

University of
La Verne

2019-2020

VEHICLE PARKING STATEMENT OF POLICY

TRANSPORTATION & PARKING SERVICES
University of La Verne



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UNIVERSITY OF LA VERNE
VEHICLE PARKING
STATEMENT OF 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 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 University Safety Operations, 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, University Safety Operations enforces the University of La Verne's Parking Regulations, which are contained herein, 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 1, 2019.

For more information regarding these policies, please contact the Transportation & Parking Services Unit at Parking@laverne.edu or at (909) 448-4725.

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 Safety Operations 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. 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, vendors 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. In addition, citations for inappropriate or unsafe driving may be subject to Student Code of Conduct or Employee Handbook.

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, all types of skates, and all types of skateboards.

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



GOOD NEIGHBOR POLICY UVC Sections 0001-0999

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. See Section 6002a for parking permit requirements/information. 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. 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 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 its 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 University of La Verne faculty/staff 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 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, vendors and guests must purchase and display a daily parking permit to avoid citation and/or tow.

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. University Safety Operations 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 Transportation and Parking Services vehicles and certain designated vehicles approved by Transportation and 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 A vehicle parked out of a marked space 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 University Safety Operations (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 University Safety Operations may issue warning tickets if appropriate
- 1010.2 Notification will be sent from the online administration program of the possibility of limited or lost parking privileges.
- 1010.3 It is the responsibility of the faculty, staff, student, guest, vendors 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.
- 2000.2 All University of La Verne parking permits are the property of Transportation and 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 The Parking Permit decal must be affixed to the inside of the front windshield (facing out) in the lower left corner (driver's side).
- 2001.3 Maximum vehicles registered per permit will be three (3) vehicles.
- 2001.4 The Parking Permit decal must be affixed to the inside of the front windshield (facing out) in the lower left corner (driver's side).
- 2001.5 Motorcycles, mopeds, and licensed scooters may park free of charge only in the stripped 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 Transportation and Parking Services and are valid for a maximum of two (2) weeks. Longer periods of time must be approved by the Director of Safety Operations or designee.

2003: VISITOR AND GUEST DAILY PARKING PERMITS:

- 2003.1 Visitors and/or guests may purchase a parking permit for \$1.00 per hour/\$5.00 maximum per day. Below is a listing of the options for Visitor and Guest parking permits.
- a. May be purchased from a parking permit dispenser on campus located in Lot E and the driveway behind Vista Residents Hall as you drive into the Parking Structure
 - b. May be purchased through ParkMobile:
Download the application at www.parkmobile.com or
Online at: www.parkmobile.com, or Call 1-877-727-5714.
- 2003.2 Visitor/Guest parking permits are valid for the date they are issued only and allow vehicles to park in any La Verne campus parking lots.
- 2003.3 No Undergraduate student, graduate student, or graduate intern will be issued a Faculty/Staff Permit.
- 2003.4 No faculty or staff member shall obtain or use a Student parking permit.

- **WARNING:** Lost permits will have a re-issue fee of \$25.00. Please contact Transportation and Parking for lost permits.



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 Vehicles displaying a Valid Handicap Parking placard or license plate card issued by the California DMV are not required to have a University of La Verne parking permit

3001: IMPROPER DISPLAY OF LA VERNE PARKING PERMIT:

- 3001.1 All University of La Verne Parking Permits must be affixed 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, when parking in regular parking spaces.
- 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 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).

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 Unauthorized vehicles are prohibited from parking in reserved spaces, unless specified by sign or markings. Any unauthorized vehicle parked in Reserved 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:

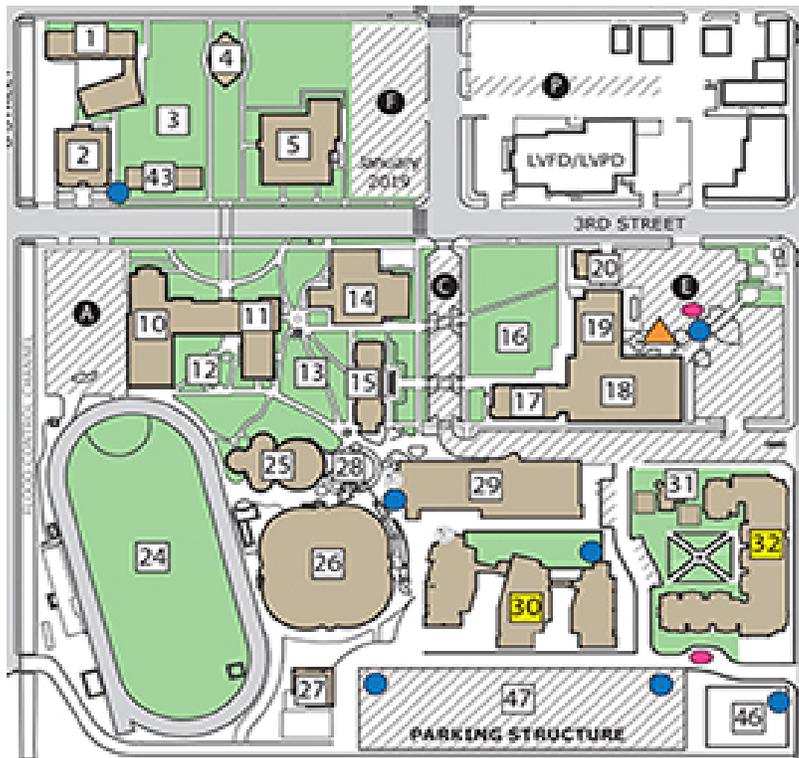
- 3007.1 All University of La Verne parking lots are restricted during posted hours to vehicles displaying current and valid University of La Verne Parking Permits {refer to UVC 3000}.
- 3007.2 Any vehicle parked in a parking lot without the appropriate permit will be in violation and cited/towed accordingly.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

3011: SOUND DEVICES:

Sound devices that create a nuisance will not be tolerated. Any vehicle emitting sounds that can be heard outside of the vehicle will be in violation and may be cited accordingly.

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. Anyone doing so will be in violation and may be cited accordingly.

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 vehicles parked in spaces marked or posted “low Emissions Vehicles Only” must be a vehicle listed as an eligible low-emissions Vehicle. Other vehicles parking in these spaces are subject to citation. <http://www.greenercars.org>
- 3014.2 Electric Vehicle Charging Stations – located on the first floor of the Parking Structure are available to all staff, faculty, students, visitors and guests who display a valid University of La Verne parking pass. Upon completion of timed parking restrictions vehicles must be moved.

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.
- 4000.2 Any vehicle which disobeys traffic control signs or devices or which drives over, around, through or under these signs or devices will be in violation and cited.

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.
- 4001.2 Any vehicle which fails to stop at a posted stop sign will be in violation and cited.

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.

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 and cited.

4004: SPEEDING:

The maximum speed on all University streets is 15 mph and the maximum speed for all University parking lots is 5 mph. Any vehicle exceeding this speed while on campus will be in violation and cited.

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. Any vehicle exhibiting unsafe passing will be in violation and cited.

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. Any vehicle which exhibits unsafe/improper driving will be in violation and cited.

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. Any driver who allows unlawful riding or towing and any passenger who participates in unlawful riding or towing will be in violation and cited.

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.
- 4008.2 Any driver/operator who drives/operates a motorized wheeled device without a helmet will be in violation and cited.

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 Any person who drives recklessly will be in violation and cited/towed accordingly.
- 4009.2 Violations of this offense may result in a review of parking and driving privileges on campus. The fine for this violation is \$255.

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 engages in a speed contest or engages in burnouts, drifting, or other race actions will be in violation and cited/towed accordingly. Any person who participates, aids, or facilitates any of the above actions will also be in violation and cited.
- 4010.2 Violations of this offense may result in a review of parking and driving privileges on campus.

4011: FAILURE TO OBEY DIRECTIONS OF A DEPARTMENT OF CAMPUS SAFETY OFFICER:

Campus Safety Officers often give direction by orders, signals, or signage that must be obeyed for the sake of safety.

- 4011.1 Any person who fails to obey direction given by a Campus Safety Officer will be in violation and cited. A student offender will also be charged with Student Code of Conduct Violation and an employee offender can be charged in accordance with the Employee Handbook.
- 4011.2 This section includes but is not limited to directions given by Event Staff, Traffic Officers, and third party security.
- 4011.3 Violations of this offense may result in a review of parking and driving privileges on campus.

4012: EVADING OR FAILURE TO STOP:

- 4012.1 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.

- 4012.2 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 will be in violation and cited/towed accordingly.
- 4012.3 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):

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.

- 5001.1 Any violations received during the limited period will extend the limitation for an additional semester, which may continue into subsequent academic years, which could last the duration of the offender’s affiliation with the university.
- 5001.2 The offender may also be charged with either a Student Code of Conductor an Employee Handbook violation.
- 5001.3 Violations of this offense may result in a review of parking and driving privileges or the vehicle being towed.

5002: HABITUAL TRAFFIC OFFENDER:

Habitual traffic offenders are defined as any person who has received 6 or more citations during one academic year, including any citations that were changed to warnings during the appeals process.

- 5002.1 Any person deemed a Habitual Traffic offender may have parking privileges limited or revoked.
 - a. A sixth unpaid citation, violator’s vehicle is towed from the property at the owner’s expense.
 - b. Violations of this offense may result in a review of parking and driving privileges or the vehicle being towed.

c. If the offender is a current student a “HOLD” status will be placed on the students account until the students account is paid in full – if the offender is an employee of the University the employee’s Human Recourses 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 Transportation and 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 in violation of the Student Code of Conduct or Employee Handbook.

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 in accordance to the Student Code of Conduct violation or Employee Handbook, Standards of Conduct Violations.
- 5005.3 Violations of this offense may result in a review of parking and driving privileges.

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.
- 5006.2 The student may also be in violation of the Student Code of Conduct.
- 5006.3 Violations of this offense may result in a review of parking and driving privileges.

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.

FINES, 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 <http://laverne.thepermitstore.com>. There will be a \$10 late fee for all fines not paid within the thirty (30) days.

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.)	\$48.00
Displaying Forged/Altered Permit or Displaying Lost/Stolen Permit	\$48.00
Reckless Driving – (Driving/operating a vehicle with disregard for the safety of persons or property.)	\$255.00
Disabled Zone Violations	\$333.00

6002: FEES: Parking Permit Registration Fees:

6002a: Students:

- Resident Students: Effective 2019/2020 academic year all students residing in the residence halls who drive a vehicle to main campus will be required to obtain a FREE RESIDENT parking permit, valid in any University of La Verne parking lot, and the Parking Structure.
- Commuter Students: Effective 2019/2020 academic year all commuter students attending classes at the La Verne main campus will be required to obtain their FREE COMMUTER parking permit valid in any University of La Verne parking lot on main campus, and the Parking Structure.

6002b: Adjunct Faculty:

- Adjunct Faculty will be provided with a free A – Adjunct Faculty parking permit for the 2019/2020 academic year valid in any University parking lot on main campus, including the Parking Structure.

6002c: Employees – Staff and Faculty:

- E- EMPLOYEE parking permits are available for \$312/year valid in any University parking lot or structure on main campus - (via payroll deduction of \$13/paycheck); contact Transportation and Parking for lost or replacement permits.
- P-PERSONAL parking permits are available 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 will be offered within the University parking lots – lot A, B, C,E,F,G,I, I1, K, L.. Personal parking spaces are offered beginning July 1, 2019 and are valid for one year. July 1, 2019 – June 30, 2020. Personal parking spaces are available for Fulltime 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.
- PS – Parking Structure parking permits are available for faculty and staff. Valid on the Fifth floor of the Parking Structure only these passes are FREE.
- C – Carpool parking permit available for University employees that carpool with another University of La Verne employee to work – verification required, this is a FREE parking pass valid in any University parking lot on main campus and the Parking Structure

NOTE: University of La Verne faculty and staff from other campuses (ROC/Law) visiting the La Verne main campus must display a valid University of La Verne Parking Pass – EMPLOYEE pass, or hourly/daily permit.

6002d: Vendors:

- V-Vendor parking permits are valid in any University parking lot on main campus or structure at all times (obtain online at <http://laverne.thepermitstore.com> for \$312 per year);

6002e: Visitors/Guests:

- May purchase hourly/daily parking permits from the kiosks located in lot E and behind Vista Residents hall, or using their cell phones (see Section 2003) (\$1.00 Per Hour/\$5.00 Per Day). Valid in any University parking lot on main campus and the Parking Structure.

6003: PARKING AND MOVING CITATIONS:

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. Moving citations are generally issued to the driver at the time of the violation, but may be mailed due to unusual or unsafe circumstances.

- 6003.1 The owner of the vehicle in violation is responsible for all citations/fees charged to the vehicle.
- 6003.2 The University of La Verne does not have to prove that the owner received the citation.
- 6003.3 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: CITATION APPEALS:

- 7000.1 Any person who believes they received a citation in error may appeal the citation.
- 7000.2 To appeal a citation, a person must completely fill out the online appeal form by following the instructions on the reverse side of the citation within fifteen (15) days from the date issued.
- 7000.3 Appeals received later than fifteen (15) days from the date of issue will not be accepted.
- 7000.4 The appeal will be forwarded to the Citation Appeals Committee, who will review the appeal and give a disposition electronically.

7001: ACCEPTABLE APPEALS REASONS:

The following appeal reasons will be considered by the Citation Appeals Committee:

- Unclear regulations
- Unclear parking lot lines, curb paintings, markings, or signs
- Emergency circumstances or circumstances which made the violation necessary (will require proof)

7002: INVALID APPEAL REASONS:

- 7002.1 Any appeals that do not fall under the Acceptable Appeals Reasons will not be considered by the Citation Appeals Committee and 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 put the permit up; Job or 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; Other people park there; Parked for a short time; Parked there before without getting a ticket; Permit fell off; Someone other than Transportation and Parking Services gave me permission to park; Time of arrival, Too tired, Too far to walk, Vehicle had some sort of mechanical problem, Weather, Etc.

7003: APPEAL DISPOSITIONS:

Once the Citation Appeals Committee has reviewed the appeal, they will give a disposition on the appeal which is final.

- 7003.1 Appeal dispositions will be returned by University of La Verne email.
- 7003.2 Dispositions are as follows:
 - Unchanged: The appeal has been denied and all fines are due
 - Reduced: Fine is reduced
 - Warning: Citation has been changed to a warning meaning there is no fine, but counts as an offense
 - Voided: Citation is cancelled.

7004: APPEAL PAYMENTS:

Once the Citation Appeals Committee 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 <http://laverne.thepermitstore.com>.

- 7004.1 Any fines not paid within the seven days of the email date of the appeal will be posted to the student's account with a \$10 posting fee.
- 7004.2 Faculty, Staff, and visitors cannot have fees posted to the account.

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 University Safety Operations 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 of University Safety Operations;
 - 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 University Safety Operations 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).

9000: University Parking lots and Parking Structure

All reservations for the use of any University parking lot, including the Parking Structure must be reviewed by the Transportation and Parking Department. To request parking lot/space reservations you can submit your request that can be found on the Transportation and Parking website.

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

TRANSPORTATION AND PARKING SERVICES

Location: 2021 D Street – in the Parking Structure
Office Business Hours: 8:00am-5:00pm Monday-Friday
parking@laverne.edu or 909-448-4725

UNIVERSITY SAFETY OPERATIONS

OPEN 24 HOURS

Location: 2021 D Street – in the Parking Structure
Office Business Hours: 8:00 am – 5:00 pm Monday – Friday
safety@laverne.edu or (909) 448-4950 or cell/after-hours: (909) 208-4903

Emergencies Dial 911

LA VERNE POLICE DEPARTMENT

2061 Third Street, La Verne, CA 91750
(909) 596-1913 extension 2223 or
watch_commander@lvpd.org

Emergencies Dial 911