

College Operating Procedures (COP)



Procedure Title: Traffic and Parking Control
Procedure Number: 08-0822
Originating Department: Public Safety

Specific Authority:

Board Policy 6Hx6:1.01; 6Hx6:1.02; 6Hx6:7.03
Florida Statute 316; 1001.64; 1001.65
Florida Administrative Code n/a

Procedure Actions: Adopted: 01/01/04; 07/01/09

Purpose Statement: The Public Safety Department has been given the responsibility to enforce the parking rules and regulations for all the properties that are owned by Florida SouthWestern State College. Because the roadways and parking lots of the campus may become congested, these rules and regulations have been formulated to reduce the chances of vehicle crashes, damaged property, and injuries to the people that utilize these roadways and parking lots. Even though the members of Public Safety prefer not to write tickets or to tow vehicles, these actions are sometimes necessary to provide for the orderly and safe movement and parking of vehicles on the campus.

Guidelines:

The Public Safety Department has been given the responsibility to enforce the parking rules and regulations for all the properties that are owned by Florida SouthWestern State College. Because the roadways and parking lots of the campus may become congested, these rules and regulations have been formulated to reduce the chances of vehicle crashes, damaged property, and injuries to the people that utilize these roadways and parking lots. Even though the members of Public Safety prefer not to write tickets or to tow vehicles, these actions are sometimes necessary to provide for the orderly and safe movement and parking of vehicles on the campus.

Procedures:

The District Board of Trustees of Florida SouthWestern State College has the authority and responsibility to adopt rules and regulations which are necessary for the safety, welfare, and health of the students, faculty, staff, and visitors to the campus. In carrying out this mission, the College reserves the right to regulate the use of vehicles on the campus and to take appropriate

action against those who do not comply with the College's regulations or who fail to provide correct information when registering vehicles or handling other parking and traffic related matters.

In addition to the rules and regulations listed herein, all traffic laws of the State of Florida are in full force and effect at all times on the campus.

Definitions: Vehicle – All means of transportation other than by foot. Examples are cars, trucks, buses, motorcycles, motor scooters, mopeds, bicycles, skates, etc.

The provisions within these regulations shall be applicable to all people who operate or park vehicles on the campuses of Florida SouthWestern State College at all times.

The responsibility for locating legal parking rests with the operator of the vehicle. Lack of convenient space will not be considered a valid excuse for violating traffic regulations.

The Public Safety Officer is on duty to assist students whenever possible, but he/she is also required to enforce all traffic and parking regulations and issue citations for violations in accordance with these regulations.

Campus traffic and parking regulations and directive signs governing the use of motor vehicles are in effect 24 hours a day, all year long, unless specifically limited. Inclement weather does not bar their enforcement.

All drivers must cooperate with and follow the instructions of Public Safety Personnel.

Movement of traffic on campus roads is not to be obstructed by stopping in the streets or in parking lots for any purpose other than parking or complying with the traffic regulations.

If a vehicle operator observes others parked in violation of the rules and regulation, this should not be construed as evidence that the regulation is no longer in effect or that it is acceptable to park in the same manner.

Lack of knowledge of the rules and regulations will not be a valid excuse for violating any traffic regulation.

The speed limit on the Florida SouthWestern State College Campuses is 30 mph unless otherwise posted.

Speed limit in all parking lots or service drives is 5 mph.

Any theft or accident on campus involving a vehicle must be reported immediately to the Public Safety Department.

Vehicles in violation of more than one traffic regulation at any one time may be given more than one ticket.

Florida SouthWestern State College will not be responsible for loss or damage to any vehicle or its contents while operated or parked on its property.

No skateboards, roller skates, roller blades, or other such roller equipped means of transportation will be allowed in the parking lots, between and around buildings, or inside the buildings except when hand-carried.

I. Vehicle Registration-Faculty/Staff:

- A. All College personnel that desire to utilize the faculty and staff parking lots must register their vehicles with the Public Safety Department located in the Facilities Building, Building D, between 8:00 a.m. and 5:00 p.m., Monday – Friday, during College business hours.
- B. False or misleading information given on a parking permit application may lead to the revocation of parking privileges on the Florida SouthWestern State College Campus.
- C. The person who registers his or hers vehicle with the College shall be responsible for all tickets which the vehicle receives even if he or she is not operating the vehicle at the time.
- D. The Florida SouthWestern State College parking permit is to be hung on the rear view mirror in plain sight.
- E. In the event the vehicle is sold, Public Safety shall be notified of the new vehicle.
- F. Lost or stolen permit shall be reported to the Public Safety Office immediately.

II. Vehicle Registration-Students:

There is no student vehicle registration.

III. Parking and Traffic Regulations:

- A. The campus map and parking lot signs indicate where students may park. Students are prohibited from parking in designated staff parking lots.
- B. Designated disabled parking spaces are reserved for persons who are permanently disabled. To use these spaces, students must have a special handicap permit issued by the local county license tag office and Public Safety.
- C. Parking is prohibited after 11:00 p.m. unless Public Safety Department has received prior notification.
- D. Unauthorized parking in Reserved or Restricted spaces is prohibited.

- E. The absence of No Parking signs does not mean that parking is allowed. Parking on the grass, along roadways, drives, curbs, sidewalks or ramps is prohibited. Parking is permitted only in paved lots or in designated parking areas.
- F. Designated parking spaces for motorcycles and mopeds are provided. Please park in these spaces and not on the grass, sidewalks or near campus buildings.
- G. Vehicles must be parked within marked spaces. Parking diagonally or taking up two parking spaces is not allowed.
- H. Certain parking spaces are designated for Florida SouthWestern State College vehicles. Only vehicles owned by the college are allowed to park in these spaces which are reserved 24 hours a day.
- I. Loading zone parking is restricted to use for loading and unloading. Vehicles parked in loading zones for other reasons and/or after the loading is completed are in violation of the parking regulations. The loading zone regulation is in effect 24 hours a day.
- J. Vehicles are not allowed to park in No Parking zones on campus. These areas may include but are not necessarily limited to the following:

Areas not designated for parking:

- 1. The turn-around/drop off circles
- 2. Along curbs painted yellow
- 3. Fire lanes
- 4. Moving traffic areas and lanes
- 5. Obstructing drives and walkways
- 6. Obstructing other vehicles
- 7. Areas which indicate "No Parking Zones" by the use of obstacles or signs.
- 8. Vehicles shall not be parked or stopped in a manner that blocks other vehicles or impedes the traffic flow.
- 9. Where angular parking is provided, parked vehicles shall not be backed into parking spaces.
- 10. Parking across parking lines is prohibited.
- 11. Parking on or over a curb is prohibited.
- 12. Parking in areas designed for other vehicles is prohibited.
- 13. Parking and/or driving on unpaved areas of the campus is prohibited except where designated.
- 14. Parking and/or driving on sidewalks is prohibited.
- 15. Driving over curbs is prohibited.

K. Overflow Parking Areas

There is one nearby area which can be utilized for overflow parking when all of the regular parking lots are full. This area is: Parking lot #9

IV. Bicycles, Mopeds, Motorcycles

- A. Persons riding bicycles, mopeds, motorcycles, motor scooters, and other similar vehicles upon a roadway shall be granted all of the rights and be subject to all of the responsibilities applicable to the drivers of automobiles. They must observe all traffic signs, stop signs, yield signs and other traffic control devices.
- B. Riding such vehicles on sidewalks, walkways, across the ground, or around buildings is prohibited.
- C. Bicycles, mopeds, motorcycles, and motor scooters should be ridden only in clearly defined and designated roadways and in the parking areas which are designated for other vehicles such as cars and trucks.
- D. Every person operating a bicycle, moped, motorcycle and motor scooter on a roadway and in the parking areas shall ride with the flow of traffic.
- E. Persons riding bicycles, mopeds, motorcycles and motor scooters shall not ride more than two abreast.
- F. After sundown and before sunrise, bicycles, mopeds, motorcycles, and motor scooters shall be equipped with a lamp or headlight on the front exhibiting a white light visible from a distance of at least five-hundred feet, and a red lamp, light or reflector on the rear visible from a distance of five hundred feet. All such lamps, lights and reflectors shall be in place and in operation anytime such vehicles are operated after sundown and before sunrise.
- G. No bicycle, moped, motorcycle and motor scooter shall carry more people at any time that the number for which it is designed and equipped.
- H. Riders of bicycles, mopeds, motorcycles and motor scooters must yield the right-of-way to pedestrians.
- I. Bicycles, mopeds, motorcycles and motor scooters shall not be parked inside buildings, under covered pedestrian walkways, on the sidewalks, on the grass, or against trees, signs, benches, sign posts, light poles, building posts, or other similar locations.
- J. Bicycles shall be parked only in the bike racks, which are located in several areas on the campus.

- K. Mopeds, motorcycles and motor scooters may park in spaces designated for motorcycle parking only or in spaces designated for cars and trucks.
- L. When such vehicles as bicycles, mopeds, motorcycles and motor scooters are left on the College campus for longer than a week without authorization by the Florida SouthWestern State College Public Safety Department, these vehicles will be considered abandoned and may be towed at the owner's expense.

V. Schedule of Fines

- A. The following traffic or parking fines are in effect. Each Non-Moving Violation other than parking in disabled spaces: \$15.00. This category includes parking violations, parking on the grass, parking in a reserved space or lot, parking improperly, parking in a No Parking area, and blocking an entrance or ramp. Parking in a disabled space: \$50.00
- B. Moving violations, i.e., speeding, reckless driving, etc. may be referred to an appropriate law enforcement agency.

[Parking fines are \$15 and \$50. Unpaid fines will result in a hold on student records, diplomas, transcripts and future registrations. Repeat offenders may be towed at the owner's expense.]

VI. Payment of Fines

- A. Students who receive traffic or parking citations must pay the appropriate fine to the Florida SouthWestern State College Cashier within fourteen (14) days. Students wishing to contest the fine must submit a written appeal within fourteen (14) working days to the Student Court.
- B. Payment of fines can be remitted by cash, check, or money order payable to "Florida SouthWestern State College". Send check or money order in the correct amount of the fine to the Public Safety Department 8099 College Parkway Fort Myers, Florida 33919
- C. Florida SouthWestern State College will not accept checks for parking fines from persons who have in the past written a dishonored check to the College.
- D. Any student who does not pay traffic or parking fines will not receive transcripts and will not be permitted to register for classes until the fine is paid.
- E. Vehicle operators who have acquired more than one unpaid parking ticket may be subject to disciplinary action.

VII. Appealing Traffic Tickets

If a student chooses to appeal a ticket for violating the campus traffic regulations, he or she should contact the Public Safety Office on campus. If the student wants to appeal the decision of the Public Safety Office, he or she may choose to have a hearing in front of the Student Government Association Chief Justices for a final decision. The Student Traffic Court may uphold the ticket violation, modify the charge or overturn the charge.

VIII. Towing of Vehicles

- A. When a motor vehicle is parked illegally in an area designated for the handicapped or in a fire lane when such areas are identified as tow away, the Public Safety Officer shall notify the Director of Public Safety who shall notify the Supervisor of Plant Operations
- B. The Supervisor of Plant Operations may notify a towing company and request that the towing company tow the car from the campus to the towing company storage lot.
- C. Upon the arrival of the towing company representative at the campus Public Safety Office said representative and a Public Safety Officer shall visually inspect the vehicle for apparent damage and shall complete an Incident Report in duplicate with both individuals signing the form. The Public Safety Officer shall forward one copy of the incident form to the Director of Public Safety and the second copy shall be given to the towing company representative.
- D. The towing company shall then remove the vehicle. If the registered owner of the vehicle or other legally authorized person in control of the vehicle shall arrive at the scene prior to removal or towing of the vehicle, the Public Safety Officer shall request that the company representative disconnect the vehicle, unless said person refuses to remove the vehicle from the area in which it is illegally parked.
- E. The Director of Public Safety shall make available to the registered owner of the vehicle or other legally authorized person in control of the vehicle who requests such information, the name of the towing company, the location of its storage lot and its schedule of rates.