

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: TRAFFIC AND PARKING REGULATIONS

BASED ON POLICY:

REVISION NUMBER: 3

OFFICE OF RESPONSIBILITY: ADMINISTRATIVE SERVICES



PRESIDENT

November 30, 2012

DATE

PURPOSE

The purpose of this procedure is to outline traffic and parking regulations.

PROCEDURE

Parking areas throughout the campus are designated as unassigned parking except where posted. Unassigned parking is open to the faculty, staff, and students with a current TCL parking decal. Unassigned parking areas are striped with white lines. Visitor parking spaces are available at selected locations on campus and are clearly marked.

Assigned parking spaces are clearly marked with reserved signs. Only the personnel or vehicles assigned to the area are allowed to park in these spaces. Such areas as roadways, driveways, loading zones, refuse containers, shop doorways, grass areas, and fire zones are designed as "No Parking" areas. Yellow curbing also indicates "No Parking" areas.

The maximum speed limit on campus is ten miles per hour (10 mph). Pedestrian safety must be observed at all times while driving on the campus. Speed limit signs are posted at all entrances to the campus.

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Entrances to the campus have duly posted signs alerting motorists that parking regulations will be strictly enforced. Illegally parked vehicles will be ticketed and/or towed at the owner's expense.

1. Registration Procedures

a. Students

Students who are enrolled at the College will be issued a parking permit. The permit may be obtained from the Learning Resource Center (LRC). There is no cost to the student for a parking permit. The permit allows use of any parking space on campus that is not reserved or assigned. To be issued a parking permit, the student will be required to fill out a vehicle registration form. This form will be maintained by the Security Office and will be used to readily identify the owner of a vehicle should this be required. Parking permits are issued on an annual basis and expire on August 31st each year.

b. Faculty and Staff

Faculty and staff parking permits will be identified by the words "Faculty/Staff" on the permit. The permits will be issued to employees by the Security Office. Once issued, the parking permit does not expire as long as the individual is employed by the College.

2. Procedures for Handicapped Parking Spaces

Handicapped parking spaces are marked with the official handicapped designation. These parking spaces are reserved for the disabled only and will not be used under any circumstances by others. Vehicles utilizing the reserved handicapped spaces must display an official symbol as follows:

- a. State vehicle license plate bearing the handicapped symbol.
- b. Official handicapped permit that is issued by the South Carolina Highway Department. This permit must be displayed on the driver's side of the dashboard, or hanging from the rear view mirror.
- c. Official handicapped symbol/decal that is issued by Technical College of the Lowcountry or other governmental agencies from other states.

Any faculty, staff or student who becomes temporarily handicapped while working or attending classes at the College will be issued a temporary handicapped parking permit for the time that the individual is disabled. The

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temporary permit will be requested through the Security Office. Each permit will be numbered and registered. At the end of the temporary handicapped parking permit period, the permit will be returned to the Security Office. The temporary handicapped parking permit will be used for parking while on the grounds of the Technical College of the Lowcountry only and in no way authorizes the individual to park in other handicapped spaces off campus.

3. Continuing Education Students and Adjunct/Temporary Employees

a. Continuing Education Students

Continuing Education students will be issued a temporary parking permit valid for the duration of the class. The permit will be issued upon registration by the Continuing Education office.

b. Adjunct/Temporary Employees

Adjunct and temporary employees will be issued a temporary parking permit valid for the term of their contract. The permit will be issued by the security office.

4. Parking Regulations

a. Parking Permits

Parking permits (decals) are required to be displayed on all privately owned vehicles that utilize campus parking. The permit should be displayed on the rear vehicle window. This allows the vehicle to be observed and identified by Physical Plant personnel and Security Officers.

Temporary permits should be displayed on the rear view mirror of the vehicle while using campus parking.

b. Parking Violations

Violations/tickets will be issued to all vehicles found to be illegally or improperly parked. A record of violations/tickets issued will be kept on file in the Security Office. Violations include the following:

- 1) Parking without a valid permit
- 2) Parking in a reserved space
- 3) Parking in a no parking zone

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- 4) Parking in a manner which interferes with traffic flow, blocks other vehicles, driveways or walkways, including all yellow curb areas
- 5) Parking in a manner which blocks access to adjacent space or utilizes more than one designated parking space
- 6) Parking in a non-parking area such as grassed area, unless designated for parking
- 7) Parking in a designated fire lane
- 8) Parking in a handicapped space

5. Parking Fines

a. Schedule of Fines

Illegally parking in a handicapped zone	\$ 15.00
Illegally parking in fire lane	\$ 15.00
Absence of Decal – 1 st Offense	\$ 5.00
Absence of Decal – Subsequent Offense	\$ 15.00
All other violations	\$ 10.00

b. Payment of Fines

Fines may be paid in the Business Office during normal business hours or mailed to:

Technical College of the Lowcountry
Attn: Business Office
PO Box 1288
Beaufort, SC 29901-1288

c. Collection and Enforcement

All parking fines MUST be paid within ten (10) business days of issued date.

Students who fail to pay a fine within the prescribed period will be placed on a delinquent list and will not be permitted to register for a subsequent term or receive grades or transcripts until all fines are paid.

Students who accrue five (5) unpaid parking violations are subject to loss of parking privileges. Upon notification of the loss of these privileges by the Business Office, the individual's vehicle may be removed at the owner's expense if it is located on college property.