

## Parking and Traffic Regulations

The College's Parking and Traffic Regulations are enacted to increase the safety of everyone on campus and to provide an orderly process for the operation of motor vehicles. Operation of a vehicle on campus is a privilege. The cooperation of everyone will help to reduce difficulties stemming from the heavy use of College roads and parking areas.

Everyone who parks a motor vehicle on campus must display a valid parking permit. Student parking permits are issued by the Office of Campus Security. Staff and faculty permits are also issued by the Office of Campus Security in conjunction with administrative offices. The phone number for the Office of Campus Security is (570) 740-0304.

### ***LUZERNE COUNTY COMMUNITY COLLEGE PARKING AND TRAFFIC REGULATIONS ARE IN EFFECT AT ALL TIMES.***

#### **A. OPERATION OF MOTOR VEHICLES**

1. All vehicles operated by students, staff, and faculty must be registered with the Office of Campus Security. There is no charge for parking registration and placards. Parking permits are non-transferable and students and employees may register as many vehicles as needed. Student permits must be displayed on the lower left inside corner of the rear window of the vehicle. Employee parking placards must be hung behind the rear view mirror.
2. Students and employees who use a leased, rented or borrowed vehicle must obtain a temporary permit from the Office of Campus Security before parking the vehicle on campus.
3. Student parking is permitted in Lots A, B, C, D, & E. Students are not permitted to park in lots designated for employee parking. Employee parking lots require that placards be displayed at all times.
4. Visitors are permitted to park in student parking areas after obtaining a Visitor Parking Permit from the Office of Campus Security.
5. Unauthorized parking in Handicapped Parking spaces will result in a fine. Vehicles parked in these spaces must display either an official handicapped license plate or placard. Special temporary handicap parking permits are available from the Campus Security Office.

## **B. VIOLATIONS**

Fines will be assessed for the following violations:

1. Parking in an unauthorized stall or area.....	\$10.00
2. Parking in a no parking zone.....	\$10.00
3. Parking in posted or yellow zones.....	\$10.00
4. Parking on roadways or road berms.....	\$10.00
5. Parking outside designated lines.....	\$10.00
6. Parking against the flow of traffic.....	\$10.00
7. Driving or parking on grass areas.....	\$10.00
8. Other parking violations.....	\$10.00
9. Double parking or parking on a crosswalk.....	\$25.00
10. Obstructing driveways, delivery entrances, or creating a hazard by parking in unauthorized areas.....	\$25.00
11. Running or removing a blockade / barrier.....	\$25.00
12. Parking within 15 feet of a fire hydrant.....	\$25.00
13. Failure to register vehicle and display decal.....	\$25.00
14. Disregarding a security officer directive.....	\$25.00
15. Driving or parking on paths or sidewalks.....	\$25.00
16. Operating a vehicle in a reckless manner.....	\$25.00
17. Unauthorized parking in handicapped areas.....	\$50.00

Vehicles may be towed without prior warning, and at the owners' expense, when;

- Parked illegally in a marked handicap parking space
- Parked overnight on campus without prior approval
- Three (3) or more unpaid parking violations exist
- Parked in such a manner as to constitute a safety hazard or impeding the normal traffic flow.

## **C. FINES**

All of the previously stated fines which are not paid within 14 days from the date of issue will automatically double. Fines must be paid at the business office located in Building #5 between the hours of 9 a.m. and 4:30 p.m., Monday through Friday. Failure to pay fines will result in the holding of grades, transcripts, graduation privileges, and registration for classes.

All parking violations accrued by any driver operating a motor vehicle will be charged to the registered owner of the vehicle. Upon issuance of a fourth violation notice, a student will be referred to the Vice President for Student Development and may face disciplinary action along with driving and parking privileges on campus being revoked.

## Payment of Fines

All fines are to be paid within 14 calendar days of the date of violation. Unpaid fines will automatically double and will result in the holding of grades, transcripts, graduation privileges and class registration.

Fines must be paid at the Business Office located in Building 5 between the hours of 9:00 a.m. and 4:30 p.m., Monday thru Friday.

## **D. TOWING**

The College reserves the right to remove any vehicle which is parked in a driveway, blocking a loading dock, in a fire lane, or illegally parked in such a way as to constitute a hazard to vehicle or pedestrian traffic or the movement or operation of emergency equipment.

The vehicle owner shall be responsible for the costs in removing and storing such a vehicle. The college is not responsible for damage to a vehicle resulting from towing.

## **E. DISABLED VEHICLES**

Disabled vehicles are to be reported to the Office of Campus Security. Disabled vehicles must be removed within the time period specified by Campus Security.

## **F. OVERNIGHT PARKING**

Parking on campus between the hours of 10:00 p.m. and 6:00 a.m. is prohibited, except for prior approval from the Office of Campus Security. Permission will be granted for disabled vehicles and vehicles belonging to staff / students on College sponsored trips. In all cases, the owner should contact the Office of Campus Security.

## **G. MISCELLANEOUS**

1. Motorists on college property are advised that all Pennsylvania laws and regulations pertaining to the use of motor vehicles apply to all drivers and vehicles on the campus of Luzerne County Community College.
2. Vehicle owners are advised to lock parked vehicles. The College is not responsible for vehicle damage or property theft.
3. Luzerne County Community College regulations are in effect at all times.