

Vehicle Parking Policy

The University of La Verne is a private property, authorized to utilize regulations and standards, known as the University Vehicle Code or 'UVC', that are provided for under the California Vehicle Code, California Education Code, and City of La Verne Municipal Code.

The Parking Regulations of the University of La Verne are constructed to better ensure that the dedicated parking lots, facilities, campus roadways and pathways, and the surrounding surface streets are all used safely and consistently so that persons arriving to the campus can expect to find a safer, more orderly, and appropriately used set of parking resources.

The University of La Verne is patrolled by the Campus Safety Department, which is on duty 24 hours a day, 7 days a week, and throughout the year. Campus Safety Officers utilize a wide variety of traditional and contemporary technological and operational resources to protect:

- Persons — that include the students, staff, faculty, and guests of the University; and,
- Property — that includes the personal and institutional belongings that can include vehicles, personal bags or packages, personal communications devices, valuables, and other property.

As part of the ongoing commitment to ensure a safer and more secure campus community, the Campus Safety Department, in association with the Parking Services Unit, also enforces the University of La Verne's Parking Regulations, which are contained here, along with appropriate sections of the California Vehicle Code and the Municipal Code of the City of La Verne.

This document is hereby revised and fully enacted as authorized Parking Regulations for the University of La Verne, July 24, 2023.

For more information regarding these policies, please contact Parking Services at parking@laverne.edu or at (909) 448-4764.

University of La Verne Vehicle Code

INTRODUCTION

The University of La Verne has the right to control traffic and parking on its properties as granted by the California Vehicle Code (CVC) {Refer to CVC 21107.8}. The University of La Verne's Campus Safety Department has been authorized to administer and enforce the University Vehicle Code (UVC), which governs parking and traffic regulations on campus and properties under its control for educational or residential purposes. The University Vehicle Code applies to all vehicles operated or parked on any university controlled properties.

Use of any vehicle on any university controlled property is a privilege granted by the university and is not the right of any employee, student, guest or visitor. It is the expectation of the university that employees, students, guests, and visitors will comply with the University Vehicle Code for the sake of safety and the consideration of others.

The definition of "vehicle" as used in the University Vehicle Code includes but is not limited to the following: cars, trucks, motorcycles, any electric powered vehicle, licensed motor scooters, mopeds, foot powered scooters, bicycles (electric or pedal powered), roller blades, and all types of skates.

The University Vehicle Code is effective as of May 1, 2012, and is subject to change without prior notice.

Good Neighbor Policy: UVC Sections 0001 – 0003

0001: BACKGROUND

The University of La Verne is situated in the heart of downtown La Verne and surrounded on three sides by residential neighborhoods. The University and the City of La Verne work closely to ensure that University constituent parking does not negatively impact either the downtown merchants and their customers or the neighborhood residents. As part of its Master Plan approval process, the University of La Verne is required to maintain a specific level of parking inventory to accommodate its constituents, as defined by periodic parking studies conducted jointly by the City and the University. In addition, the University is required to implement policies and practices to minimize University constituent parking outside University parking lots/structures when they bring a vehicle to work/school. This ***“Good Neighbor Policy”*** is intended to maintain positive relations with all parties in and around downtown La Verne. As such, students, faculty, and staff should not park in City lots and downtown street spaces when not specifically patronizing downtown business establishments. They should also not park in residential neighborhoods around the University when their primary purpose is attendance at/participation with the University or at University-sponsored events.

0002: STUDENTS

All University students are expected to uphold our “Good Neighbor Policy”. As such, any student attending classes at the La Verne campus who chooses to drive a vehicle to school/work is required to park in University parking lots/structures. Student violations of this policy will be reported to the Dean of Students.

0003: EMPLOYEES

All University staff and faculty (including adjuncts) are expected to uphold our “Good Neighbor Policy”. As such, any employee working/teaching at the La Verne campus who chooses to drive a vehicle to work is expected to park in University parking lots/structures. Employees may also park in parking lots at University-leased facilities (such as Park Campus and Enrollment Management) with a valid Employee parking permit. See Section 6002b for parking permit requirements/information. Employee violations of this policy will be reported to the appropriate manager/HR.

Statement of Policy: UVC Sections 1000 – 1011

1000: VEHICLE REGISTRATION

- 1000.1 Vehicle parking permits are available online in your My La Verne Portal.
- 1000.2 Any faculty, staff, or student will receive a University of La Verne parking permit after completing and submitting the on-line form. While the University of La Verne has parking to support the faculty, staff, and students who work at or attend the University, a parking permit does not guarantee a parking space.
- 1000.3 A parking permit grants the user/owner the privilege to park a vehicle on university owned or controlled properties as defined in Section 6002.
- 1000.4 All vehicles parked upon any University of La Verne parking space, lot or other area must have clearly displayed license plates and Vehicle Identification Number (“VIN”).

1001: VEHICLE REGISTRATION LIMITS

- 1001.1 Faculty/Staff are allowed to have 3 vehicles registered at any given time.
- 1001.2 Students are allowed to register only 2 vehicles (two students are not allowed to register the same vehicle).
- 1001.3 Faculty/Staff dependents may not drive their parents’ employee permitted vehicles. University of La Verne employees are not permitted to use their dependent’s Student parking permits. The dependent must register the vehicle with the University of La Verne in their name.

1002: VEHICLES ON CAMPUS

- 1002.1 All vehicles owned by a staff, faculty, and student parked on University of La Verne property must display a current and valid University of La Verne parking permit (see Section 6002).
- 1002.2 All vehicles not displaying a current and valid parking permit are subject to citation and/or tow.
- 1002.3 Visitors and guests must purchase a daily parking permit to avoid citation and/or tow. There is nothing that needs to be displayed on the vehicle as officers will scan the license plate to confirm payment.

1003: LIABILITY

- 1003.1 The University of La Verne assumes no legal responsibility or liability for any theft, loss of property, vandalism, accidents, or damages while a

vehicle is on any university controlled property. The Campus Safety Department strongly recommends and encourages the removal of all items of value from your vehicle to help in preventing theft or loss of property.

- 1003.2 Anyone who operates a vehicle on university campuses or properties under its control for educational or residential purposes agrees to:
- A. Obtain, read, and abide by the University Vehicle Code (UVC).
 - B. Possess a current and valid driver license from their respective state.
 - C. Maintain current licenses, registrations, and insurance for their vehicle(s) per their state's requirements.
 - D. Pay all fines and fees resulting from any violations of the University Vehicle Code (UVC).
 - E. Protect and hold harmless the university, its students, officers, and employees, from all claims of injuries to persons or damages to property by reason of the operation of any vehicle on university controlled or owned properties.

1004: EXEMPT VEHICLES

All Parking Services vehicles and certain designated vehicles approved by Parking Services may be exempt from University Vehicle Code while in the performance of their official duties.

1005: CALIFORNIA VEHICLE CODE

All provisions of the California Vehicle Code (CVC) are applicable on university property except as modified by the University Vehicle Code {refer to CVC 21107.8}.

1006: PARKING SPACES

- 1006.1 All vehicles must be parked head-in, within a painted, marked space unless directed otherwise by a Campus Safety Officer.
- 1006.2 A vehicle parked out of a marked space or not head-in is in violation and will be cited/towed accordingly {refer to UVC 3004}.

1007: BICYCLES; MOTORCYCLES, MOPEDS, OR ANY LICENSED GAS POWERED SCOOTERS

- 1007.1 All motorcycles, mopeds, and approved gas powered scooters are required to park at the ends of the painted hashed out areas of the

- parking lots or in a designated parking space for that type of vehicle (i.e., motorcycle stall).
- 1007.2 There is no parking allowed in the painted blue, red, or yellow hashed out sections of any handicap, red zone, fire lane, or loading zone parking spaces {refer to UVC 3005-3009, & 3013}.
- 1007.3 No motorcycle, moped, or licensed gas powered scooter can be parked inside a building, or on any quad, or adjacent to any building. Parking in these areas is a violation and will be cited/towed accordingly.
- 1007.4 Bicycles are subject to all applicable rules of the road, as per California Vehicle Code Section 21200, et al.

1008: BANNED MODES OF TRANSPORTATION ON UNIVERSITY PREMISES

- 1008.1 The following types of vehicles/devices are prohibited from use on University of La Verne property (unless prior authorization is received):
- A. Pocket bikes (gas powered or electric),
 - B. Motorized skateboards – which requires the operator to normally stand (gas powered or electric),
 - C. Mini-bikes, or any off-road type motorcycle, or all-terrain vehicles (three or four wheeled types).
- 1008.2 Possession of these vehicles/devices must be authorized by the Director of Campus Safety (or designee) prior to bringing them onto campus. The California Vehicle Code sections pertaining to these items can and will be strictly enforced by La Verne PD as well. (Refer to California Vehicle Code Sections 407.5; 473; 21235; 21720; and 21968).

1009: PARKING PERMIT FEES

- 1009.1 All students are required to obtain a parking permit to park their vehicles on the La Verne campus. Student parking permits will be provided free to all students.

1010: WARNING TICKETS, LIMITED OR LOSS OF PRIVILEGES

- 1010.1 The Campus Safety Department does not issue warning tickets except for those offenses that allow for warnings.
- 1010.2 The Campus Safety Department is not required to notify an individual of the possibility of limited or lost parking privileges.
- 1010.3 It is the responsibility of the faculty, staff, student, guest or visitor to obtain, read and abide by the UVC {refer to UVC 1002}.

1011: TOWING CHARGES AND TOWING DAMAGE

- 1011.1 The University of La Verne has the authority to tow vehicles from university property per the California Vehicle Code {refer to CVC 22658(a)}.
- 1011.2 Any vehicle that is illegally parked or in violation of the University Vehicle Code can be towed from the University of La Verne property.
- 1011.3 The University of La Verne is not liable or responsible for towing charges or damages that may result when a vehicle is towed from any University of La Verne property.
- 1011.4 All towing charges or damage claims incurred are the responsibility of the vehicle owner and must be dealt with through the towing company and personal vehicle insurance carrier.

Vehicle Registration Policy And Requirements: UVC Sections 2000 – 2003

2000: PARKING PERMITS

- 2000.1 All vehicles parked on University property at the La Verne campus must display a valid University-issued parking permit or purchase a daily pass on-line.
- 2000.2 All University of La Verne parking permits are the property of Parking Services.
- 2000.3 Every permit is issued to a particular vehicle (not issued to a person) and cannot be moved, given, sold, or transferred to another person or vehicle.
- 2000.4 Any attempt to obtain a University of La Verne Parking permit under false pretenses is a violation and will be cited accordingly {refer to UVC 5004}.

2001: PARKING PERMIT DISPLAY

- 2001.1 All University of La Verne Parking Permits must be displayed as required with the permit number and validation dates clearly visible and unobstructed:
- 2001.2 Students will be issued one (1) permit. Two (2) vehicles may be registered per permit.
- 2001.3 The Parking Permit decal must be attached to the inside of the front windshield (facing out) in the lower left corner (driver's side) or hanging from the review mirror.
- 2001.4 Faculty and Staff will be issued one (1) permit.
- 2001.5 Maximum vehicles registered per permit will be three (3) vehicles.
- 2001.6 The Parking Permit decal must be attached to the inside of the front windshield (facing out) in the lower left corner (driver's side) or hanging from the review mirror.
- 2001.7 Motorcycles, mopeds, and licensed scooters may park free of charge only in the striped areas or you may purchase a permit for all other campus parking.

2002: TEMPORARY PARKING PERMITS

- 2002.1 Temporary parking permits are available for students, faculty, and staff who have a rental car or a temporary vehicle and have purchased a parking permit.
- 2002.2 Temporary permits are only available from Parking Services and are valid for a maximum of two (2) weeks. Longer periods of time must be

approved by the Transportation Assistant Director and Personnel Administration or designee.

2003: VISITOR AND GUEST DAILY PARKING PASSES

2003.1 Visitors and/or guests may purchase a parking pass for \$2.00 per hour/\$7.00 maximum per day. Below is a listing of the options for Visitor and Guest parking passes.

- A. Passes may be purchased using the [Parkmobile Hyperlink](#);
- B. Download the application at www.parkmobile.com;
- C. Call 1-877-727-5714;
- D. Scan QR code:



- E. Passes may also be purchased from the parking permit store at [The Permit Store](#).

2003.2 Visitor/Guest parking passes are valid for the date they are issued only and allow vehicles to park in any La Verne campus parking lots.

Registration And Parking Enforcement: UVC Sections 3000 – 3013

3000: NO CURRENT VALID LA VERNE PARKING PERMIT/DISPLAYED

- 3000.1 All vehicles are required to have a current and valid University of La Verne Parking Permit displayed in order to park on any University of La Verne owned; leased or controlled properties {refer to UVC 1000}.
- 3000.2 Any vehicle not displaying a current and valid University of La Verne Parking Permit will be in violation and cited/towed accordingly. Violations of this offense may result in the vehicle being towed at the vehicle owner's expense.
- 3000.3 Parking permits are valid in all parking lots and the Parking Structure with the exception of the PS permit, which is valid only on the fifth floor of the Parking Structure.

3001: IMPROPER DISPLAY OF LA VERNE PARKING PERMIT

- 3001.1 All University of La Verne Parking Permits must be displayed appropriately with nothing blocking the numbers or validation dates {Refer to UVC 2001}. **Only one University of La Verne permit can be on display per vehicle.**
- 3001.2 For automobiles, the parking permit decal must be affixed to the inside of the front windshield (facing out) in the lower left corner (driver's side).
- 3001.3 For motorcycles, mopeds, and licensed scooters, the parking permit decal must be placed where it is clearly visible.
- 3001.4 Any vehicle whose permit is blocked or obstructed or whose permit was placed in an inconspicuous place will be in violation and cited/towed accordingly.

3002: FRAUDULENT DISPLAY, ALTERED, OR ANY MISUSE OF ANY LA VERNE PARKING PERMIT

- 3002.1 All University of La Verne parking permits are the property of Transportation and Parking Services {refer to UVC 2000} and are issued to a particular vehicle.
- 3002.2 Any attempt to transfer a permit to another person or vehicle, or any attempt to utilize a permit issued to another person/vehicle, or any attempt to alter a permit is a violation and will be cited accordingly.
- 3002.3 Violations of this offense may result in a review of parking and driving privileges.

3003: PARKED OUT OF OR OVER MARKED PARKING SPACE

- 3003.1 All vehicles (with the exception of motorcycles, mopeds, or approved gas-powered scooters) are required to be parked within a painted and marked parking space.
- 3003.2 Any vehicle(s) parked over the painted lines, in the hash-marked area or occupying multiple stalls will be in violation and cited/towed accordingly. (Parking in a blue hash-marked area is not permitted; refer to UVC 3008).
- 3003.3 All vehicles are expected to park in appropriate parking spaces.
- 3003.4 Any vehicle parked in an unauthorized area will be in violation and cited/towed accordingly.
- 3003.5 Unauthorized areas include but are not limited to the following: lawns and landscaped areas; obstructing or blocking walkways, sidewalks, stairs, and doorways; blocking driving lanes; double parking; and/or posted no parking zones.
- 3003.6 Violations of this offense may result in the vehicle being towed at the vehicle owner's expense. (Refer to UVC 1006)

3004: HEAD-IN PARKING ONLY

- 3004.1 All vehicles using diagonal spaces are required to park head-in only (i.e., Lot A and lot C).
- 3004.2 Backing into a parking space is not allowed in one way parking streets.

3005: RESERVED PARKING

- 3005.1 Reserved parking spaces are designated by signage and/or notice and are reserved for the specified vehicle(s) or individual(s) at all times, unless modified by signage or notice.
- 3005.2 Any vehicle parked in a reserved parking space not assigned to it will be in violation and cited/towed accordingly. Removing any barricades, and/or cones will be a violation and will be cited accordingly.
- 3005.3 All reserved spaces are reserved 24 hours a day, unless specified by sign or markings. Any unauthorized vehicle parked in one of these spaces may be towed at the vehicle owner's expense.

3006: TIME SENSITIVE PARKING SPACES

Time sensitive parking spaces are designated by signage and/or notice and include 20-minute parking spaces, loading zones, temporary parking spaces, etc. These spaces are available for parking according to the times posted or use(s) allowed. Any vehicle parked beyond the allotted times or uses other than those specified will be in violation and cited/towed accordingly.

3007: OUTSIDE OF PERMITTED AREAS

- 3007.1 All University of La Verne parking lots are restricted during posted hours to vehicles displaying current and valid University of La Verne Parking Permits {refer to UVC 3000}.
- 3007.2 Any vehicle parked in a parking lot without the appropriate permit will be in violation and cited/towed accordingly. **(All vehicles must display a University of La Verne parking permit at all times)**

3008: DISABLED PERSONS PARKING, MISUSE/UNLAWFUL USE OF DISABLED PERSONS PLACARD OR PLATE

- 3008.1 Disabled Persons parking is designated by blue painted spaces with the Disabled Persons symbol and/or signage and is restricted to vehicles displaying a current/valid Disabled Persons placard or license plate.
- 3008.2 Any vehicle parked in a Disabled Persons parking space without displaying a current/valid Disabled Persons placard or license plate will be in violation and cited/towed accordingly. The fine for this offense is \$333.
- 3008.3 Disabled Persons placards or license plates are issued by the Department of Motor Vehicles (DMV) and allows the person to whom the placard or plate was issued to park in marked Disable Persons parking spaces or others stalls in accordance with the Disabled Persons placard or plate.
- 3008.4 Any person who utilizes a Disabled Persons placard or license plate that has not been issued to them by the DMV will be in violation and cited/towed accordingly.
- 3008.5 Violations of this offense may result in the vehicle being towed at the vehicle owner's expense.
- 3008.6 Any Law Enforcement Agency can enforce violations of this offense on campus {refer to CVC 22507.8}.

3009: WHEELCHAIR OR DISABLED PERSONS RAMPS OR ACCESS AREAS

- 3009.1 Disabled Persons ramps and access areas are designated by blue hash-marks and must remain clear of vehicles at all times.
- 3009.2 Any vehicle parked in these areas will be in violation and cited/towed accordingly.
- 3009.3 Violations of this offense may result in the vehicle being towed at the vehicle owner's expense.
- 3009.4 Any Law Enforcement Agency can enforce violations of this offense on campus {refer to CVC 22507.8}

3010: VEHICLE ALARMS

Any vehicle alarm sounding in excess of ten minutes or any vehicle alarm that the Campus Safety Department receives a complaint about may be in violation and cited/towed accordingly.

3011: SOUND DEVICES

Sound devices that create a nuisance will not be tolerated. Any vehicle emitting unreasonable sounds that can be heard outside of the vehicle will be in violation and subject to disciplinary action.

3012: HEADSETS OR EARPLUGS

Driving/operating a vehicle, a motorized wheeled device (motorcycle, motor scooter, moped, motorized bicycle, etc.), or a bicycle while wearing a headset or earplugs on/in both ears creates a safety hazard. The University of La Verne strongly discourages any person who drives/operates a vehicle or motorized wheeled device from wearing a headset or earplugs on/in both ears.

3013: FIRE LANES, RED ZONES, FIRE HYDRANTS

- 3013.1 Fire lanes are designated by red curbs and posted signs indicating “NO PARKING FIRE LANE.” Red zones are designated by red curbs only (no sign). Fire hydrants are often designated by red curbs but sometimes have no designations in front of them. These areas must remain clear of vehicles at all times.
- 3013.2 Any vehicle parked, attended or unattended, will be in violation and cited/towed accordingly.
- 3013.3 Any law enforcement agency may enforce fire lanes on campus.

3014: LOW EMISSION VEHICLE PARKING

- 3014.1 Any vehicle parked in spaces marked or posted “Low Emission Vehicles Only” must be a vehicle listed as an eligible low-emission vehicle. For a list of these vehicles please see: <http://www.greenercars.org>. Other vehicles parking in these spaces are subject to citation.

Traffic Enforcement: UVC Sections 4000 – 4013

4000: FAILURE TO OBEY TRAFFIC CONTROL SIGNS OR DEVICES

Traffic control signs and devices maintain traffic patterns and restrict vehicles from unauthorized areas.

- 4000.1 Traffic control signs and devices include but are not limited to: cones, A-frames, bollards, signs, and/or painted markings.

4001: STOP SIGNS

Stop signs are universally recognized and standardized as a red octagonal sign with white lettering indicating “STOP.”

- 4001.1 All vehicles are required to come to a complete stop at the appropriate area at all posted stop signs.

4002: DRIVING OUTSIDE DESIGNATED DRIVING AREAS

The University has provided areas designated for vehicles to drive on, including but not limited to parking lots, driveways, and roadways, which are designed for vehicle travel. Any vehicle which is operated/driven in areas not designated for driving, including but not limited to sidewalks, landscaped areas, etc., will be in violation and cited/towed accordingly.

- 4002.1 Notwithstanding the provisions of 4002, all types of skateboards, rollerblades, and all types of skates may be ridden on any University of La Verne sidewalk, roadway, driveway and parking lot with the following restrictions:
- 4002.2 The riding of all types of skateboards, roller blades and all types of skates are not permitted inside university buildings, residence halls, parking structure or on athletic facilities.
- 4002.3 Jumping off of or up onto any university property or fixture such as curbs, benches, railings, stairs, and planters is prohibited.

4003: FAILURE TO YIELD TO PEDESTRIANS

Due to the amount of pedestrian traffic on and around campus, drivers should be aware of pedestrians crossing roadways and yield to them. Any vehicle or wheeled device (bicycle, scooter, skateboard, etc.) that does not yield for (a) pedestrian(s) will be in violation.

4004: SPEEDING

The maximum speed on all University streets is 15 mph and the maximum speed for all University parking lots and the Parking Structure is 5 mph.

4005: UNSAFE PASSING

Unsafe passing occurs when one vehicle passes another vehicle in an unsafe manner. Unsafe passing includes but is not limited to vehicles that pass another vehicle that is stopped for pedestrians, traffic, or some other obstruction, without sufficient clearance (within the lane of travel) or with an obstructed view.

4006: UNSAFE/IMPROPER DRIVING

Improper driving occurs when a vehicle drives or travels in the opposite direction of traffic or when a vehicle is driven while unsafe conditions exist.

4007: UNLAWFUL RIDING OR TOWING

Unlawful riding occurs when a person rides on/in a moving vehicle in a way that is not designed or intended for passenger transport. Unlawful towing occurs when a device (bicycle, scooter, skateboard, etc.) is towed by a moving vehicle.

4008: HELMETS REQUIRED

- 4008.1 All drivers/operators of motorized two (2) wheeled devices (motorcycle, motor scooter, moped, motorized bicycle, etc.) are required to wear a properly fitted Department of Transportation (DOT) approved helmet while driving/operating the motorized wheeled device on campus.

4009: RECKLESS DRIVING

Reckless Driving occurs when a person driving/operating a vehicle does so with disregard for the safety of persons or property.

- 4009.1 Violations of this offense may result in a review of parking and driving privileges on campus.

4010: EXHIBITION OF SPEED (I.E., BURNOUTS)

Exhibition of speed occurs when a vehicle is engaged in a speed contest (race) with another vehicle or engages in burnouts, drifting, or other race actions.

- 4010.1 Any person who participates, aids, or facilitates any of the above actions will also be in violation.
- 4010.2 Violations of this offense may result in receiving limited parking and driving privileges on campus.

4011: FAILURE TO OBEY DIRECTIONS OF A CAMPUS SAFETY OFFICER

Any person who fails to obey direction given by a Campus Safety Officer will be in violation and cited/towed accordingly. Campus Safety Officers often give direction by orders, signals, or signage that must be obeyed for the sake of safety. This section includes but is not limited to directions given by Event Staff, Traffic Officers, and third party security.

4012: EVADING OR FAILURE TO STOP

All vehicles must pull over to the side of the road when approached by a Campus Safety vehicle or an emergency vehicle exhibiting emergency lighting.

- 4012.1 Any vehicle that fails to pull over or that attempts to evade, flee, or elude a Campus Safety vehicle or any emergency vehicle exhibiting emergency lighting.
- 4012.2 Violations of this offense may result in receiving limited parking and driving privileges on campus.



Limited Parking And Driving Privileges: UVC Sections 5000 – 5007

5000: LIMITED PARKING AND DRIVING PRIVILEGES (STATEMENT)

As stated in the introduction, the “use of any vehicle on any university controlled property is a privilege granted by the university and not the right of any employee, student, guest, or visitor.” As such, this privilege can be limited or restricted for an extended period of time.

- 5000.1 Persons whose privileges have been limited or restricted from parking or driving a vehicle on campus will be notified of the specific limitations or restrictions of their privileges {refer to UVC 5005}.
- 5000.2 Violations of this offense may result in a review of parking and driving privileges or the vehicle being towed.

5001: LIMITED PARKING AND DRIVING PRIVILEGES (DURATION)

- 5001.1 Limited parking and driving privileges restricts the offender from driving/operating any vehicle, including University of La Verne vehicles, on any University of La Verne controlled properties and restricts the offender’s vehicle from being parked, driven, or operated on any University of La Verne controlled properties for one semester.
- 5001.2 Violations of this offense may result in a review of parking and driving privileges or the vehicle being towed.

5002: HABITUAL TRAFFIC OFFENDER

- 5002.1 Habitual traffic offenders are defined as any person who has received 6 or more outstanding citations.
 - A. Violations of this offense may result in a review of parking and driving privileges.
 - B. If the offender is a current student, the Student Affairs Chief Dean will be notified. If the offender is an employee of the University, the Human Resources department will be contacted.

5003: CITATION TAMPERING

Citation tampering occurs when a person places/displays a previously issued citation on a vehicle, often as an attempt to avoid a subsequent citation.

- 5003.1 Any person who tampers with a citation will be in violation and cited/towed accordingly.
- 5003.2 Violations of this offense may result in a review of parking and driving privileges or the vehicle being towed.

5004: FALSIFYING A UNIVERSITY OF LA VERNE REGISTRATION FORM

The University of La Verne Vehicle Parking Permit Form is an official form required for registration with Parking Services and must contain accurate information.

Any person who intentionally furnishes false information or who assists with furnishing false information on a vehicle registration form may have their parking privileges revoked and may be charged with Student Standards of Conduct Violations.

5005: LIMITED PARKING AND DRIVING PRIVILEGES (OFFENSE)

- 5005.1 Any person deemed a Habitual Traffic Offender {refer to UVC 5002} or any person who is in violation of an UVC section resulting in Limited Parking Privileges, may be cited for and/or receive Limited Parking Privileges. Limited Parking Privileges restricts the driver and his/her vehicle from being parked, driven, or operated on any University of La Verne property {refer to UVC 5000}.
- 5005.2 Any person who receives limited parking privileges will be charged a \$25 administrative fee and may be charged with Student Standards of Conduct Violations.
- 5005.3 Violations of this offense may result in a review of parking and driving privilege.

5006: NON-COMPLIANCE TO LIMITED PARKING PRIVILEGES

- 5006.1 Any person, while having limited parking privileges {refer to UVC 5005}, who parks their vehicle on campus, will be in violation and cited/towed accordingly.
- 5006.2 The student offender may also be charged with Student Standards of Conduct Violations.
- 5006.3 Violations of this offense may result in a review of parking and driving privileges or the vehicle being towed.

5007: TOWING

The University of La Verne reserves the right to relocate or remove vehicles that are on University controlled property.

- 5007.1 Any vehicle in violation of the following may be towed at the owner's expense:
- A. Failing to obey notices/signs advising to remove vehicles from a designated area or location by a specified date and time (i.e. clearing a lot for an event or construction); and/or
 - B. Blocking driving lanes, fire lanes, double parking, out of marked space, or any other location that may limit access or present a hazardous condition.

Fees And Fine Schedules: UVC Sections 6000 – 6003

6000: PARKING CITATION FINES

All parking citation fines are due within thirty (30) days from the issue date of the citation. Fines are payable online at <https://laverne.thepermitstore.com>. There will be a \$10 late fee for all fines not paid within the thirty (30) days. If you would like to appeal the citation, please look at section **7000: Level 1 Citation Appeal Process**

6001: FINE SCHEDULE

The fine schedules are based on the seriousness of the violation. Unless otherwise noted, the below fine schedules will be adhered to.

Violation	Fine
Violation of Rules and Regulations (No valid permit displayed, exceeding time limit, parking in a reserved space, displaying expired permit, parking in fire lane, etc.)	\$57.00
Fraudulent Display/Altered/Misuse of permit	\$57.00
Disabled Zone Violations	\$333.00

6002: PARKING PERMIT FEES

6002.1 Students

A. **Resident Students:** All students residing in the residence halls who drive a vehicle to campus will be required to obtain a FREE STUDENT® parking permit which will allow them to park in any University of La Verne parking lot for free.

Commuter Students: All commuter students attending classes at the La Verne Campus will be required to obtain their FREE STUDENT © parking permit which will allow them to park in any University of La Verne parking lot for free.

6002.2 Adjunct Faculty

- A. All adjuncts will be provided with a free annual **ADJUNCT (A)** parking permit for each academic year they teach;
- B. An **EMPLOYEE (E)** parking permit for \$312/year valid in any University parking lot or structure at all times – including those at leased facilities such as Park Campus

(via payroll deduction of \$13/paycheck); contact Transportation and Parking for lost or replacement permits.

- C. A **PERSONAL (P)** parking permit for \$1,500/year - payroll deduction of \$62.50/paycheck or check for \$1,500.00. One parking pass per vehicle registered in the iParq parking system. Dedicated personal spaces are offered within the University parking lots as chosen by Parking Services. Personal parking spaces are offered year round. Personal parking spaces are available for full time University of La Verne employees, faculty and staff only. Termination of the Personal parking permit can be requested after one full year or upon termination of employment.

*NOTE: University of La Verne faculty and staff from other campuses (ROC/Law) visiting the La Verne campus must either 1) park in any University parking lot/structure by displaying a valid EMPLOYEE, or 2) hourly/daily permit.

- 6002.3 No Undergraduate student, graduate student, or graduate intern will be issued Faculty/Staff Permit.
- 6002.4 No faculty or staff member shall obtain or use a Student parking permit.
- 6002.5 Lost permits will have a re-issue fee of \$25.00. Please contact Parking for lost permits.
- 6002.6 Vendors: Vendors may purchase a VENDOR (V) permit valid in any University parking lot or structure at all times (obtain online at <https://laverne.thepermitstore.com> for \$312 every two years);
- 6002.7 Miscellaneous Fees: Visitors/Guests may purchase hourly/daily parking pass from parking kiosk or using their cell phones (see Section 2003) (\$2.00 Per Hour/\$7.00 Per Day).

6003: PARKING AND MOVING VIOLATIONS

Parking citations are generally issued at the time of the violation and placed on the driver side windshield of the vehicle in violation. However, parking citations may be mailed or handed to the registered owner of the vehicle due to unusual circumstances. Any moving violation or other violations of this policy may be submitted for a Student Code a Conduct violation or submitted to Human Resources.

- 6003.1 The owner of the vehicle in violation is responsible for all citations/fees charged to the vehicle.

6003.2 Citations are issued to a vehicle. The University of La Verne will not transfer a citation, fine, or any fees to another person, regardless of the fact that they may have been driving the vehicle.

Appeals: UVC Sections 7000 – 7004

7000: LEVEL 1 OF CITATION APPEAL PROCESS

Request for an initial review must be received within 21 calendar days of the citation issuance. Appeals received later than twenty-one (21) days from the date of issue will not be accepted. An initial review can be requested online <https://laverne.thepermitstore.com/citation.php>, and no citation payment is needed.

- 7000.1 The following acceptable reasons for appeal:
- A. Unclear regulations
 - B. Unclear parking lot lines, curb paintings, markings, or signs
 - C. Emergency circumstance or other circumstances which made the violation necessary (will require proof).

- 7000.2 Any appeals that does not fall under the Acceptable Appeals reasons will not be considered and request will be denied. These include:

Appointments; bad weather; borrowed or used other vehicle; class schedules; did not get a copy of the citation; did not get up in time to move vehicle; Did not have vehicle registration papers; did not have time to register vehicle; did not see any signs or markings; finals; forgot to appeal the citation; forgot to move vehicle; forgot to notify Campus Safety; forgot to display permit; work schedule; lack of parking; late for class; hours of darkness; ignorance or lack of knowledge of University of La Verne parking policies; illness / injury; someone else forgot to move or park the vehicle; no parking or close spaces; others people park there; parked for a short time; parked there before without getting a ticket; permit fell off; someone other than Parking Services gave me permission to park; time of arrival, too tired, too far to walk, and vehicle had some sort of mechanical problem, etc.

- 7000.3 When submitting your request, please include as much information as possible to help your case including images, personal statement, or proof of parking purchase. The appeal will be forwarded to the Transportation Manager.
- 7000.4 The Transportation Manager is the first level of review. The manager will review all the evidence and make a determination to uphold or dismiss the citation within thirty (30) days of receiving the appeal.
- 7000.5 After your Initial Review is completed, you will be notified via email (or by mail if no email has been provided) within seven (7) days that your citation has either been dismissed or upheld.
- 7000.6 If your citation is dismissed, no further action is required on your part.

- 7000.7 citation is upheld, you have the option to further your appeal by requesting an Administrative Hearing Officer within 10 calendar days as outlined in section 7001.

7001: LEVEL 2 OF CITATION APPEAL PROCESS

The Administrative Hearing Officer is the second appeal process.

- 7001.1 Request for a second level appeal process is available through the IPARQ system <https://laverne.thepermitstore.com/citation.php>.
- 7001.2 A hearing with Administrative Hearing Officer can be conducted in-person or remotely. Hearings may take up to 90 days.
- 7001.3 The Administrative Hearing Officer is a third-party independent contractor as outlined in California Vehicle Code 40215.
- 7001.4 The Parking and Transportation Manager will ensure the person appealing the citation is notified within twenty-one (21) days.
- 7001.5 Dispositions are as follows:
- A. Upheld: The appeal has been denied and all fines are due.
 - B. Dismissed: Citation is cancelled.
 - C. Warning: Citation has been changed to a warning meaning there is no fine, but counts as an offense.
- 7001.6 A disposition on the appeal will be returned by mail and any fines will be due within fifteen (15) days of the mailing date. Fines can be paid online at <https://laverne.thepermitstore.com>. Any fines not paid within the 15 days, a late fee will be assessed.

7002: APPEAL PAYMENTS

Once the Citation Appeals Officer has given a disposition on the appeal, it will be returned by email and any fines will be due within seven (7) days of the mailing date and can be paid online at <https://laverne.thepermitstore.com>.

- 7002.1 Any fines not paid within the (7) seven days of the email date of the appeal will incur a \$10 late fee.
- 7002.2 There will be an option to pay the fine in a full one-time payment.
- 7002.3 There will be another option for a payment plan where the individual has 120 days to pay the citation with an additional \$5 processing fee on top of the citation amount.
- 7002.4 Upon request, the individual may ask for a one-time 45-day extension from the last payment date.

Stored, Abandoned, And/Or Disabled Vehicles: UVC Sections 8000 – 8004

8000: STORED, ABANDONED, AND/OR DISABLED VEHICLES

Stored vehicles are those vehicles parked for an extended period of time without regular use. Abandoned vehicles are those vehicles that are no longer being used. Disabled vehicles are those vehicles which due to limitations, cannot be operated.

- 8000.1 Stored, abandoned, and/or disabled vehicles are not allowed on University of La Verne property.
- 8000.2 Vehicles identified as stored, abandoned, and/or disabled will be marked and the vehicle owner will be contacted (when possible) to remove the vehicle from the property.
- 8000.3 If the vehicle has not been removed within seven (7) days of being marked, the vehicle will be towed from the property at the vehicle owner's expense (including towing and storage fees).

8001: SEVENTY-TWO HOUR RULE

- 8001.1 No vehicle shall be left unattended for more than one week (168) hours.
- 8001.2 Any vehicle left unattended for more than seventy-two hours will be identified as stored, abandoned, or disabled. These vehicles will be marked and the vehicle owner will be contacted (when possible) to remove the vehicle from the property.
- 8001.3 If the vehicle has not been removed within seven (7) days of being marked, the vehicle will be towed from the property at the vehicle owner's expense (including towing and storage fees).

8002: SUMMER VEHICLE STORAGE

The summer season is the primary season for repairs and construction within the University of La Verne parking lots. Because of this, vehicle storage is not allowed unless approved by the Director of Safety Operations and Director of Human Resources or designee.

- 8002.1 Any vehicle stored for the summer without approval from the Director or designee may be identified as stored, abandoned, or disabled. These vehicles will be marked and the vehicle owner will be contacted (when possible) to remove the vehicle from the property.
- 8002.2 If the vehicle has not been removed within seven (7) days of being marked, the vehicle will be towed from the property at the vehicle owner's expense (including towing and storage fees).

- 8002.3 Any vehicle storage approved must comply with the following:
- A. Owner must show just cause for summer storage
 - B. Vehicle must be parked in an area designated by the Director
 - C. Contact information must be provided to Campus Safety of an individual that can move the vehicle if needed.
- 8002.4 The University of La Verne is not responsible for thefts or damage to any vehicle.

8003: VEHICLE MAINTENANCE

- 8003.1 No vehicle repairs/maintenance may be conducted on University of La Verne property without written permission from the Director of Safety Operations and Personnel Administration or designee.
- 8003.2 Written permission must be obtained prior to beginning work on the vehicle.
- 8003.3 Repairs/maintenance includes, but is not limited to, changing oil/fluids, painting any part of a vehicle, or any work on of a vehicle's engine.
- 8003.4 Changing a vehicle's tire is not included.
- 8003.5 This section may not apply to University owned vehicles or vehicle repairs conducted within the University's motor pool.

8004: ORDERLY VEHICLE PRESERVATION

Vehicles must be kept in working order and maintain an orderly appearance at all times. This includes, but is not limited to, being free of spider/cob webs, excessive dust/dirt, flat tires, debris, etc.

- 8004.1 Vehicles found to be not maintained will be identified as stored, abandoned, or disabled.
- 8004.2 These vehicles will be marked and the vehicle owner will be contacted (when possible) to remove the vehicle from the property.
- 8004.3 If the vehicle has not been removed within seven (7) days of being marked, the vehicle will be towed from the property at the vehicle owner's expense (including towing and storage fees).

University Parking Lots And Parking Structure: UVC Section 9000

9000: UNIVERSITY PARKING LOTS AND PARKING STRUCTURE

Parking Services must review all reservations for the use of any University parking lot, including the Parking Structure. To request parking lot/space reservations you can submit a Parking Request Form, which is found on the Transportation and Parking website.

- 9000.1 Reserving parking lots: This includes, but is not limited to, student groups, commencement, special events, construction, tailgating, department events and convocation.
- 9000.2 Reserving parking spaces: This includes, but is not limited to, visitors, guests, classes and vendor trucks.

Parking Services

LOCATION:

Ground Floor of the Parking Structure
2021 D Street, La Verne

OFFICE BUSINESS HOURS:

8:00 AM – 5:00 PM Monday – Friday
parking@laverne.edu or 909 – 448 – 4764

Campus Safety Department

LOCATION:

Ground Floor of the Parking Structure
2021 D Street, La Verne

OFFICE BUSINESS HOURS:

8:00 AM – 5:00 PM Monday – Friday
safety@laverne.edu or 909 – 448 – 4950
Emergencies Dial 911

La Verne Police Department

LOCATION:

2061 Third Street, La Verne, CA 91750
watch_commander@lvpd.org or 909 – 596 – 1913 extension 2223
Emergencies Dial 911