

## TRAFFIC AND PARKING CODE

The following regulations have been adopted to provide for the enforcement of an orderly traffic control and parking system for the College.

### I. Definitions

#### 1.1. College Personnel

##### A. Faculty

1. Instructional personnel (full and part-time) who are teaching credit courses.

##### B. Staff

1. All non-institutional personnel who are employees of the College excluding work study and institutional employment students.
2. Contractors- this includes all persons contracted by the College to provide a service, individually or through an organization.
3. Service Personnel- this includes full-time personnel employed by Food Service, the Day Care Center, or any permanent or temporary personnel attached to the College.
4. Continuing Education Faculty- this includes instructional personnel who teach non-credit courses and are hired through continuing education.

##### C. Students

1. All persons enrolled in credit and/or non-credit courses at the College who do not qualify as faculty or staff including work study/institutional employment status.

##### D. Visitors

1. Any person who is not an employee, student, service personnel or contractor of the College as defined above.

##### E. Board Members

1. Any member of the College's Board of Trustees or Foundation Board.
- 1.2. Reserved Space – Any space which has been designated for the exclusive use of an individual, position, or purpose.
- 1.3. Reserved Parking Area – Any portion of a lot that has been designated during posted hours for use by College faculty, staff, or visitors.
- 1.3.1. General Parking Area – That portion of a lot that has been designated for use by students.
- 1.4. Parking Review Board – A Board comprised of a faculty member, a member of the Administration, a member of the Secretarial/Clerical staff, a member of the Maintenance/Custodial staff and a student.
- 1.5. Vehicle – Every licensed mode of transportation, in, upon, or by which any person or property is or may be transported or drawn upon a highway (i.e. cars, trucks, motorbikes, mopeds) except devices used exclusively upon rails or tracks.
- 1.6. Boot – A wheel-locking device used for in-space impoundment of vehicles.
- 1.7. Towing – The removal of any vehicle by means of a licensed and bonded towing company.
- 1.8. Handicapped Parking – Areas reserved for vehicles with a state issued handicapped registration plate, a state issued disabled veteran's registration plate, or a state issued handicapped parking placard.
- 1.9. Parking Permit – A hanger-type transferable tag or a sticker required to park in lots controlled by the College. This permit must be displayed on the vehicle when parked as specified in these regulations.

- 1.10. Temporary Parking Permit – A temporary hanger-type tag issued to a specific vehicle for a designated area and time. This permit must be on the vehicle's rearview mirror when parked. This permit is not good for parking in a reserved space.
- 1.11. Posted Parking Hours – 7:00 a.m. until 10:00pm (Not applicable to reserved spaces which are enforced 24 hours a day.)

II. Temporary Regulations

- 2.1. Temporary Regulations Authorized – The Director of Campus Police is hereby authorized to establish any temporary traffic or parking regulation not provided for in this resolution for periods not to exceed ninety (90) days.
- 2.2. If a temporary regulation fails to be adopted by the Board of Trustees at the end of the ninety (90) day trial period, it shall cease to be effective.

III. Traffic Control Map

- 3.1. Traffic Control Map established and adopted. There is hereby established and adopted a Traffic Control Map with designated symbols showing that Butler County Community College's lawfully authorized traffic control in restricted parking areas as follow:
  1. Stop Sign.
  2. Do Not Enter.
  3. Speed Limit 15 mph.
  4. Speed Limit 20 mph.
  5. Two-Way Traffic Ahead.
  6. One-Way.
  7. No Left Turn (Symbol)
  8. Three Way Plaque.
  9. No Parking.
  10. Pedestrian Facilities (White Paint)
- 3.2. Changes in Traffic Control Map.
  1. Amendments to the Traffic Control Map shall be made by resolution of the Board of Trustees.
  2. This section shall not restrict the Authority of the President of the College to establish any traffic regulations for a temporary period, not exceeding 90 days as herein above set forth.

IV. Enforcement

- 4.1. Campus Police - Duties. The campus police are hereby authorized to enforce compliance with the traffic regulations set forth herein.
- 4.2. Obedience to Police.
  1. No person shall fail to comply with any lawful order of the campus police officer.
  2. Campus police officers shall have the same power and authority to direct vehicles to proceed in a direction other than that in which the operator intended to proceed lawfully, for the purpose of avoiding or relieving traffic congestions, during emergencies, and to enforce temporary restrictions.
- 4.3. Damaging Traffic Signage, Traffic Ticket or Summons.
  1. No person shall deface, damage, move, obstruct, destroy, change the wording of or otherwise interfere with any traffic control sign.
  2. No person shall deface, change the wording of, discard, destroy or throw away any traffic ticket, notice or summons.

V. Parking Permits/Penalties

- 5.1. Parking Permit Required – All persons desiring to park a vehicle on the Butler County Community College Campus must register for a parking permit.
- 5.2. Issuance of Parking Permits – Parking permits will be issued by the Campus Police Office as follows:
  1. There shall be one transferable parking permit issued to personnel identified in Article 1.1.
    - a. Students – Once each academic year, every student shall be required to register the vehicle(s) including motorcycles and mopeds that he or she will be driving to campus.  
Staff and Board Members – Staff and Board members shall be required to register their vehicles. There shall be no charge for the issuance of the first permit. The permit shall remain effective for a period of three years or service to the Board. However, if a staff member or Board member changes vehicles, he or she will be required to register the new vehicle with the College.
  2. The parking permit shall be hung from the inside rearview mirror so the identification number on the permit is clearly visible from the outside of the vehicle.
  3. Motorcycles and mopeds are not required to display a hanger-type permit, however, operators of motorcycles and mopeds are required to register the motorcycle or moped with the Campus Police Department. The cost of registering the motorcycle or moped shall be \$5.00
  4. If a permit is lost or stolen, it shall be reported to the Campus Police Office immediately.
- 5.3. Change in Status – When an individual's personal information has changed (name, address, or phone number), or vehicle information changes (type of car, registration), the new information must be filed with the Campus Police Department immediately.
- 5.4. License and Registration Card Required – Before a permit is issued, the driver of a vehicle must provide a valid driver's license and vehicle registration card.
- 5.5. Misuse of a Parking Permit – Obtaining a parking permit by using false information, altering the appearance, creating a counterfeit permit or displaying a permit that has been reported lost or stolen, shall constitute a violation.
  1. Penalty: Anyone misusing a parking permit shall:
    - a. Be subject to a \$20.00 fine;
    - b. Lose parking privileges for one year from the date of violation; further, any reissuance of a permit to the offender shall be at the discretion of the Parking Authority Review Board;
    - c. Be subject to a parking boot being placed on the vehicle if the permit is not returned or removed after the first ticket or communication to have the permit returned or removed from the vehicle is ignored.
- 5.6. Prohibited Parking Areas – No person shall park a vehicle or permit it to stand, attended or unattended, in any of the following;
  1. In a loading zone unless the vehicle is being loaded or unloaded and warning flashers are operating. The vehicle must move from the loading zone upon completion of loading or unloading.
  2. In any parking place other than that designated by the vehicle's permit.

3. In any area other than a regularly designated parking space, which shall be marked by lines, markings or signs.
4. On the sidewalk.
5. In a crosswalk.
6. Within 15 feet of a fire hydrant or in a fire lane.
7. Within 30 feet of a stop sign.
8. Blocking an intersection
9. In such a manners as to impede the flow of traffic.
10. In restricted/posted areas set aside for visitors and childcare drop-off spaces with set time limits.
11. In any reserved space unless the space is assigned to the individual.
12. Upon grass
13. Occupying multiple spaces within a parking lot.
14. In any handicapped space unless the vehicle is designated by the approved methods as stated in I. 1.8.

NOTE: The provisions of this Article, Subsection 2, shall be enforced between 7:00 a.m.-10:00 p.m. each Monday through Friday. All other parking regulations shall be enforced at all times.

- 5.7. License Plate Must Be Visible – Any vehicle parked in violation of any parking regulation, or parked in such a manner as to prevent the reading of a license plate number shall be ticketed and may be booted.
- 5.8. Visitors – Visitors are required to park in designated visitor parking locations. The parking location and an expiration date shall be designated on the temporary permit before issued. Visitors must obtain a temporary permit from one of the following places;
  1. Campus Police Department.
  2. Student Success Center, Information Center.
  3. Administration Building.
  4. Contractors, repair persons, salespersons, vendors, etc. are required to register with the Campus Police Department and to obtain a special parking permit to be displayed on the inside rearview mirror with the vehicle parking in an area designated by the campus police.
- 5.9. Maximum Continuous Parking Time – Any vehicle left parked on campus for a period of time exceeding 48 hours without the owner's notification to the Campus Police Department or without obtaining approval from the Campus Police Department, shall be towed according to section VI, 6.1.
- 5.10. Any person violating the traffic and parking code at Butler County Community College shall be subject to a fine of not less than \$10.00. All fine amounts must be paid within five business days. For details regarding the appeal process at Butler County Community College, please refer to section VII.
- 5.11. Vehicles parked on the street or in a parking lot with one-way traffic, must park in the direction of the flow of traffic. The penalty for this provision shall be in accordance with Article 5.10.
- 5.12. The first offense for parking in a reserved/restricted space will be \$15.00 with a \$10.00 increase per subsequent violation, payable within five (5) business days.
- 5.13. Tickets not paid within said time period shall be prosecuted through the District Justice Office, 50-1-01, and violators shall be responsible for all costs of prosecution.
- 5.14. Tickets that remain unpaid and had been issued to a student, shall result in the student's account being restricted. Thus, the student will neither be

able to register for future classes nor obtain transcripts from the college until the unpaid ticket has been paid in full.

VI. Towing and Booting of Vehicles.

- 6.1. Towing – When any vehicle is required to be towed under the provisions of this code, the following will apply:
  1. Towing service must be licensed and bonded.
  2. The storage pound must be bonded and insured.
  3. The owner of the vehicle shall be charged the prevailing rates for towing and storage of the vehicle.
  4. In the event the Director of Campus Police finds no violation has occurred or that the vehicle was towed unjustly, the cost for the towing and storage shall be borne by the College.
- 6.2. Violations which may result in towing – Vehicles may be towed away upon the first violation of the following regulations:
  1. Parking at a fire hydrant or in a fire lane.
  2. Parking in a restricted area.
  3. Parking in a reserved space.
  4. Parking in a handicapped space.
  5. Parking in a pedestrian walkway.
  6. Vehicles parked longer than 48 hours without approval or notification.
  7. Vehicles parked in an area that is not regularly designated for parking marked by lines, signs, or other approved markings.
- 6.3. Booting – Vehicles may be booted by the Campus Police Department under any of the following circumstances:
  1. Five (5) or more unpaid parking violations.
  2. Unlawful parking in a loading zone.
  3. Parking in an area that is not designated for parking.
  4. Displaying a permit that has been reported lost or stolen.
  5. Misuse of a permit.
- 6.4. Any vehicle which has been booted by the Campus Police Department will not be released until all outstanding fines and costs have been paid, including a fee of \$25.00 for utilization of the parking boot.
- 6.5. Notice – A notice of the boot being locked on the vehicle will be placed in a manner clearly visible to the driver, warning the driver not to move the car or tamper with the boot, and telling the driver how to proceed with having the boot removed.

VII. Appeal/Review

- 7.1. Request for Review – All requests for review of a parking ticket shall be given in writing to the Campus Police Department within five (5) days of the issuance of the parking ticket. All requests for review will first be reviewed by the Director of Campus Police. All remaining requests, which have not been dismissed, will then be reviewed by the Parking Authority Review Board. The Parking Authority Review Board will review the ticket and pass a decision by majority vote.
- 7.2. Results of Appeal/ Review:
  1. Void - A dismissal of the issued parking ticket and the responsibility of the recipient for the financial sanctions thereof.
  2. Denied - The decision that the fine is to be paid that requires the fine to be paid within ten (10) business days from the review date.
- 7.3. Nonpayment of Denied Appeal:

If the fine is not paid within ten (10) business days of the Review decision, the matter will be pursued in accordance with section 5.13 and 5.14.

VIII. Parking Authority Review Board (PARB).

- 8.1. Organization – Each member of the Parking Authority Board is appointed by the President and shall serve for a term of one (1) year. The voting members present shall constitute a quorum. The Director of Campus Police or his/her appointed representative shall be present to act as an advisor to the PARB.
- 8.2. Duties:
  1. The PARB shall hear and rule on appeals from individuals who feel they have been unfairly ticketed, and/or towed or booted.
  2. The PARB shall continue to examine the parking regulations and make recommendations for necessary changes. These changes shall be forwarded to the Director of Campus Police for review and approval.
  3. The Director of Campus Police shall review requests for special parking permission.

IX. Traffic Signs.

- 9.1. All traffic signs posted on the roadways must conform to PENNDOT requirements. All signs for college controlled parking lots shall be with white letters indicating the type of parking for that particular lot or area. Signs will be posted in the parking bays of each lot.
- 9.2. Special Events – When blocks of parking spaces are needed for meetings, the organization or group requesting such spaces, must give two (2) weeks advanced notice to the Campus Police Department and upon approval of the Director of Campus Police a designated area will be assigned. Notice in the school newspaper will be provided, if possible. Organizations or groups failing to comply with this provision will not have such spaces allotted.
- 9.3. When parking spaces are needed on an emergency basis and the two (2) week notice cannot be met, a request may be presented to the Campus Police Department.

X. Motorcycles and Mopeds

- 10.1. Motorcycles and Mopeds must be registered with the Campus Police Department.
- 10.2. Bicycles and Mopeds – Bicycles and mopeds will be permitted to park and be chained in only designated bike racks located on campus. Bicycles and mopeds shall not be chained to any posts, trees, stairs or hand rails. Mopeds may not be operated by motor power on College sidewalks.
- 10.3. Any person violating Articles 10.1 and 10.2 shall be subject to the fines set forth in Article 5.10. Additionally, bicycles and mopeds may be confiscated.
- 10.4. Bicycle Use – If a bicycle is to be used during the evening, it is required by the Pennsylvania Motor Vehicle Code to be equipped with a headlight and reflectors. Two riders are not permitted on a one-passenger bicycle. All bicycles must travel with the flow of traffic and obey all provisions of the traffic code. Bicyclists are reminded that they must proceed with caution when traveling on campus sidewalks because pedestrians have the right of way.