



# REGULATIONS

REG No.: 315

## PARKING

### I. PURPOSE

Describes parking regulations, violations, and penalties.

### II. POLICY

- A. Wharton County Junior College attempts to provide adequate parking facilities for employees, students, visitors, and the handicapped. The Office of the President is responsible for insuring that reasonable parking privileges are provided within the framework of existing parking space.
- B. All parking lots shall be numbered and identified by appropriate signage at their entrances.
- C. All faculty, staff and student vehicles parked on College-owned or College-controlled property must be parked in properly marked parking spaces. Vehicles parked on grass, sidewalks, or anywhere else on college property – as well as vehicles parked in parking lots but not in a marked parking slot – will be issued a written parking citation for the violation and are subject to towing at owner's expense.
- D. All faculty, staff and student vehicles, including motorcycles, parked on College-owned or College-controlled property must be registered with the College and must display a current WCJC parking tag. The tag, which may be obtained from the Office of Campus Security and Public Safety, must be displayed in a manner which is unobscured and easily visible to patrolling Public Safety Officers.
- E. Persons participating in short-term programs are required to obtain a temporary parking permit from the office of Campus Security and Public Safety. The permit shall be displayed on the dashboard of the vehicle and shall have an expiration date.
- F. Parking on campus is a privilege that may be revoked for cause. Violation of parking regulations may lead to fines, towing, and suspension or revocation of the privilege of parking on college premises.
- G. The Office of Campus Security and Public Safety is responsible for monitoring and enforcing all parking regulations.

(POLICY APPROVAL: 8-16-95, 9-15-98, Board of Trustees, amended 1-21-14)

### III. PROCEDURES

- A. Parking lots are numbered and identified by signage on each campus (see maps on the WCJC website). The Wharton Campus information is as follows:
  - Lot 1 Administration Building West
  - Lot 2 Administration Building East/Gym
  - Lot 3 Mullins Hall (residents only)
  - Lot 4 Peace Building/Frankie Hall
  - Lot 5 Johnson Building
  - Lot 6 Fine Arts/Johnson Buildings
  - Lot 7 Pioneer Student Center
  - Lot 8 LaDieu Technology Center

B. All parking lots are striped and marked as follows:

<u>PARKING ZONE</u>	<u>COLOR</u>	<u>OTHER INDICATORS</u>
Handicap	Blue	With "HANDICAP" sign/international symbol
Reserved	Green	With "RESERVED PARKING" sign
Residents (Dorms)	Green	With "RESIDENT PARKING ONLY" sign
Employee	Red	With "EMPLOYEE PARKING ONLY" sign
Student	White	No sign
Visitor	White	With "VISITOR PARKING" sign
Loading/Unloading	White	With "SERVICE AND DELIVERY ONLY" sign
No Parking	Yellow	Yellow cross-stripes & curbs; some signs

C. Parking tags are issued during registration periods and as needed throughout the year.

D. Parking tags are to be affixed to the outside of the rear window positioned in the lower left (driver's side) corner of the window or lower left portion of the rear bumper.

E. Replacement tags can be obtained from the Office of Campus Security and Public Safety for a replacement fee.

F. Permits for temporary parking are issued as follows:

1. Visitors: dated placards from the Office of Campus Security and Public Safety or the office being visited
2. Students with new vehicles
3. Short-term classes
4. Emergencies: dated placards from the office of Campus Security and Public Safety

G. Violations carry a fine of \$25.00 each. A \$10.00 search fee may be attached to the fine if the vehicle is not registered and a search for vehicle registration is required. Payment of fines is made in the Business Office at any campus. If payment is not made before the end of each semester, a hold is placed on the student's record and grades will not be released. For vehicles that have been towed, information may be obtained through the Office of Campus Security and Public Safety.

H. Appeals of parking tickets are made through the Summary Appeals Court (SAC). SAC convenes monthly only when cases are pending before it. Consult Regulation 325: Summary Appeals Court for procedures.

I. Visitors receiving a citation may take the citation to the appropriate employee for signature and forwarding to the Office of Campus Security and Public Safety or Campus Director, where the citation is voided.

J. The Office of Campus Security and Public Safety is responsible for assuring that information concerning campus parking (including campus maps indicating parking areas) and college parking regulations appears in college publications and is disseminated to all students and employees.

K. Copies of the parking rules for the Wharton Campus, Sugar Land Campus, Bay City Campus, and Richmond Campus are posted on the WCJC website.

BK/BM  
1-21-14