PARKING AND TRAFFIC REGULATIONS

For Assistance or Information call 242-7913

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INTRODUCTION
The Shasta-Tehama-Trinity Joint Community College District requires the payment of fees to park on campus as authorized by Education Code 76360. Fees collected are designated for the operation, maintenance, and control of existing parking lots, as well as construction of new parking areas. Parking permits are currently required on the main campus, 11555 Old Oregon Trail, Redding and the Tehama Campus, 770 Diamond Ave., Red Bluff.

The provisions of the Shasta College Parking and Traffic Regulations (hereinafter referred to as “Regulations”) have been developed for the purpose of promoting the safe and orderly movement of traffic within the boundaries of the Shasta College campus, and for the comprehensive implementation and operation of the parking fee program.

All of the provisions of the California Vehicle Code are expressly applicable to all traffic upon the driveways, paths, parking facilities and grounds of the College campuses.

It is the responsibility of all persons who enter the campus to become familiar with the provisions of the Regulations, as they are subject to penalties for violations.

Chapter 1
AUTHORITY

1.1 Authority to Create Traffic and Parking Regulations
The Board of Trustees of the Shasta-Tehama-Trinity Joint Community College District is authorized, pursuant to section 21113 of the California Vehicle Code, to set forth conditions and regulations pertaining to the operation and parking of vehicles upon the grounds of the Shasta College campus.

1.2 Authority to Create/Maintain District “Department of Campus Safety”
In accordance with the California Education Code and the California Penal Code, all of the general and criminal laws of the District and state are declared to be in full force and effect within areas under the jurisdiction of this District. The Board of Trustees is authorized to employ security personnel for the purpose of enforcing those laws.

1.3 Emergency Authority – Supervisor of Department of Campus Safety
The Supervisor of Department of Campus Safety may exercise the authority to amend or create regulations as circumstances require. Citations will be issued to any person violating any temporary sign, barricade, marking, lawful order, or regulation.

Chapter 2
ENFORCEMENT

2.1 Authority of Enforcement Officers
It shall be the duty of the Enforcement Officers, and such persons as are authorized by the Supervisor of Security, to enforce all of the provisions of the Regulations and California Vehicle Code in a manner authorized by the California Education, Penal and Vehicle Codes. Illegally parked vehicles are also subject to towing in the manner prescribed under authority of Sections 22650 of the California Vehicle Code.

2.2 Violations
On-campus violations of the California Vehicle Code or District parking regulations shall be subject to the civil penalty schedule established by the Governing Board of the Shasta-Tehama-Trinity Joint Community College District, in accordance with CVC 40200. Shasta College may also take administrative or disciplinary action in the case of individuals who violate the campus
Regulations. Parking privileges can be revoked by the Dean of Student Development.

2.3 Enforcement Procedures

A. Parking Regulations are enforced through action of the Shasta-Tehama-Trinity Joint Community College District and the California Department of Motor Vehicles (DMV). The college forwards all citations to the Phoenix Group, P.O. Box 11923, Santa Ana, CA. 92711-1923. Fines may be posted and forfeited by placing a check or money order (payable to Shasta College) in the envelope provided with the citation, and depositing it in the mail. To contest a citation you must complete a Request for Administrative Review form that is available at the Receptionist/Information Desk in the Administration Building. This form must be submitted within 21 days from the issuance of the citation or 14 days from the mailing of the Notice of Delinquent Parking Violation. Except in the case of officer error, your citation will not be voided. You will receive a response from the Supervisor of the Department of Campus Safety.

B. Failure to pay a fine or submit a Request for Administrative Review form within the designated time may cause a penalty to be added to the fine, and may cause a “hold” to be placed on the vehicle registration by the Department of Motor Vehicles.

C. The presence of a correctly completed and issued citation is considered to be prime facie evidence that a violation has occurred. Therefore, the only proper basis for an appeal of a citation is that the cited section was not violated. Claims of lack of intent to violate regulations are not grounds for canceling a citation.

2.4 Enforcement Hours

A. Permit parking is enforced in all lots between 8:00 a.m. and 10:00 p.m. Monday through Thursday and 8:00 a.m. - 5:00 p.m. on Fridays, when classes are in session. All staff and student lots require a permit during these times.

B. Staff lots requiring a staff parking permit are enforced Monday – Friday, 8:00 a.m. - 5:00 p.m. Exceptions: Three staff lots require staff parking permits Monday - Friday, 8:00 a.m. - 10:00 p.m. These lots are posted at the entrance to the area.

C. All other parking regulations are enforced 24 hours per day, seven days a week, throughout the year. This includes handicapped zones, red zones, fire lanes, “No Parking” areas and areas not posted for parking.
2.5 **Fine Schedule** (subject to change without notice)

<table>
<thead>
<tr>
<th>Code Section</th>
<th>Nature of Offense</th>
<th>Total Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>21113A</td>
<td>No Permit Displayed</td>
<td>$25.00</td>
</tr>
<tr>
<td>21113A</td>
<td>Expired Permit</td>
<td>$25.00</td>
</tr>
<tr>
<td>21113A</td>
<td>Permit Not Valid This Area</td>
<td>$25.00</td>
</tr>
<tr>
<td>21113A</td>
<td>Special Parking Permit Expired</td>
<td>$25.00</td>
</tr>
<tr>
<td>21113A</td>
<td>Failure to Obey Posted Signs</td>
<td>$25.00</td>
</tr>
<tr>
<td>21113A</td>
<td>Parked in Undesignated Parking Area</td>
<td>$25.00</td>
</tr>
<tr>
<td>21113A</td>
<td>Parked in Red Zone</td>
<td>$25.00</td>
</tr>
<tr>
<td>21113A</td>
<td>In Excess of Time Limit</td>
<td>$25.00</td>
</tr>
<tr>
<td>21113A</td>
<td>Blocking Path of Progress</td>
<td>$25.00</td>
</tr>
<tr>
<td>21113A</td>
<td>Parked Out of Space Markings</td>
<td>$25.00</td>
</tr>
<tr>
<td>21113A</td>
<td>Car Parked in Posted Motorcycle Only Zone</td>
<td>$25.00</td>
</tr>
<tr>
<td>21113A</td>
<td>Overnight Parking</td>
<td>$25.00</td>
</tr>
<tr>
<td>21458B</td>
<td>Parking in Loading Zone</td>
<td>$25.00</td>
</tr>
<tr>
<td>22500B</td>
<td>Parking Unlawfully on Crosswalk</td>
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</tr>
<tr>
<td>22500E</td>
<td>Parking Unlawfully Blocking Driveway</td>
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</tr>
<tr>
<td>22500F</td>
<td>Parking Unlawfully On Sidewalk</td>
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</tr>
<tr>
<td>22500I</td>
<td>Parking Unlawfully in Posted Bus Zone</td>
<td>$25.00</td>
</tr>
<tr>
<td>22507.8</td>
<td>Restricted Parking – Handicapped</td>
<td>$275.00</td>
</tr>
<tr>
<td>22514</td>
<td>Parking Within 15’ of Fire Hydrant</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

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**Chapter 3**

**LIABILITY AND RESPONSIBILITY**

The District provides parking facilities for vehicles for the sole purpose of conducting college business. Persons park on campus at their own risk. The District assumes no liability for damage or loss to any vehicle or its contents. **LOCK YOUR VEHICLE.**

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**Chapter 4**

**PERMIT PARKING AND FEES**

4.1 **Permit or Decals Required**

Except as provided below, current, valid parking DECALS or PERMITS must be properly displayed on motor vehicles to which they are registered when parked anywhere on campus.

A. **Certain Vehicles Excepted.** Federal, state, college, media, county or city-owned vehicles bearing exempt license plates, and vehicles properly displaying a handicapped placard or other handicapped identification issued by the California Department of Motor Vehicles are exempt from parking permits.

B. **Motorcycles/Mopeds Excepted.** Motorcycles/mopeds do not require permits to park in specifically designated parking areas located in each major parking lot.

C. **Certain Areas Excepted.** Permits/decals are not required in loading zones designated by yellow curb markings or signs when in the process of loading or unloading materials.

If loading or unloading is required in an area other than a designated loading zone, a temporary permit must be obtained, in advance, from the Receptionist/Information desk.
4.2 Types of Permits/Fees

A. **Student Permits (Decals)** – When properly displayed on the vehicle, a valid student parking permit authorizes the driver to park that vehicle in a student parking lot. Student permits are issued on a semester basis only. They are current from the first day of instruction through the last day of instruction for the semester shown on the permit. Student permits are furnished at a cost of $25.00 each per semester or $20.00 if a B.O.G.G. recipient.

B. **Staff Permit (Decals)** – When properly displayed on the vehicle to which it is registered, a valid staff parking permit authorizes an eligible staff member to park in any student or staff parking lot. Staff permits are current through September 1 of the year following the year that particular series was first issued. For example: First issued in August 2009 expires September 1, 2010.

C. **Temporary Staff Permits** – These are issued in the form of a dashboard permit for a specified period of time. This permit authorizes an eligible temporary staff member to park in any Student or Staff parking lot.

D. **Dormitory Parking Permits (Decals)** – When properly displayed on the vehicle to which it is registered, a valid dorm parking permit authorizes the driver to park in the dormitory parking lots or other spaces reserved for dormitory students. One dorm parking permit will be issued to each dormitory student who has a vehicle, without additional charge. This permit is not valid in other parking lots or spaces. Permits become invalid when the student terminates dormitory residence. Use of an invalid permit will result in a citation. Dormitory students wishing to park in other parking lots on campus must pay the appropriate fee.

E. **Daily Permits** – Daily permits, which are valid when properly displayed on the date of purchase ONLY, may be purchased from the yellow parking permit dispensers located in the Administration, North, South, East, or Pool lots.

F. **Visitor Permits** – When properly displayed, a valid visitor permit authorizes the driver of that vehicle to park in any posted student parking lot on a specified date. Visitor permits are available to anyone other than registered students and staff, by requesting the permit at the Receptionist/Information Desk in the Administration Office. All visitors must comply with the District’s traffic and parking regulations.

G. **Handicap Permits**

All drivers who are handicapped, as defined in Section 22511.5 of the California Vehicle Code, and who use a wide-space handicap parking stall for mobility reasons must properly display a valid placard or specialized license plate issued by the California Department of Motor Vehicles. These permits are valid and honored in wide-spaced HANDICAP PARKING stalls as denoted by the international handicap symbol and blue lines. If all the handicap parking stalls are occupied, the permit may be used to park in student or staff spaces. There is no fee required of the above-defined handicapped persons, as defined above, for parking on campus. Handicap dashboard placards are available at the California Department of Motor Vehicles for individuals who are temporarily disabled. If you have any special needs or questions, call Shasta College Department of Campus Safety at 242-7913.

H. **Special Location Permits** – When properly displayed, a valid special location permit authorizes the driver (student or staff member) of that vehicle to park in the designated area for the time indicated on the permit. Special location permits are obtained from staff in the division/department responsible for activities in the designated area, and must be signed by the Supervisor of the Department of Campus Safety.
I. **Carpool Parking** – Spaces have been designated for carpool vehicles in several parking lots. There are three requirements for use of these spaces:

1. Register your vehicle with the Shasta College Department of Campus Safety as a carpool vehicle.
2. Properly display a valid parking permit and a carpool permit.
3. Park on campus with at least two people in the vehicle.

J. **Emeritus Permits** – When properly displayed, a valid permit authorizes the driver of that vehicle to park in a student or staff space.

### 4.3 Display of “Repositionable” Parking Permits/Validity of Permits

A. **Decals** shall be valid only when affixed according to the directions printed on the removable covering.

1. Make sure the surface area where decal is to be mounted is absolutely clean and dry.
2. Peel off clear, see-through protective liner at the peel tab.
3. Place decal on inside bottom right hand corner of passenger side windshield.
5. Decal is printed to adhere to the inside window, facing out.
6. Decal can be repositioned and transferred between vehicles. Rub on clothing to recharge static.

B. **Temporary Staff, Daily, Visitor and Handicap Permits** shall be displayed by placing them on the dashboard.

C. **All Permits** must be displayed in plain view with numbers clearly visible. (Vehicles with car covers are no exception to this regulation.)

D. A parking permit is also rendered invalid when:

1. expired or voided.
2. not intact or legible.
3. altered in any way.
4. not valid in that particular space or area.
5. sold, loaned, assigned, or otherwise transferred to another person.
6. displayed by a vehicle other than the one for which the permit is issued.
7. vehicle operator is not eligible for that particular permit.
8. information contained in the parking permit application form has been falsified.
9. it has been reported lost or stolen.

E. Use or display of voided, lost, stolen, altered, counterfeit or other invalid permit is forbidden and may be confiscated at any time, by any reasonable method, by an Enforcement Officer.

### 4.4 Lost/Stolen Permits

Owner must make a report of a lost or stolen permit to the Department of Campus Safety. For consideration of permit replacement, proof of purchase is required.

### 4.5 Where to Obtain Permits

A. **Student Permits** may be purchased for $25.00 or $20.00 if a B.O.G.G. recipient. The permits may be purchased at the Business office or Admissions and Records office in the Administration Building. These permits are valid for one semester.
B. **Staff Permits (Decals)** may be obtained at the Receptionist/Information Desk in the Administration Building. Temporary Staff permits must be approved by the centers/departments and a “Request for Temporary Permit” routed to the Information Desk or the Department of Campus Safety.

C. **Dormitory Permits** may be obtained from the Dormitory Supervisor.

D. **Daily Permits** may be purchased from the yellow parking permit dispensers located in the north, south, east, pool or Administration parking lots.

E. **Visitor Permits** may be obtained at the Receptionist/Information Desk in the Administration Building.

F. **Handicap Placards** are available from the California Department of Motor Vehicles.

4.6 **Parking Fee Refund Policy**

The semester parking permit fee is refundable, less 10% handling fee, within the first three (3) weeks of each semester at the Business Office during regular business hours. The semester parking permit must be accompanied by a current cash register receipt with corresponding permit number.

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**Chapter 5**

**GENERAL REGULATIONS**

5.1 **Traffic** – Supplementary to ALL California Vehicle Code Sections

A. Failure to obey any signal or device erected or posted and applicable to vehicles or pedestrians, or failure to comply with any lawful order, signal, or direction of any Enforcement Officer is unlawful.

B. No person shall drive or ride any vehicle (except for authorized service vehicles), or other mode of transportation on any walkway, landscaped area or any other area not improved and maintained or marked for the purpose of vehicular traffic.

C. It is unlawful to exceed the posted speed limits on open campus roadways or in excess of 10 MPH within designated parking facilities or their respective accessways.

D. It is unlawful to operate a motor vehicle in a prohibited direction of traffic.

E. It is unlawful to fail to yield right-of-way to pedestrians.

5.2 **Parking**

A. Parking is specifically prohibited in handicap spaces except for vehicles on which appropriate handicap designators are displayed. This section is enforced seven days per week, 24 hours per day.

B. Parking is permitted in a designated parking space **ONLY**.

C. Parking is NOT permitted along any red curbing, any fire lane, or any place other than designated parking spaces.

D. Motorcycles, motor-driven cycles, mopeds and motorized bicycles are prohibited from parking at bicycle racks. All such vehicles must utilize MOTORCYCLE AREAS.
E. LOADING ZONES are for the loading and unloading of equipment by students, faculty or staff, not to exceed the posted limit.

F. Shasta College campus is closed each night at 11:00p.m. and reopened at 6:00a.m. No overnight parking of vehicles will be permitted on campus unless a permit is obtained in advance from Enforcement Services. Vehicles left on campus, even with a permit, are left at the owner/operator's own risk.

G. It is unlawful to park with a parking decal or permit improperly displayed or altered.

H. Parking at any time beyond the time limit in a time-controlled zone is unlawful.

I. Parking at any time in violation of any posted sign is unlawful.

J. Parking with a permit that has been reported lost or stolen is unlawful.

K. Parking with a permit that has been reproduced, counterfeited, or other facsimile is unlawful.

L. Parking permits are valid ONLY in assigned areas.

M. Vehicles must be parked entirely within a single marked parking space being used.

N. Camping or residing in a motor vehicle on District property is prohibited, unless specifically authorized in writing by the Supervisor the Department of Campus Safety.

Chapter 6
GENERAL INFORMATION

6.1 Impound of Vehicles, Tow-Away Zones

A. As authorized by the California Vehicle Code, the District reserves the right to request removal and store or impound any vehicle known to have been
   1. issued five (5) or more Notices of Parking Violation over a period of five (5) or more days;
   2. found on campus without evidence of current registration;
   3. parked in roadways, fire lanes, reserved or service vehicle spaces, or loading or trash areas;
   4. illegally parked in such a manner as to constitute a hazard to vehicular or pedestrian traffic or to the movement and operation of emergency equipment; or
   for any excess of 72 hours.

   The vehicle owner will be responsible for costs involved in removing, impounding and storing of such a vehicle.

B. The Supervisor of the Department of Campus Safety may establish posted tow-away zones, which are in effect 24 hours a day, without exception.

C. To determine if a vehicle has been towed, call 242.7910.

6.2 Availability of Parking Space

A. Responsibility for finding a legal parking space, as well as finding out where and when a parking permit is valid, rests with the motor vehicle operator. Purchase of a parking permit does not guarantee a space to park. Lack of parking space within a specific lot, mechanical problems, or other disabilities, are not considered
valid justification for violation of District parking regulations. Personal notes or explanations left in vehicles are not considered valid authorization to park in violation of District parking regulations.

B. The District reserves the right to refuse issuance of parking permits, or to restrict or change the use of any space or area, at any time without notice.

6.3 Motorist Assistance

Enforcement Officers have equipment to assist motorists in the case of a dead battery. Call 242-7910 for assistance.

6.4 Definitions

A. Roadway - That portion of a road designated or ordinarily used for vehicular travel. This includes that area within a parking lot that is not specifically marked for parking, loading or as a fire lane.

B. Accessway - Any area, path or walkway which permits entry to, or exit from, a building.