Parking Regulations 2013/2014

~~~ ALL PREVIOUS PARKING CITATIONS MUST BE PAID OR ARRANGEMENTS MADE BEFORE THE 2013/2014 PERMIT CAN BE PURCHASED ~~~~

Introduction

These regulations establish standards for the administration and the enforcement of all campus parking at Lewis-Clark State College under the authority of the State Board of Education and in accordance with the Idaho Vehicle Code. City streets are under the jurisdiction of the city of Lewiston unless vacated for a Lewis-Clark State College event. Being unfamiliar with these regulations shall not constitute a defense for the violation of a regulation. These regulations shall be effective as of July 1, 2013, unless indicated by official college notice.

Purpose of the Regulations:

To regulate parking on the campus of Lewis-Clark State College and to provide maximum safety and convenience for faculty, staff, students, and visitors, to protect college property and to expedite college business

Priority is given to:

- Access for emergency vehicles and equipment.
- Services to the college.
- Parking for those who have a valid Parking Permit.

Definitions:

- The word “campus”, for the purpose of these regulations includes all property owned or leased by Lewis-Clark State College in and around the City of Lewiston. This includes the streets and alleys under the jurisdiction of the City of Lewiston.
- The word “staff” as it appears herein includes faculty and staff, as well as employees of non-college organizations who work on the campus or are assigned office, laboratory or equivalent space within a college building.
- The word “warning” applies to any and all verbal or written instructions from LCSC Parking officials.
- “Grace period” is defined as the 10 business days following the issuance of an official notice by the LCSC Security Department.
- Official Notices are defined as any official document pertaining to parking enforcement, regulation, or collections such as tickets, late notices, appeal notifications, letters, or e-mails.

The Vice President for Finance and Administration is responsible for the administration and enforcement of the campus parking program with the authority delegated to the Campus Security Office to issue parking permits, issue parking tickets and to collect penalties for violations of
these regulations [with the cooperation of the Controller’s Office] to maintain the records of permits and violation citations.

Lewis-Clark State College does not assume any liability for the protection of any vehicle or its contents while on campus or any property owned or leased by the college. LCSC encourages everyone to lock their vehicles when leaving them unattended.

General Regulations

The Motor Vehicle Laws of the State of Idaho, the Traffic Ordinances of the City of Lewiston, and the following parking regulations of Lewis-Clark State College shall apply:

• Permits are to be adhered directly (not packaged or laminated) to the inside, lower left hand corner of the windshield. Permit has a mild adhesive that sticks without the use of any other adhesive then what is on the permit, such as tape or glue. Permit is easily removed but assistance will be provided by Security if needed (with the exception of car pool, vendor, or visitor passes).
• Parking on the LCSC Campus is permitted in areas marked by parking space lines or signs. All other areas are officially declared no parking zones.
• All persons operating a motor vehicle on the LCSC Campus or property owned by the college shall not exceed a 10 miles per hour speed limit.
• Students, faculty and staff are not allowed in visitor parking spaces.
• There will be no parking in spaces that are barricaded or coned, “Authorized Vehicle Only” spaces or areas on grass or lawns, double parking, or blocking entrances and exits unless authorized by Physical Plant or Security.
• Parking in areas designated as a loading zone or at yellow curbs for legitimate unloading or loading of equipment or supplies is limited to 20 minutes. Additional time may be arranged only by contacting the Campus Security Office in advance.
• Parking in areas marked with red fire curb is prohibited.
• Any vehicle left parked or standing in any no parking area is subject to a fine.
• Vehicles, which are not in compliance with these regulations, and are left with hazard flashers engaged are still considered illegally parked and are subject to citation.
• Parking is prohibited in handicapped zones or spaces without the proper permits. State Handicap Permits are required in conjunction with an LCSC Parking Permit. All state handicap permits shall be assigned to the person using the handicap space and in accordance with Idaho Statute, Title 49-410 & 49-117.
• Driving a motor vehicle, motorcycle, or any motorized device, on campus property other than on an authorized road, driveway, or parking area is prohibited.
• The parking of a disabled or inoperative vehicle on campus for a period in excess of 48 hours is prohibited. The owner(s) of all vehicles in violation of this regulation will be notified with a notice placed on their windshield to move the vehicle. The vehicle may then be towed away, after 48 hours, at the owner(s) expense.
• All vehicles will be parked within the lines of a parking space and only one vehicle shall be parked in a parking space.
• On special occasions and during emergencies, parking limitations or revisions may be imposed by Administration and/or Campus Security. Such events include, but are not limited to: Dogwood Festival, Athletic Events, NAIA Parking, and organized on-campus meetings.
• Backing into or facing the wrong direction in a diagonal parking space constitutes an illegal parking violation. (Located in Spalding Hall, Library and Administration parking lots)
• Driving the wrong way in a campus parking lot when directed by traffic signs or arrows is prohibited.
• All vehicles (not belonging to the college) parked on the campus, or in a college controlled parking area, shall display a valid LCSC Parking Permit, VIP Pass, Visitors Pass, or Vendors Pass in the lower left corner (driver’s side) inside of the windshield. (If the vehicle is an open jeep/type vehicle, convertible or motorcycle, the vehicle owner shall contact Campus Security for display directions).
• Failure to display a valid parking permit or failure to display it properly on the vehicle is a violation resulting in a $10 fine regardless if a permit is owned or purchased at the time of the citation.
• The display of a lost or stolen parking permit is a violation resulting in a $50 fine and subject to further disciplinary action.
• All vehicles parked on campus more than 48 hours while staff, students, or owners are away must have the proper parking permits and authorization from Campus Security. The owner/operator shall leave a key in the Security Office and allow the vehicle to be moved in case of emergency or vandalism and additionally leave a contact phone number for notification purposes. Any vehicle found parked in violation of this regulation is subject to being towed at the owner’s expense.
• LCSC Parking Permits are enforced Monday thru Friday 7:00 am to 5:00 pm.
• All fire zones, handicap parking spaces, and no parking zones are enforced at all times.
• Warnings-Any warning issued, whether verbal or in writing is subject to action by the LCSC Security Department. Failure to act upon a warning may result in fines or citations issued after the fact, and/or a student code violation.
• Vehicles parked in spaces marked “Reserved Parking” are subject to fines as these spaces are reserved for official college vehicles.

Handicap Parking

• Handicap parking spaces require both an LCSC Parking Permit and a valid State issued Handicap license plate or placard that is displayed at all times.
• Should you be mobility impaired, but do not use a wheelchair, please park in any available space before taking a handicap space. This helps maintain oversized parking spaces for those with special needs.
• Temporary handicap parking placards must be displayed where a valid expiration date can be seen or fines may apply.
• Those displaying a valid handicap parking placard may park in metered parking areas. Per state law, meter fees are not applicable. Vehicles utilizing these spaces for extended time periods, multiple days, or in place of the purchase of a valid LCSC parking permit are subject to fines.

Motorcycles / Bicycles / Skateboards

• For the purpose of these regulations, any motorized two-wheeled vehicle is considered to be a motorcycle. The parking of motorized vehicles at bicycle racks is prohibited. LCSC Parking Permits are not required for motorcycles in designated white “crosshatched” areas, however is required when parking in a regular vehicle parking space.
• Bicycles are not required to be registered or display a parking permit; however everyone is encouraged to register them (No charge) at the Security Office as a precaution, in case of theft.
• Bicycles are required to be parked in the bicycle rack provided by the college.
• Bicycles are prohibited from being parked or left in areas that impede the means of access or egress from a building or effectively obstructs or constricts emergency access routes, driveways, loading zones, or walkways.
• Prohibited locations for bicycles include, but are not limited to, stairways and hallways, classrooms in buildings, or access ramps for persons with disabilities.
• Chaining or in some other manner connecting bicycles to handrails, trees and shrubbery is prohibited.
• Bicycle parking infractions can result in a parking fine.
• Motorcycles or bicycles parked or left so that they constitute a safety hazard on campus may be impounded without warning. The college will not be responsible for any damage incidental to the removal process.
• Motorcycles parked in metered parking spaces are subject to meter rates and conditions.
• The riding or use of skateboards on the LCSC Campus or any property owned or leased by the college is prohibited. Violators of this regulation may be trespassed from LCSC by Campus Security and the Lewiston Police Department [I.C. 18-7008 (A) (8)]

LCSC Parking Permit Information

• All vehicles, including trailers, parked on the LCSC Campus must purchase and display a valid LCSC Parking Permit from the Controller’s Office Cashier in the Administration Building or the Information Desk in the Student Union Building. A vehicle registration or other form of proof of ownership may be required at the time of purchase.
• A failure to display a valid parking permit shall constitute a violation of these regulations.
• LCSC Parking Permits are assigned to the person and to the vehicle listed on the LC Vehicle Registration form and are not transferable.
• When a change in ownership of the registered vehicle occurs, it is the responsibility of the person to whom a permit has been issued, to remove the permit at the time of sale and return it to the Security Department.
• Any person using an LCSC Parking Permit that was not issued to them is a violation of these regulations.
• Any change of ownership, license plate number, address or sale of licensed vehicle shall be reported to the Security Office in Meriwether Lewis Hall 110 on the next business day or by email to: parking@lcmail.lcsc.edu.
• Purchase of an LCSC Parking Permit does not guarantee an individual parking space. Please contact the Security office immediately to report unauthorized vehicles in campus lots.
• The responsibility of finding a legal parking space rests with the vehicle operator. Lack of space is not considered to be a valid reason for violation of these regulations.
• The fact that other vehicles are parked improperly does not constitute a valid justification for parking in violation of these regulations.

Division Parking Passes:

Division passes are available to all divisions for a nominal fee for guest use. Any faculty, staff or student found using the permit is subject to a fine and revocation of the division pass.

Vendor Parking Passes:

Vendor passes are available through the Security Department office. Special regulations apply. Contact Security for more information.

Resident Students:

• Parking lots at the Clark Hall are reserved for residents’ parking only with a valid permit
• Parking lots at College Place are private and not patrolled by LCSC
• College Place students must purchase LCSC parking permit to park in LCSC lots
• Students will refrain from parking overnight in the Library parking lot without special arrangements through the Security office.
• Clearwater Hall “No Parking” on the south side of the building is strictly enforced.
• For instructions concerning Moped parking, please contact the Security Department for safety precautions.

Parking Meters:
• Parking meters are available for the use of students, faculty, staff, and visitors with the conditions that the meter is running and paid. All vehicles parked in parking meter spaces will be ticketed for expired meters.
• Multiple tickets may be issued in one day; no more than one ticket every 2 hours.
• Vehicles which use parking meters on a regular basis for extended time periods without feeding the meter will be subject to wheel booting and towing.
• It is asked that malfunctioning meters be reported to the LCSC Security Department at the time of failure. Notes will not be accepted. Meter citations are canceled only if the meter is confirmed to have malfunctioned and is investigated by the reporting party and an officer.

**Inoperable or Borrowed/Rental Vehicles:**

• Inoperable Vehicles - Vehicles which are inoperable due to mechanical issues, car accidents, or body work may be eligible for a temporary permit. Temporary permits are issued on a case-by-case basis to permit holders while their car is being repaired.
• Borrowed/Rental vehicles - Should a student, staff, or faculty member have occasion to borrow/rent a vehicle for any reason a temporary permit may be issued for the borrowed vehicle.
• Temporary permits are not to be used as a replacement for a second vehicle permit. If a temporary vehicle pass is issued to a permit holder and both the original vehicle and the temporary vehicle are found on campus, parking citations will be issued.

**Dead Battery/Lockout Assistance:**

LCSC Security Department has available several tools to assist the campus in the case of a dead battery or vehicle lock-out. *

• Jump Start cables.
• Mobile jump start unit (Limited power, best for compact vehicles).
• Lockout Toolkit - Must be administered or accompanied by a trained Security Officer. (Not advised/available for vehicles with automatic door locks)
• Big Daddy Lockout Kit (may be used with electric locks)

~ The college does not accept responsibility for any damages that may occur when services are provided. All those utilizing these services must sign a damage waiver before services may be administered. ~

*These services are available upon request at the discretion of the officer on duty at the time and their availability.

~~~ ALL PREVIOUS PARKING CITATIONS MUST BE PAID OR ARRANGEMENTS MADE BEFORE THE CURRENT PERMIT CAN BE PURCHASED ~~~~

2013/2014 Parking permit fee for Tuition paying students:
- Single Vehicle $5.00
- 2nd Permit * 5.00
- Replacement Permit 5.00

2013/2014 Parking permit fee Faculty, Staff, Dual Credit, and GED Students:

- Single Vehicle $55.00
- 2nd Permit ** 5.00
- Replacement Permit 5.00
- Prepaid Short Term Pass See Security Office

** Second vehicle permits will be issued only to persons with proof that both vehicles are registered in their name/are in the same family household. More than two permits per household requires special authorization **

- Car/Van Pool Permit (up to four vehicles) $55.00

There will not be any refunds issued for parking permits.

Single vehicle parking permits are not transferable from one vehicle to another. Failure to obey this rule will constitute a violation and make the operator subject to a citation.

**Car/Van Pool Permit**

- Applicants need to apply in the Security office with a copy of the registrations for the applicable vehicles (none from same household)
- Permits need to be displayed on rear view mirror or on dash on driver’s side
- Permits not clearly displayed will be subject to $10 fine (Failure to display)
- One moveable pass can be used for up to four different vehicles.
- Only one vehicle can be on campus at any time
- Violators will be ticketed and the pass revoked for misuse

**Penalties for violation of parking regulation are as follows:**

- No Parking Permit $50.00
- Improper/Failure to Display Properly 10.00
- No Handicap Permit 75.00
- Restricted Parking- Expired Meter, visitor parking, Reserved spaces, 25.00
- Illegal Parking-Double parking, crosswalk violation, obstructing traffic, backing into a diagonal space. 15.00
- No Parking Zone-Fire lane, red curb, blocking entrance/exit, blocking walkway, parking in red/blue/yellow/orange) hash marks. 25.00
- Display of Lost or Stolen Permit 50.00
- Bicycle/Motorcycles 15.00
➢ Vandalism of Wheel Boot- Cost of or replacement of equipment

➢ Late Fee (After 10 business days) 25.00
➢ Other (will be assessed by Security according to safety and may include driving too safe for conditions and the citation will be mailed to the vehicle's registered owner)

Vehicles parked in unauthorized spaces or areas are subject to towing at the owner’s expense.

Parking permits or parking privileges may be recalled, revoked, or suspended for any of the following reasons:

• Three or more citations during a school year.
• Using a permit on a vehicle that it is not registered to.
• Falsification of information on a permit application.

All Penalties are due and payable at the Cashier's window in the Admistration Building or the Security Department within ten days of the issuance of the citation. Failure to comply constitutes an additional violation with a minimum penalty of $25.00 in addition to the original penalty.

Assessment of Fines and Student Holds

Fines will be assessed to ticketed vehicles as follows:

• The person who purchased the permit if a permit was displayed
• Registered Owner(s)
• Spouses, children, roommates, relatives of registered owner(s).
• Any person(s) residing at the same location which would have access to the vehicle.
• Drivers-vehicles which are under the care, custody and control of someone other than the registered owner(s).
• Company, corporation or firm whose name appears on the vehicle registration with the Idaho Department of Licensing or the corresponding agency of another state or nation.
• Late fees, fines and holds will be applied to any/all of the above parties after the lapse of the 10 day grace period.
• There is no statute of limitations on citation billing.

Late Fees

All fines are due and payable to the Security Department within 10 business days or a late fee may be added. If payment or an appeal is not received during the 10 day “grace period” a late fee will be added, and a hold will be placed on your student account. Late fees may be extended by contacting the Security Office within the 10 day grace period; all extensions are made on a case by case basis.

Holds will be removed only after all fines have been paid or satisfactory arrangements have been made with the Security Office.
Once a fine is 30 days old it is eligible for wheel booting.

**Wheel Booting**

- LCSC Security Department may ticket, immobilize, impound, or tow any nuisance vehicles on LCSC property. The decision to immobilize or impound will be made on a case by case basis. Vehicles may be immobilized, impounded or towed for the following reasons:
  - With three or more parking tickets, at least one of which is 30 days past due.
  - Continuing to park in spaces reserved for persons with disabilities and not displaying a valid disability access permit. (Having received 2 previous warnings)
  - Parking in a fire lane or on a sidewalk. (Having received 2 previous warnings)

**Ticket Appeals**

If you feel that a citation has been issued in error, you have the option of appealing the citation to the Ticket Appeals Committee within 10 days of receiving ticket. All tickets that are currently going through the appeals process will not be accessed a late fee until 10 days after the process is complete. Appeals submitted after the 10 grace period will not be heard, and the citation will stand. For more information or to begin an appeal please visit our website:

[http://www.lcsc.edu/security/ticket-appeal](http://www.lcsc.edu/security/ticket-appeal)

The Ticket Appeal Committee is comprised of persons from the following groups on campus: Faculty, Professional Staff, Classified Staff and the Student Body. The group meets as necessary with a person from the Security Department available for any questions or clarifications. They discuss and make the determinations on the appeals that have been submitted for consideration.

**Guests and Visitors**

- To facilitate parking control and to avoid penalties for parking violations, visitors wishing to park on the campus are requested to obtain a complimentary parking permit from the Administrative Services Office in the Administration Building Room 106 or from a Security Officer.
- Handicap individuals may make previous arrangements by calling the Security Department at 208 792-2226.
- Faculty/Staff who invite guests to campus need to make prior arrangements at least three days in advance for passes.
- Faculty, staff, and students are not eligible for a visitor’s permit.
- Events consisting of more than 15 people must make Special Event Parking arrangements through Events and Campus Card Services.
- LCSC Parking Permits are reciprocal with the University of Idaho parking permits.
- LCSC Parking Permits are valid at the University of Idaho only in red and blue parking areas.
THE ABOVE REGULATIONS SHALL APPLY TO ALL VEHICLES ON THE LEWIS-CLARK STATE COLLEGE CAMPUS BY FACULTY, STAFF, STUDENTS, AND VISITORS.

THESE REGULATIONS SHALL APPLY TO BOTH PRIVATE AND OFFICIAL VEHICLES.

For more information contact: Campus Security at 792-2226 or via e-mail: parking@lcmail.lcsc.edu