of the boot.
- C. During the first week of each quarter, a warning card may, at the discretion of Safety and Security, be placed on the vehicle in lieu of a citation. The College reserves the right to issue citations at all times.

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V. Impoundment (WAC 132C-10-103)

Vehicles will be impounded if found to be blocking another vehicle or access, posing any potential threat to property or personal safety, multiple parking or traffic infractions restricting access to emergency vehicles, and other reasons seen as creating a safety hazard in the opinion of a Safety and Security Supervisor. All costs of impoundment will be the responsibility of the vehicle owner. The College shall not be liable for loss or damage of any kind resulting from such impounding, immobilization or storage. Impoundment does not remove the obligation for any fines associated with the violation(s).

VI. Appeal Process (WAC 132C-10-104)

All appeals by anyone who has received a citation for a violation of these parking and traffic rules must be made in writing using the Olympic College Parking Appeal form (available from Safety and Security).

A. Level One: Appeals must be submitted to Safety and Security within five working days of initial citation with an appeal form and a copy of the citation. The Safety and Security Supervisor will make a determination and notify the appellant within five working days of receipt of the appeal.

B. Level Two: If a Level one appeal is denied, the appellant may petition the Parking Advisory Committee within five working days. The decision of the Parking Advisory Committee is final. The appeal to the Parking Advisory Committee must include the following:

1. A copy of the level one appeal; and
2. A written statement indicating reasons the denial should be overturned; and
3. A receipt showing that the citation has been paid.

The Committee will make a determination and notify the appellant within five working days of receipt of a level two appeal. The appellant will be refunded any citation fee paid if the Committee overturns the citation(s).

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VII. Parking Advisory Committee (WAC 132C-10-105)

The Parking Advisory Committee is coordinated by the Safety and Security Department. It is composed of one faculty, one staff, and one student. The Committee will meet as needed.

<i>Recommended by</i>	<i>Richard MacLennan, Vice President of Student Services</i>
<i>Submitted to President's Cabinet for Review</i>	<i>August 11, 2009</i>
<i>Approved by President</i>	<i>August 11, 2009</i>
<i>Submitted to Board of Trustees</i>	<i>August 18, 2009</i>
<i>Approved by Board of Trustees</i>	<i>September 22, 2009</i>
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<i>Revised</i>	

OLYMPIC COLLEGE PROCEDURE

TITLE: Parking Procedures

PROCEDURE NUMBER: OCP 200 - 16 - 01

I. Definitions

- A. Vehicle:** Any and all self-propelled vehicles including but not limited to automobiles, vans, trucks, motorcycles, motor scooters and/or motorized bicycles.
- B. Assigned Space:** A numbered parking space in a specified faculty/staff parking lot.
- C. Open Parking:**
 - 1. Between 4:00 P.M and 7:30 A.M. weekdays and all weekends and holidays; and
 - 2. From the first day of Summer Session through August 31.
- D. Senior Staff:** The College President, the Vice President for Instruction, the Vice President for Student Services, the Vice President for Administrative Services, the Director(s) of branch campuses.
- E. Carpool:** Registration with Kitsap Transit is required to qualify for carpool status.

II. Parking Designation / Space Assignment

- A. Senior Staff:** Senior Staff members are assigned parking when hired for the position. Vacated Senior Staff parking spaces are assigned to the replacement senior staff member.
- B. Full time Employees:** Assignment is made in order of seniority (defined by Human Resource Services). Generally one space will be assigned per employee. Staff who have an office at one campus and work that requires them to be at another campus will be handled on a case-by-case basis by the Safety and Security Supervisor.

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- C. **Parking Wait List:** Safety and Security will maintain a wait list for employees seeking any parking space, including a preferred parking space. Employees will be added or removed at their request. Once an employee has been placed in a lot, parking space adjustments within the lot will only be made if the employee's primary vehicle does not allow for ease of parking. Safety and Security will review and determine whether to grant a request for a new space within the same lot. The wait list will be available on the Safety and Security website.
- D. **Students:** Parking in student lots is available on a first-come, first-served basis for any vehicle displaying a valid student parking decal. Students are prohibited from parking in designated staff or faculty parking lots.
- E. **Visitors:** Parking in visitor spaces is available to visitors only on a first-come, first-served basis. Visitors are given a 15 minute grace period to acquire a visitor's permit (from safety and security or another department of the College) and place it on their dash board.
- F. **Vendors:** Vendors may pay a security enhancement fee as determined by safety and security and obtain a decal allowing parking in student parking lots.
- G. **Adjunct Faculty and Part-Time Hourly Staff:** Parking in adjunct faculty lots is available on a first-come, first-served basis. After 12:00 P.M. Monday through Friday, open spaces in student lots are available for all part or full time employees with a valid parking decal or hanger.

III. Security Enhancement Fee/Parking Fee

- A. **Full Time Employees:** Full time employees will be assessed a parking fee for each academic year in which they utilize an assigned space (if parking privileges are for less than nine months the fee will be prorated). Safety and Security will assume continuous use by an employee until notified otherwise. The parking fee will be automatically withheld through a payroll deduction in equal monthly sums over a full year. This is the only payment method accepted.

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- B. **Adjunct Faculty and Part-Time Employees:** Are assessed a security enhancement fee for each academic year. Payment in full is required when the permit is issued. The amount will be prorated if the parking privilege is less than nine months.
- C. **Students:** Are assessed a security enhancement fee for each academic quarter. Payment in full is required when the permit is issued.

IV. Permits

- A. Permit Types include:
 - 1. Full-Time Faculty
 - 2. Full-Time Staff
 - 3. Adjunct Faculty / Part Time Staff
 - 4. Student
 - 5. Visitor
 - 6. Car/vanpool
 - 7. Disability
 - i. Permanent (Provided by the State of Washington)
 - ii. Temporary (provided by Safety and Security). These permits allow parking in spaces marked for visitors.
- B. All persons parking in designated parking on the campus (prior to 4:00 p.m.) shall secure and display a current, valid parking permit that is fully visible from the exterior of the vehicle.
- C. Parking permits are not transferrable.
- D. One permit will be issued for each vehicle of the registered permit holder.
- E. Improper transfer of a permit/space shall include, but is not limited to, the wrongful sale, lending or transfer of a parking permit/space.
- F. Temporary sharing of parking space is allowed for vacation/extended sick leave only. Application for temporary sharing is made through the Safety and Security Department. Approved Temporary Sharing Permits must be fully visible from the exterior of the vehicle during the entire shared time period.

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- G.** Parking permits are the property of the College and may be revoked for any of the following reasons:
1. Falsification on a parking permit application
 2. Multiple or continued violations of parking rules
 3. Counterfeiting or altering permits
 4. Failure to comply with a final decision of the Parking Advisory Committee
 5. Improper transfer of a permit, inclusive of lending or transfer of a parking permit
- H.** Parking spaces are the property of the College and permission to use the space may be revoked if the parking space is utilized by someone other than the assigned designee with the exception of an Approved Temporary Sharing Permit.

Initiated *September 23, 2009*

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Schedule of Parking Infractions and Fines

<u>Infraction</u>	<u>Fine</u>
No permit	\$10.00
No parking zone	\$25.00
Occupying more than one space	\$10.00
Back-in parking	\$10.00
Blocking traffic	\$25.00
Violation of visitor parking	\$10.00
Carpool violation	\$25.00
Violation of accessible/disabled parking	\$100.00
Parking in fire lane	\$50.00

September 23, 2009