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WEST HILLS COMMUNITY COLLEGEPROPERTY

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PARKING AND TRAFFIC CODE

## AUTHORITY

Section 1 – Authority to regulate traffic and parking on the West Hills Community College Campuses rests with the Governing Board of the West Hills Community College District, under the provisions of the California State Vehicle Code, Division 11, Chapter 1, Article 3, Section 21113, which states, in part:

- “(a) No person shall drive any vehicle or animal , nor shall any person stop, park, or leave standing any vehicle or animal, whether attended or unattended, upon the driveways, paths, or the grounds of any public school, state university, state college, state, county, hospital district, or municipal institution or building, or any educational institution exempted in whole or in part from taxation, except with the permission of, and up and subject to such conditions and regulations as may be imposed by, the governing board or office of the public school, state university, state college, state, count, hospital district, or municipal institution or building, or educational institution.
- (b) Every governing board or officer shall erect or place appropriate signs giving notice of any special conditions or regulations that are imposed under this section and every board or officer shall also prepare and keep available at the principal administrative office the board or officer, for examination by all interested persons, a written statement of all such special conditions and regulations adopted under this section.
- (c) When any governing board or officer permits public traffic upon the driveways, paths or grounds under their control then, in the absence of any special condition or regulations applicable to the traffic, all the provisions of this code relating to traffic upon the highways shall be applicable to the traffic upon the driveways, paths, or grounds.”

Section 2 – The President of the College or the Chief of Police shall provide for the implementation and enforcement of this policy as provided herein.

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Section 3 – Definitions of Words and Phrases

The words and phrases used in this Code shall have the meanings ascribed to them in this section. Whenever any words and phrases used in this Code are not defined wherein, but are now or hereafter defined in the California State Vehicle Code, such definitions are incorporated herein and shall be deemed to apply to this policy.

- (1) Visitor – Any person who is on the campus and who is not a Board Member, student, or employee of the College, or the District.
- (2) Visitor’s Vehicle – Any vehicle owned or driven by a visitor.
- (3) Visitor’s Parking Facility –
  - a. Any unrestricted parking space used for parking on college campus.
  - b. Temporary parking permits provided to visitors by college officials authorize visitor to park in restricted areas. The temporary permit will be visible through the front window of the visitor’s vehicle.
- (4) Service Drive – Designated driveways or space adjacent to a curb reserved for the exclusive use of vehicles while being used for service or maintenance for college purposes.

## REGULATIONS

Section 1 – All users of the parking facilities of West Hills Community College District are required to pay a parking fee on a daily or long-term basis, with the exception of faculty members, classified employees, administration employees, board members, and members of the community serving on college advisory committees. Each employee or advisory committee member shall be issued one parking decal. Fees shall be set by action of the Board of Trustees. Short term, specially marked, parking in front of the Administration Building shall be exempt from such fees for visitors to the campus. Students, the public, and paid visitors are prohibited from parking in restricted spaces designated for staff, handicapped

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persons, or other restricted designations. Permits for use of restricted parking are available for individuals meeting the criteria required, who also hold a valid long-term parking permit.

The District/College provides parking facilities for vehicles for the sole purpose of conducting college business. The District/College does not take custody of vehicles and only rents space. No responsibility is assumed for fire, theft, damage, or loss to vehicles, their occupants or contents while on District/College property.

The District/College does not sell parking spaces, only permits to park subject to availability of the spaces.

Section 2 – Exemptions to Certain Vehicles

The provisions of this code regulating the operation, parking and standing of vehicles shall not apply to any vehicle of the police or fire department of the City, any public utility, or any private ambulance, qualifying as an emergency vehicle responding to an emergency call. West Hills Community College District vehicles shall be exempt when the operation of the vehicle is necessary for campus maintenance or emergency situations.

The foregoing exemptions shall not protect the driver of any such vehicle from the consequence of his willful disregard for the safety of others.

Section 3 – In the absence of any special conditions or regulation applicable to traffic, all provisions of the California State Vehicle Code relating to traffic upon the highways shall be applicable to the traffic upon the driveways, paths, or ground of the campus.

Section 4 – Obedience to Persons Authorized to Enforce – It shall be unlawful to willfully fail or refuse to comply with any lawful order of any law enforcement officer or West Hills Community College District employee designated by the President of the College, as authorized by an appropriate identification card to enforce these regulations.

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Section 5 – Destruction of Markings or Signs

It shall be unlawful for any person, at any time, to alter any signs erected, or markings made under the provisions of the Code, without the express direction of the President of the College or the Chief of Police.

Section 6 – Obedience to Official Traffic Control Devices

It shall be unlawful to fail to obey any sign or signal erected or maintained to indicate and carry out the provision of this Code.

Section 7 – Reserved Parking Areas

It shall be unlawful for any person to drive or park a motor vehicle in a reserved parking area without a proper permit and authorization for the parking space.

Section 8 – Red Curbs

It shall be unlawful for any person to park a motor vehicle adjacent to red curbs.

Section 9 – Brown and White Striped Curbs or signs indicate area designated for Staff Parking Only.

Section 10 – Orange curbs or signs indicated area designated for Board Members, Administration or College vehicles.

Section 11 – Blue curbs or signs indicate area designated for Handicapped only. Handicapped permits must include a West Hills Community College District Handicapped Permit or any valid Handicapped California license plate or placard sanctioned by the California State Vehicle Code.

Section 12 – Motorcycles

Motorcycles may park in those areas with signs designated for motorcycles.

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Section 13 – Parking in Driveways

It shall be unlawful for any person to park and leave standing a motor vehicle in any driveway.

Section 14 – Service Drive

It shall be unlawful for any person to park and leave standing a motor vehicle in service drives or other designated service areas except for service or delivery as required for the College.

Section 15 – Driving or Parking on Lawns and Athletic Fields

It shall be unlawful for any person to drive or park any motor vehicle on any lawn or athletic field, except for events authorized by the President of the College.

Section 16 – Maximum Speed on Campus – It shall be unlawful for any person to operate a motor vehicle within the campus in excess of ten (10) miles per hour, except where otherwise posted.

Section 17 – Bicycles and Motorcycles

It shall be unlawful for any person to park bicycles, motorcycles and other two-wheel or three-wheel power driven vehicles on campus except in parking areas where these vehicles are authorized.

Section 18 – Horses, Dogs, and Other Animals

It shall be unlawful for any person to bring or cause to have brought any horse or other animal, with the exception of seeing eye dogs or other disable assisting dogs, on the driveways, paths, or grounds of the campus, whether attended or unattended, except as specifically authorized by the President of the College or the Chief of Police.

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Section 19 – Overnight Parking/Camping

Vehicles parked on the campus between the hours of 11:30 p.m. and 5:00 a.m. are subject to citation and/or removal. Exceptions to the above must be approved by the Presidents Office. Residence Hall students and staff may park their vehicles overnight in Parking Lot D and must register their vehicles with the Director of Residential Living.

Section 20 – Valid Parking Permit

Vehicles parked in zones posted as restricted must display a valid West Hills Community College District parking permit.

Section 21 – Parking Near Fire Hydrant

It shall be unlawful for any person to park a vehicle within 15 feet of a fire hydrant.

Section 22 – Double Parking

It shall be unlawful for any person to double park a vehicle.

Section 23 – Staff Parking

It shall be illegal for any person to park a vehicle other than in authorized and designated parking spaces on the West Hills Community College District campuses.

Section 24 – Two Spaces

It shall be unlawful for one vehicle to occupy more than one space in any lot except Falcon Lane Parking Lot.

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Section 25 – Parallel Parking

Parallel parking must be with right side wheels within 18 inches of the curb and vertical parking within parking stall markings.

Section 26 – Extra Long Vehicles Parking

All vehicles including, but not restricted to, campers, motor homes, trucks, trailers, automobiles or combination over 22 feet in length are restricted to parking along Falcon Lane. Overnight permits must be displayed as stipulated in Section 18 of this Policy.

Section 27 – Green Curbs

It shall be unlawful for any person to park a motor vehicle in the 10 minute parking zone longer than 10 minutes.

Section 28 – Parking and Traffic Committee

There shall be a Parking and Traffic Committee for the purpose of administering and improving parking and traffic on campuses. The committee shall serve as an advisory body to the College and the District. The committee shall consist of one representative selected by each of the following classifications: student body, certificated, classified, and administration. The term of office shall be for two years.

ENFORCEMENT

Section 1 – Nothing herein provided shall be construed as exempting any person from operating vehicles in a manner prescribed by the California State Vehicle Code, or the Ordinances of the City of Coalinga while operating said vehicles on or about the campus of the West Hills Community College District.

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Section 2 – A copy of this policy shall be made available in the Business Office or Student Services Office for examination by all interested persons, and a copy shall be posted on the bulletin board in the Student Center.

Section 3 – Signs giving notice of special conditions or regulations that are imposed under this Code shall be erected as considered necessary at appropriate places on campus, as determined by the President of the College or designee.

Section 4 – Employees so designated by the President of the College are authorized to enforce West Hills Community College Parking and Traffic Code regulations herein through such administrative procedures and penalties as may be established by the President of the College.

## TRAFFIC INFRACTION BAIL

<u>No.</u>	<u>Reg.</u>	<u>Description</u>	<u>Amount</u>
1	x	Processing Fee (Hearing Examiner)	\$ 25.00
2	7	Parking in Red Zone	15.00
3	8	Parking in Staff Area	15.00
4	10	Parking in Handicapped Area	275.00
5	12	Motor Vehicle Parked in Driveway	15.00
6	14	Motor Vehicle Parked on Lawn or Athletic Field	15.00
7	16	Motorcycle, Motorbike, Bicycle Parked in Restricted Area	\$ 15.00
8	17	Horses, Dogs or Other Animals on Campus	15.00
9	18	Unauthorized Overnight Parking	15.00
10	19	Valid Parking Permit Not Displayed	15.00
11	20	Parking Within 15 Feet of a Fire Hydrant	15.00
12	22	Parking Other than in Designated Space	15.00
13	23	Parallel Parked Vehicles Must be Within 18 Inches of Curb	15.00
14	25	Overtime in 10 Minute Zone	15.00

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## ADMINISTRATIVE ADJUDICATION

Effective January 1, 1994, AB408 deleted the authority for an issuing agency to contract with a municipal or justice court for purposes of processing parking violations. In addition, all agencies are required to adjudicate any contested parking citations in a fair and equitable adjudication process. The California Vehicle Code sets forth the time limits and process for contesting the citation.

<u>Responsibility</u>	<u>No.</u>	<u>Action</u>
Contestant	1	Must within 21 days of issuance of the ticket or within 10 days of the mailing of the notice of delinquent parking violation request an administrative review by the West Hills Community College District Business Office. Request can be made by mail, or person or telephone.
Business Office or Student Services	2	Must perform investigation of parking citation with respect to contestant's written explanation of reasons for contesting the parking violation in a timely manner and notify contestant by mail of the investigation results.
	3	May cancel a citation at any time in the interest of justice. The grounds for cancellation must be entered into the record.
Contestant	4	If the administrative review find the citation to be valid and the contestant is not satisfied with the results of the investigation provided for in paragraph (2): <ol style="list-style-type: none"> <li>a. The contestant shall deposit with the West Hills Community College District the amount of the parking penalty, administrative hearing examiner fees, and other related charges as set by the Board of Trustees.</li> </ol>

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		b. The contestant shall request, in writing, a review by a hearing examiner.
	5	A written request for a hearing must be made within 10 days of the mailing of the results of the administrative investigation to West Hills Community College District Business Office or Student Services. The request for a hearing must be accompanied with a written explanation of the reason for contesting the violation and proof of deposit for the full amount of the penalties, fees, and charge before a hearing can be scheduled. At the contestant's request, the hearing examination shall be mail-in or in-person.
	6	If the contestant can provide verifiable and substantial proof of their inability to deposit the full amount of the penalties, fees, and charges, a Request for Waiver of Penalties, Fees, and Charges Deposit may be filled out and reviewed by the Business Office or Student Services for approval.
Hearing Examiner	7	The hearing examiner or designee must notify contestant of hearing date and time.
	8	Shall appoint a hearing examiner who demonstrates the qualification, training, and objectivity prescribed by the President/Superintendent as necessary and consistent to preside over hearings and determine guilt or innocence.
	9	The hearing examination shall be conducted in accordance with written procedures which shall ensure a fair and impartial review of contested parking violations. The examiner's continued employment,

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		performance evaluation, compensation and benefits shall not be directly or indirectly linked to the amount collected by the examiner.
	10	Must notify West Hills Community College District of the outcome of the hearing by personal delivery or by mail. Results of the examination are to be entered into the record.
Contestant	11	If the contestant is found liable for the violation by the hearing examiner he/she can file an appeal with a civil court within 20 days of the mailing of the hearing examiner's decision.
	12	Must pay all court costs incurred.
Civil Court	13	Will hear the appeal of West Hills Community College District's file in the case submitted as evidence. A copy of the notice of parking violation is admitted as prime evidence of the violation.
	14	If the court overrules the hearing examiner, West Hills Community College District must refund to the contestant all court costs and citation penalty paid.
West Hills College	15	Will refund costs provided for in paragraph (14) to the contestant if hearing examiner or court finds in his/her favor.

Section 2 – Parking Citation Policy

Policy for administrative activity shall be as follows:

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- a. The violator must contest the violation within 21 days from the issuance of the citation. This may be accomplished through the Business Office; or within 10 days of the mailing of a delinquent parking violation. This is accomplished through the “contractor” or the Business Office or Student Services. If the citation has not been contested within the above times, the violator will lose the right to contest the parking citation.

b. Review Process

1. The first level of review is the Investigative Review which is done by the Dean of Student Services or designee.

NOTE: The contestant may request the Investigative Review by mail, telephone, or in person.

2. After the Investigative Review, the next level is the Administrative Hearing. If the Investigative Review finds that the citation was properly issued, the contestant has 10 days to request an Administrative Hearing by the hearing examiner.

To request an Administrative Hearing, which will be done by “contractor”, the contestant must first deposit with the West Hills Community College District, \$25.00 for the “contractor” Administrative Hearing and the full amount of the parking bail.

NOTE: The contestant may request the Administrative Hearing by mail or in person.

3. The officer/employee issuing the citation shall not be required to participate in the review process and the Business Office or Student Services shall not be required to produce any evidence other than a copy of the citation.