Administrative Procedure

Number:	402
Effective:	09/09/2026
Supersedes:	01/03/2011
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Subject: PARKING AND TRAFFIC REGULATIONS

1.0 PURPOSE:

To establish the rules and regulations related to parking, parking and traffic regulation signage, and vehicular movement on university property.

2.0 ORGANIZATIONS AFFECTED:

Campus-wide.

3.0 REFERENCES:

3.1. California Vehicle Code, § 21113, § 22511.5, § 22511.6, § 22348, § 22523(b), §22651, §, 22651(k).7, § 40202, § 40215, and § 40500.

3.2. California Penal Code, § 640(a).

3.3. Education Code, § 66600, § 67301, § 89300, and § 89700.

3.4. Title 5, California Code of Regulations (CCR), Division 5, Chapter 1, Subchapter 5, Article 7, § 42200 and § 42201.

3.5. CCR, Title 24, Part 2, Volume 1, California Building Code.

3.6. Executive Order 1102 - The California State University (CSU) Student Tuition and Fee Policy.

3.7. Executive Order 1111 - The CSU Disability Support and Accommodations Policy.

3.8. Integrated CSU Administrative Manual (ICSUAM), Section 4071.00, Parking Citation Payment Plans.

3.9. California State University, Los Angeles (Cal State LA) Administrative Policy AP 011, Policy for Restriction of Bikes, Skateboards, skates, hoverboards, scooters and similar devices on University Grounds.

3.10. CSU Transportation and Parking Policy

3.11. Cal State LA, Virtual Permits FAQs and Policy

4.0 POLICY:

4.1. Accessible Parking - Parking Services is committed to providing safe and accessible parking to the campus community and visitors. The overall goal is to provide quality customer service, guidance, and information. The responsibility for establishing rules and regulations related to vehicles on State University campuses, including parking regulations, is vested in the University President. Rules and Regulations are enforced twenty-four (24) hours a day, seven (7) days a week and are subject to change with reasonable notice to the campus community.

4.2. Fees - The campus parking program is a self-support entity and receives no state general funds to operate, maintain and/or construct new parking facilities. The President is delegated the authority for the establishment, oversight, and adjustment of parking fees pursuant to Executive Order 1102 and Title 5 of the California Code of Regulations.

4.2.1 Parking Occupancy Tax- All daily, hourly, monthly, and semester permits, with the exception of resident housing permits, will have a 10% parking occupancy tax applied to the cost of the permit as required by the city of Los Angeles as a result of the 2019 California Supreme Court ruling.

4.3. Liability - The State of California assumes no liability or responsibility for any damage or loss caused by fire, theft, accident, or any other cause whatsoever, to any vehicle or contents thereof, parked on any property of the University.

4.4. California Vehicle Code - All sections of the California Vehicle Code are applicable on the campus. University Police and Parking Officers enforce all sections of the California Vehicle Code. All regulations and restrictions will apply on a continuous basis.

4.5. Regulations for Driving and Parking on University Property

4.5.1 The possession of a parking permit does not guarantee a parking space. General regulations on driving and parking are available on the Department of Public Safety/Parking Services webpage and are subject to change with reasonable notice to the campus community. Any physical permits created by the university are the property of the University and may be invalidated, revoked, canceled, or recalled.

4.5.1.1 Parking Permits are purchased in accordance to the systems and availability features on the Department of Public Safety/Parking Services webpage. All permit transactions will require vehicle plate entries and depending on the transaction

method, will require input of registered state, vehicle year, make, and model.

4.5.1.2 When purchasing a parking session, it is the vehicle operator's responsibility to ensure that the license plate information has been entered accurately (be aware of common user errors, i.e. the letter "O" and the number "0", etc.)

4.5.1.3 Only one vehicle may be parked on campus per paid session or term. Subsequent vehicles parked under the same session permit are subject to citation for permit-sharing violation.

4.5.1.4 Under special circumstances a physical permit may be issued. All physical permits must be displayed as indicated on the permit and must be clearly visible from outside the vehicle. The vehicle's Vehicle Identification Number (VIN) must be visible at all times.

4.5.2 The responsibility of finding a legal parking space rests with the motor vehicle operator. Insufficient parking availability is not considered a valid excuse for violation of these regulations.

4.5.3 Vehicles parked on campus must have a current DMV-issued license plate properly mounted and visible from the drive aisle.

4.5.4 The motor vehicle operator is responsible for ensuring that the license plate of the vehicle parked on campus correlates to a valid Cal State LA parking permit.

4.5.5 Vehicles shall park only where authorized by their parking session, and they shall not park beyond the expiration date and time limit for their paid session.

4.5.6 Vehicles must park within clearly defined stalls. Vehicles not parked within a designated parking stall are considered improperly parked and are subject to parking citations.

4.5.7 Any person who knowingly displays/utilizes a canceled or expired parking permit, plate, or placard for the purpose of fraudulently obtaining parking privileges of the University, may be subject to campus disciplinary action and/or penalties as set forth in appropriate sections of the California Penal Code and the California Vehicle Code.

4.5.8 Faculty, staff, students, and visitors should visit the Parking Services website at www.calstatela.edu/parking for information regarding parking regulations, registering vehicles to your Cal State LA Parking account and purchasing a parking permit.

4.5.8.1 Vehicle owner assumes responsibility for all vehicles registered to your Cal State LA Parking Account.

4.5.9 Visitors to the campus may stop at the Welcome Center or the Information Kiosk for general parking information.

4.5.10 Tow/Immobilization - The University reserves the right to remove and impound abandoned vehicles, vehicles using University parking facilities as a means of storage, or any vehicle that constitutes a serious hazard, impedes vehicle or pedestrian traffic or interferes with the movement or operation of emergency vehicles or equipment. The registered owner is responsible for all costs associated with the removal, impound, and storage of the vehicle, in accordance with (California Vehicle Code sections 21113(a) 22651).

4.5.10.1 Vehicles that utilize parking facilities as a means of storage for inoperable or damaged vehicles are prohibited. Any vehicle deemed inoperable will be towed at the owner's expense (California Vehicle Code 21113 and 22651). Vehicles with five (5) or more unpaid and delinquent parking citations are subject to impound (towing) or immobilization (booting) in accordance with California Vehicle Code sections 22651.7, 22651(k), and 22523(b).

4.5.11 Overnight Parking - Overnight parking of vehicles on University property, except for residents of University Housing, is prohibited without permission from the University Police (**Appendix 8.6.**). Vehicles in violation of this section may be cited and/or towed at owner's expense (California Vehicle Code 21113 and 22651).

4.5.12 RV or trailer parking is prohibited on campus premises 24-hours a day 7-days a week.

4.5.13 Electric Vehicle (EV) parking - available in designated spaces with appropriate signage posted. Electric vehicles parked at spaces for EV charging must pay the corresponding per-kilowatt-hour rate and purchase or have a valid parking permit during the allotted vehicle charging session over a 24-hour period. Moving to different charging stations to extend charging time may result in a parking citation.

4.5.14 Tampering with daily permit dispensers will subject the violator to arrest California Penal § 640(a).

4.5.15 Specific spaces at Cal State LA which are posted for special parking privileges are considered reserved spaces. Unauthorized vehicles parked at these spaces are subject to citation and/or tow away at owner's expense (California Vehicle Code 21113 and 22651).

4.5.16 Any area on campus that has been closed off by the use of barricades or other traffic control devices shall not be entered and such devices shall not be removed. Violators will be cited and/or towed (California Vehicle Code 21113(a) and 22651).

4.5.17 Riding of e-bicycles, skateboards, in-line skates, roller-skates, e-scooters, hoverboards or any type of micromobility devices on all campus walkways are prohibited pursuant to California Vehicle Code § 21113(a)(1)(A).

4.6 Designated Parking - Vehicles that meet alternate modes of transportation requirements under the campus Commuter Program may be allocated preferred parking. Other members eligible for designated parking include University Guests, VIPs, Executive Leadership, Academic Deans, Distinguished Professor and Outstanding Employee recipients.

4.7. Pursuant to Executive Order 1111, Cal State LA shall conduct biennial accessible parking audits to determine whether spaces designated for use by individuals with disabilities comply with state building code requirements as per CCR, Title 24, Part 2, Volume 1, California Building Code.

4.8. Following each biennial audit, Cal State LA shall submit a parking audit report, which documents the audit findings and any actions taken as a result of the audit, to Systemwide Capital Planning, Design, and Construction. The campus shall retain a copy of the parking audit report until the next audit is completed.

5.0 DEFINITIONS:

5.1. Disabled Parking - The criteria used in granting disabled parking privileges shall be as indicated in the California Vehicle Code, § 22511.5 and § 22511.6. Campus members requesting special parking privileges are required to provide proof of a Department of Motor Vehicles (DMV) placard.

5.1.1. Misuse of a Disabled Placard - California Vehicle Code Section 4461(b)(c) prohibits a person to whom a disabled person placard has been issued, to lend their placard to another person, knowingly allow the use of their placard or allow anyone else to use it while they are not present. In addition, a person shall not display a disabled person placard that was not issued to them or that has been canceled or revoked.

5.1.2. Faculty, Staff and Students - Parking in disabled vehicle spaces requires a valid Cal State LA parking permit and the display of a valid DMV-issued placard or Disabled Person License Plate. Disabled placards are not valid at a red curbs, loading zones, No Parking zones, or specifically designated stalls, i.e., Dean spaces, VIP spaces, carpool spaces, or Clinics spaces. Parking at guest or daily parking areas displaying a disabled placard without payment is prohibited (California

Education Code, § 67301; California Vehicle Code, § 21113; and Title 5 of the California Administrative Code). Disabled placards and license plates are not valid in loading zones. Disabled parking spaces for the purpose of electric vehicle charging are available at designated EV Charging areas.

5.2. Construction/Vendor/Service Parking - Parking for representatives who park on campus to render contracted services or goods to the University are required to pay for parking at the current daily or monthly rate. Once payment has been remitted, the appropriate permit will be provided. Additional documentation may be required before the permit is issued to the representative.

5.2.1. Departments using contracted services may request contractor permits through the Welcome Center by completing the corresponding parking request forms. The department may provide a department chargeback account number to purchase contractors' parking.

5.3. Guest Parking - All guests and visitors, except as otherwise noted in Section 7.2.3., must pay to park on campus unless a campus department has made advance arrangements with Parking Services through parking reservations .

5.3.1 Departments may purchase parking permits through the parking reservation process by completing a Parking Reservation Request and providing a chargeback account number for all visitors.

5.4. General Public Parking - Parking for members other than faculty, staff or students who park on campus for activities, and are not conducting state business. All patrons must park in general parking lots and purchase parking from the permit dispensers located in parking lots, online from the parking platform, or by downloading the PayByPhone mobile app (iPhone or Android) or any other available mobile app.

5.5. Event Parking - Parking for campus affiliated and non-affiliated groups. Event parking is usually available in Structure A, Structure C and Structure E, however it is not limited to any specific parking lot. Event rates may apply in any parking area nearest to where the events may be expected. Examples may include but are not limited to, academic related activities, campus affiliated events, theatre events, high school events, special meetings, or leased campus facilities.

5.6. Emeriti Parking - Emeritus faculty who are not working for pay are eligible to receive a courtesy emeritus parking permit. Emeritus parking is issued as a tangible benefit to emeritus recipients who retain an active interest in the university community and wish to participate in its academic and cultural life. Emeritus parking permits are virtual and valid only in faculty/staff and student parking spaces. An Emeriti Parking Registration Form must be completed to verify eligibility.

5.7. Reserved/Assigned Parking – Parking area or space assigned to a particular member, group or campus guest (i.e., Carpool, Special Award recipient, Guest parking). Designated parking is approved by the University President and/or VPAF in accordance with the annual CSU Parking Lot Inventory report. Those employees receiving awards for Outstanding Staff Employee or President's Distinguished Professor may each receive a designated parking space, or a space of their choice (if feasible). These spaces will be designated with a specific sign and are valid for a one (1) year term. The spaces are only to be utilized by the award recipient, are non-transferable and must be relinquished to Parking Services if the employee chooses not to accept the award. Members whose vehicles are parked in these spaces must have purchased a valid parking permit.

5.8. University-Affiliated Events Parking - Parking for any person or group that is authorized or sanctioned by any campus administrator, University-Student Union, or University Auxiliary Services, Inc. Examples include but are not limited to: special meetings, conferences, or special events.

5.9. Loading Dock Permits - Parking permits for (issued to) vehicles conducting special deliveries or services needing to park in one of the campus Loading Docks. Departments must submit a Loading Dock Permit Request to Public Safety on behalf of the vendor/contractor (**Appendix 8.7**).

5.10. Inner Campus Permits - Parking permits for vehicles that require access to the interior of the campus. Departments must submit an Inner Campus Permit Request to Public Safety requesting permission for access on behalf of the vendor/contractor. Drivers must present a valid driver's license in person at the Department of Public Safety for clearance by University Police. Upon clearance, permits will be issued and access granted. Permits can be obtained by completing an Inner Campus Permit Request (**Appendix 8.8**).

5.11. Electric Vehicle Charging Stations – Electric Vehicle Charging Stations must be utilized for the purpose of charging a vehicle. The parking spaces designated for EV charging are solely for that purpose and not for parking in general. Drivers must adhere to the time limitations as posted. A parking permit must be purchased while parked in an EV parking space. Electric vehicles parked in an EV parking space must be actively charging while parked within the time limits posted in a 24-hour period. Electric vehicles exceeding the allotted time limit as posted are subject to citation and/or tow away, C.V.C. 21113(a).

6.0 RESPONSIBILITIES:

6.1. Parking Services will:

6.1.1. Enforce all parking regulations and restrictions on a continuous basis.

6.1.2. Publish annually, or as necessary, the parking rules and regulations and parking area map, available at www.calstatela.edu/parking.

6.1.3. Issue citations for violations of any section of the California Vehicle Code.

6.1.4. Issue guest and temporary virtual parking permits and process parking reservations and event parking requests.

6.1.5. Process parking citation appeals pursuant to § 40215 of the California Vehicle Code.

6.1.6. Receive and account for all parking fees.

6.1.7. Process the required forms for payment of fees for purchase of parking permits.

6.2. The Facilities Use Coordinator will work with Parking Services to coordinate parking arrangements for special events that pertain to the use of campus facilities.

7.0 PROCEDURES:

7.1. Parking Permits – Current Cal State LA Parking Rates are available online at the Parking Services website.

7.1.1. Eligible faculty and staff may qualify to pay parking fees monthly by payroll deduction with the issuance of an annual parking permit. Eligibility is determined after the completion of the Payroll Deduction Authorization Form (**Appendix 8.1.**)

7.1.2. Part-time and full-time faculty and staff may purchase a semester, or daily parking permit on-line through the MyCalStateLA portal.

7.1.3. Student parking permits are not honored in faculty/staff lots except as posted on signage.

7.1.3.1. Student parking permits must be purchased through the online parking permit portal, parking mobile app, or from the parking pay stations in the parking lots. Semester parking permits purchased on-line are available for purchase approximately two weeks before the beginning of a session or semester.

7.1.3.2. The campus parking fee may be waived for students with disabilities who meet the eligible standards based on the financial information provided on the Request for Waiver of Campus Parking Fee form that may be obtained only in-

person from the Parking Services Office located in the Department of Public Safety at parking lot 1.

7.1.4. Students purchasing a Semester Permit may register one vehicle and will have the ability to add a Temporary Vehicle (temporary vehicles have the option to remain active for a maximum of 7 days), if needed.

7.1.5. Individuals purchasing a two-wheel permit may register one 2-wheel vehicle license plate and will have the ability to add a second temporary 2-wheel vehicle license plate, if necessary. The 2-wheel vehicle permit is not valid on vehicles with three (3) or more wheels and is valid only in areas designated as 2- wheel parking. Individuals purchasing a permit for a three-wheel vehicle classified as a motorcycle must purchase a standard vehicle permit and park only in a standard vehicle parking stall. Three-wheel motorcycles are not permitted to park in designated motorcycle stalls or 2-wheel parking.

7.1.6. Faculty and staff who have purchased a semester permit or who are on payroll deduction for parking, may add a 2-wheel vehicle to that permit and do not need to purchase a separate 2-wheel permit.

7.1.7. When purchasing a semester or payroll deduction permit, faculty and staff may register up to five (5) vehicles for that permit account. Only one (1) vehicle registered for that permit is allowed on campus at a time. If a second vehicle is detected on the same day, the officer will verify the location where the first vehicle was scanned before issuing a parking citation to the second vehicle.

7.1.8. Contractors/Vendors - Short-term vendors, consultants and contractors may purchase parking permits from the parking pay stations, parking mobile app, online, or the campus department may purchase their parking via a departmental chargeback account.

7.1.9. CSU Reciprocity Parking Permit - Faculty/staff employees employed at two (2) or more campuses shall not be required to purchase multiple parking passes. Parking at Cal State LA while using a faculty/staff permit from another CSU campus is permitted provided that the permit is valid during the same academic term. A CSU concurrent parking permit enables the holder to park in faculty/staff, student surface lots and parking structures. The permit is not valid in the guest lot or in reserved spaces.

7.1.9.1. Faculty/Staff employed at other campuses that use virtual or hangtag permits may receive courtesy parking by completing a Concurrent Parking Application available on the Parking Services webpage. Once employment and

parking from another campus is verified, the employee will be able to register their vehicle to park on campus during the same period their home campus permit is valid, utilizing the virtual permit system. CSU reciprocity parking enables the holder to park in faculty/staff and student parking areas.

Concurrent parking is not allowed in the Guest Lot or at any reserved space on campus.

7.1.10. Special Plates and Permits

A. Legislative plates are “A” or “S” followed by one or two digits. No enforcement action.

B. Systemwide permits issued by the Chancellor’s Office are valid in faculty/staff and student lots only. These permits are not valid in guest, visitor, and time-zoned areas, or at any stall with specific regulations depicted via signage.

C. State or County vehicles displaying an “E” series (exempt) plate will not be cited, provided they are conducting official state business. Vehicles with exempt plates parked on campus for non-state business purposes must purchase a parking permit.

D. Misuse of special plates and permits for the purpose of receiving parking privileges are to be reported to Parking Services for investigation and/or appropriate action.

7.2. Parking Reservations

7.2.1. For Event Parking, Parking Services will:

A. Accept parking reservations submitted by an Event Parking Request form (**Appendix 8.2**) via email to Parking Reservations at least two (2) weeks prior to the event date.

a. Parking Services will email permit invites to guests. Event guests will be emailed a permit invite to claim their virtual permit. The following vehicle information is required when accepting a permit invite: License Plate Number #, State, Make, Model and Vehicle Year.

b. Under special circumstances, Parking Services may issue a physical permit. Printable permits must be retrieved from the Welcome Center via email, or from the event host. All physical permits must be properly displayed on the vehicle dashboard as indicated on the

permit. Special dashboard permits may require a number sequence provided by Welcome Center staff.

c. If parking is not covered by the event host, the guests will need to purchase a parking permit via parking mobile app, online, or directly from the pay stations located in the parking lots.

B. Accept Parking Event Waiver Request Form (**Appendix 8.4**), at least two (2) weeks prior to the event date (holidays and campus closures excluded). The waiver will be reviewed by the Event Parking Coordinator to determine if the event meets the waived parking criteria and forwarded via digital signature to the Executive Director for review, approval and/or recommendation. The form will then be sent to the Vice President and CFO for Administration & Finance for final approval. Student organizations will forward the Parking Event Waiver Request form to the Vice President for Student Life (VPSL) for review and approval. It will then be forwarded to the VPA/CFO for final approval before it is returned to Parking Services for processing.

C. Coordinate staffing for traffic control and signage requirements.

D. Accept chargeback account numbers from University departments to purchase daily or event parking permits. Rates are subject to change.

7.2.2. For Guest Parking, Parking Services will:

A. Process Parking Reservation Request form (**Appendix 8.3**), received by e-mail at least twenty-four (24) hours in advance.

B. Generate one of the following permits based on the Parking Reservation request form; virtual permit, or a daily permit issued by the Welcome Center.

C. Assign parking for guests in Lot 4 unless specified otherwise or depending on space availability.

7.2.3. For No-Cost Parking Permits, the Following Guests Qualify:

A. Guest speakers in academic courses during the school term, not including Finals week. The course name and section are required on the Parking Reservation Request form.

B. Prospective and major donors of the University sanctioned by the Office of the President or Institutional Advancement.

C. Applicants scheduled for university state employment interviews.

D. Campus advisory groups, officially sanctioned by the University.

E. Dignitaries or government officials visiting the campus in an official capacity.

F. Volunteer employees, approved by Human Resources Management, providing a service to the University who are not receiving any form of class credit or compensation.

a. Departments are required to follow Volunteer Parking guidelines and submit the dates the volunteer will be rendering services by submitting a Volunteer Parking Request Form to Parking Services. (**Appendix 8.9**)

G. Media representatives – news reporters, photographers covering campus events or interviewing University faculty, staff or students with prior approval from the Office of Strategic Communications.

7.2.4. University Affiliated/Non-Affiliated Event Parking Permits:

A. University affiliated and non-affiliated events occurring Monday thru Thursday (excluding session breaks and university-recognized holidays) will be charged half the daily rate per space, per day, plus applicable parking occupancy tax and administrative fees.

B. University-affiliated and non-affiliated events scheduled by University Auxiliary Services (UAS) at the Golden Eagle Ballroom or University-Student Union will be charged half of the event rate per vehicle for events held from Friday at 7:00 am through Sunday at midnight, during session breaks and university-recognized holidays. Parking charges and/or lot rental fees are limited to $150.00 per event per parking lot, per day, plus applicable parking occupancy tax, and administrative fees.

C. Parking for these events will be designated by the Event Parking Coordinator and location determined based on pre-scheduled events and availability.

D. The Event Parking Coordinator may require traffic control services and signage based on the expected attendance for the event. The event host will be responsible for all associated costs as described on the Event Parking Guidelines.

7.3. Enforcement

7.3.1. All sections of the California Vehicle Code are always in effect. It shall be the duty of the members of the University Police Department, Parking Services, and such persons as authorized by the Executive Director of Parking & Transportation Services, to enforce all the provisions of this policy and all applicable provisions of the California Vehicle Code on the University, as provided by applicable sections of the Education Code and of the Penal Code of the State of California.

Violations of this policy or the California Vehicle Code are subject to citation to the court of jurisdiction in accordance with applicable provisions of law. Employees may be subject to administrative discipline, and students may be charged with violation of the Student Conduct Code.

A. Exemption of this provision applies to the operation, parking and standing of vehicles or to the operator of any vehicle of police or fire departments, any public ambulance or any public utility vehicle, only when such vehicle is operated in the manner specified in the California Vehicle Code in response to an emergency.

7.3.2. University Police Officers may issue citations for parking violations.

7.3.2.1 Citation Payments - Citations may be paid on-line by scanning the QR code on the parking citation or following the link on the reverse side of the citation: https://calstatela.aimsparking.com/, or via US mail.

7.3.2.2 Payment Plans - The registered owner or person responsible for parking citations shall be allowed to enroll in a parking citation payment agreement as per ICSUAM, Section 4071.00 Policy guidelines can be found on the Parking and Transportation webpage.

7.3.2.3 Citation Appeals - Citation Contest forms (**Appendix 8.5**) must be submitted within twenty-one (21) calendar days from the issuance of the parking violation or within fourteen (14) calendar days from the mailing of a notice of delinquent parking violation - California Vehicle Code § 40215(a). Citation Contest forms (**Appendix 8.5**.) are available at the

Department of Public Safety or online by scanning the QR code located at the bottom of the citation or by visiting https://calstatela.aimsparking.com/ and selecting Appeal Ticket.

A. First Level (Administrative Review) - The Citation Review Officer will review the parking appeal within 21 calendar days of the issuance of the citation or within 14 calendar days of the mailing of the Notice of Delinquent Parking Violation (CVC 40215 and 40230). If the appeal is denied, the appellant has the option of requesting an Appeal Hearing (Second Level). Instructions on requesting a Second Level appeal will be provided on the First Level Adjudication Results Notice.

B. Second Level (Appeal Review) - The appellant must post bail to request this level Hearing. Payment and request for an Appeal Hearing must be made within twenty-one (21) calendar days following the mailing of the initial review - California Vehicle Code § 40215(b). The citation is heard by the Appeal Hearing Officer, who is not affiliated with the University's Parking Services. The appellant may request the Hearing to be in person, virtual or by written declaration. If the Appeal Hearing Officer finds in favor of the appellant, the bail is returned. Instructions to request a refund or request a Third Level Hearing will be provided on the Second Level Adjudication Results Notice sent to the appellant via US postal mail, or via email by request.

C. Third Level (Judicial Review) - If the appellant does not prevail at the Administrative Hearing level, they may request a municipal court de novo Hearing and file with the Los Angeles Municipal Court within 30 calendar days from the mailing of the Level 2 Appeal Hearing. Any questions about this process should be addressed directly to the Municipal Court.

7.3.2.4 Forfeit of Citation Appeal Rights - Failure to pay or appeal the citation by the fourteenth (14th) day after the date of the Notice of Delinquent Parking Violation, may result in the following actions:

A. Forfeit of all rights to an appeal of the citation.

B. A late fee may be assessed to the fine (penalty) of the citation.

C. A hold may be placed on the registered owner's vehicle registration with the DMV preventing registration renewal until all outstanding citation and late fees are paid in full.

D. An academic hold may be placed on the recipient's Cal State LA academic records.

E. The recipient of a citation may be responsible for any collection costs related to collecting the debt.

7.3.3. Alternative Transportation Committee

A. The Transportation Manager/Coordinator will:

1) Chair the Alternative Transportation Committee to communicate revenues, expenditures and alternative transportation program outcomes (i.e., transit subsidies issued, U-Pass participation, rideshare program information).

2) Ensure the formation of an established Alternative Transportation Committee with corresponding responsibilities, as per the latest CSU Transportation and Parking Policy.

3) Ensure committee meetings are scheduled each semester accordingly, including filing of minutes as per policy. Committee membership, meetings and agendas are to be updated on the transportation committee webpage.

8.0 APPENDICES:

8.1. Cal State LA Parking Payroll Deduction Authorization form

8.2. Event Parking Request form

8.3. Parking Reservations Request form

8.4. Parking Event Waiver Request form

8.5. Parking Citation Contest form

8.6. Overnight Parking Request form

8.7. Loading Dock Extended Stay Permit Request form

8.8. Inner Campus Permit

8.9. Volunteer Parking Request form