

SECTION: 4.0 ADMINISTRATION

SUBJECT: PARKING REGULATIONS

Title: Parking Regulations

Background: The regulations listed below apply to all vehicles parked on LC State campus by faculty, staff, students, and visitors. These regulations shall apply to both private and official vehicles. The purpose of Policy 4.113 is to explain the general parking policies on campus as governed by the Vice President for Finance and Administration who delegates the authority to the Department of Public Safety to sell permits and enforce parking regulations including assessing penalties and collecting fines.

Point of Contact: Director of Public Safety

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Administrative Services, Cashier, and Events and Conferences

Date of approval by LCSC authority: February 4, 2016

Date of State Board Approval: N/A

Date of Most Recent Review: 07/2022

Summary of Major Changes incorporated in this revision to the policy: Department & position name changes have been updated. Events and Campus Card Services has changed to Events and Conferences. Security Department and Security Office has changed to Department of Public Safety and Public Safety Office. Director of Security has changed to Director of Public Safety.

1. Introduction

- A. The parking regulations establish standards for the administration and enforcement of all campus parking at LC State under the authority of the State Board of Education and in accordance with the Idaho Vehicle Code.
- B. City streets are under the jurisdiction of the City of Lewiston.
- C. For current staff, faculty, and students, not being familiar with parking regulations, shall not constitute a defense for the violation of a regulation.
- D. These regulations and fees shall be reviewed and updated annually.

2. Purpose of the Regulations

- A. To regulate parking on the campus of LC State.
- B. To provide maximum safety and convenience for faculty, staff, students, and visitors, to protect college property and to expedite college business.
- C. Priority is given to:
 - i. Access for emergency equipment;
 - ii. Services to the college; and
 - iii. Parking for those who have valid parking permits.

3. General Regulations

- A. The Motor Vehicle Laws of the State of Idaho, the Traffic Ordinances of the City of Lewiston, and the following parking regulations of LC State shall apply.
- B. Parking regulations will be enforced 7 a.m. to 5 p.m., Monday through Friday. Fire zones, handicapped zones, and no parking zones will be enforced at all times.

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4. Parking Permit Information

- A. All vehicles parked on the LC State campus must obtain and display a valid parking permit.
- B. Parking permit fees shall be determined each year by the Vice President for Finance and Administration and are subject to the president's approval. Current parking regulations can be found at <https://www.lcsc.edu/public-safety/parking-services> and are updated annually.
- C. Special one-day visitor permits are available in the Public Safety Office or the Administrative Services Office.
- D. Parking permits are not transferable from one vehicle to another or from one owner to another. Failure to obey this rule will constitute a violation and make the operator subject to a citation.
- E. For more detailed parking regulations, including fines and penalties, contact the Department of Public Safety or visit their website at: <https://www.lcsc.edu/public-safety/parking-services>.
- F. Parking privileges may be recalled, revoked or suspended by the Vice President for Finance based on recommendations made by the Director of Public Safety for any of the following reasons:
 - i. Three or more citations within a school year;
 - ii. Using a permit on a vehicle that it is not registered to; and/or
 - iii. Falsification of permit application.
- G. All penalties are due and payable to the Public Safety or Controller's Office within ten working days of issuance of the citation. Failure to comply may constitute an additional violation with a minimum penalty of \$25.00 in addition to the original penalty.
- H. The Ticket Appeal Committee is comprised of professional and classified staff, faculty and students. They meet once a week or as needed to review and decide parking ticket appeals. Information on appealing a ticket can be found in the [parking regulations](#). A vice president or the president may grant an appeal of a parking citation.
- I. Temporary handicap permits are available dependent on need. Parking in handicap zones requires a handicap permit and a valid LC State parking permit.

5. Visitors

- A. Visitors are welcome on the LC State campus. Visitor parking spots can be found in various lots and metered spots are available by the Administration Building, Williams Conference Center and Sam Glenn Complex.
- B. Visitors to LC State are expected to respect all signs concerning parking permits and parking areas. Visitors may be given some leniency for the first parking offense, depending upon the circumstances.
- C. Day passes for special event parking are available for a nominal fee and are available at the cashier's window in the Administration Building or the information desk in the Student Union Building. Advanced arrangements can be made by contacting the Public Safety Office. More information on special event parking is available at <https://www.lcsc.edu/event-services/prepare-for-your-event/event-parking>.
- D. Faculty, staff, and students are not eligible for a visitor's permit.