

# PROCEDURE

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<b>LEGAL AUTHORITY</b>	<b>P6Hx23-4.34</b>	<b>7/17/12 Revision #12-7</b>

P6Hx23-4.34      PROCEDURE: STUDENT TRAFFIC AND PARKING CONTROL

I. The following schedule of fines and penalties for parking and traffic violations shall be in effect at all campuses and centers of the college:

A. Parking

Illegal parking in any form, each offense \$10.00

B. Speeding

Operation of any type vehicle in excess of posted speed limit, each offense \$10.00

After the second offense, automatic referral to the dean of student services for disciplinary action under rules 6Hx23-4.33 and 6Hx23-4.35.

C. Reckless Driving

Operation of any type vehicle in a wanton or willful manner so as to endanger life or property, each offense \$10.00

After the first offense, automatic referral to the dean of student services for disciplinary action under rules 6Hx23-4.33 and 6Hx23-4.35.

D. Compliance with Traffic Signs

Failure to heed traffic regulatory signs, each offense \$10.00

II. Citations issued by the campus police for alleged traffic or parking violations, or fines levied or assessed by the College, can be canceled only by the Dean of Student Services, Provost, or Center Administrator.

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- III. Vehicles illegally parked in special reserved areas where the college has posted signs may be towed away at the owner's expense.
- IV. In accordance with Florida law, moneys collected from parking and traffic violation fines will be used for student financial aid purposes.
- V. The parking office is a function of the student activities office on each campus. All parking violations are processed here. The campus police initiate the process by issuing citations to offenders. The business office then collects the fine based on BOT Rule 6Hx23-4.34. The student activities specialist serves as the appeal officer on all parking matters.
- VI. Parking ordinances and printed information explaining parking rules and violations shall be distributed to all students.
- VII. Distribution of staff decals shall be determined by the campus provost. All employees of the college are expected to adhere to campus parking rules and procedures. Repeated violations by employees shall be reported to the campus provost.
- VIII. All fines collected from student parking and traffic violation fines will be used for student activity scholarships (see P6Hx23-4.031).
- IX. Procedure: Towing of Vehicles
  - A. When a motor vehicle is parked illegally in an area designated for the handicapped or as a fire lane when such areas are identified as tow away, the security guard or traffic control person shall notify the campus dean of student services, provost, or the evening administrator-on-duty of the description and location of the vehicle. In addition, the security guard or traffic control person shall notify the dean of student services, provost, or the evening administrator-on-duty of the description and location of any vehicle which is repeatedly parked in designated student parking areas.
  - B. The dean of student services, provost, or the evening administrator-on-duty may notify a towing company and request that the towing company tow the car from the campus

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to the towing company's storage lot, which shall be located not more than five miles from the campus.

- C. Upon the arrival of the towing company representative at the campus, said representative and the security guard or traffic control person shall visually inspect the vehicle for apparent damage and shall complete and sign Form SA-402 in duplicate. The security guard or traffic control person shall forward one copy of Form SA-402 to the dean of student services, and the second copy shall be given to the towing company representative.
- D. The towing company shall then remove the vehicle. If the registered owner of the vehicle or other legally authorized person in control of the vehicle shall arrive at the scene prior to removal or towing of the vehicle, the security guard or traffic control person shall request that the company representative disconnect the vehicle, unless said person refuses to remove the vehicle from the area in which it is illegally parked.
- E. The dean of student services shall make available to the registered owner of the vehicle or other legally authorized person in control of the vehicle who requests such information, the name of the towing company, the location of its storage lot, and its schedule of rates.

History: Amended - 3/15/83, 11/1/88. Effective - 11/8/88, 12/17/91. Filed - 12/17/91. Effective - 1/1/92; 7/17/12. To Be Filed – 7/17/12. Proposed Date to Become Effective – 7/17/12.