



# Administrative Procedure

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**Subject:** PARKING AND TRAFFIC REGULATIONS - 402

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, Sections 21113, 22511.5, 22511.6, 22348, 22651.3, 22651.7, 40202, 40215, and 40500.](#)
- 3.2. [California Penal Code, Section 640\(a\).](#)
- 3.3. [Education Code, Sections 66600, 67301, 89300, and 89700.](#)
- 3.4. [Title 5, California Code of Regulations, Sections 42200 and 42201.](#)
- 3.5. [Executive Order 1054, The California State University \(CSU\) Fee Policy.](#)

4.0. POLICY:

- 4.1. 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. Responsibility for establishing rules and regulations related to vehicles on State University campuses, including parking regulations, is vested in the University President. Regulations 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 construct new parking facilities. The President is delegated the authority for the establishment, oversight and adjustment of parking fees pursuant to Executive Order 1054 and Title 5 of the California Code of Regulations, Section 42201.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

- 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. 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 apply on a continuous basis.
- 4.5. Regulations for Driving and Parking:
  - 4.5.1. Parking is on a space available basis. Possession of a current parking permit does not guarantee a parking space. General regulations on driving and parking are available on the CAL STATE L.A. Parking Services webpage <http://www.calstatela.edu/police/parking> and are subject to change with reasonable notice to the campus community. Parking permits are the property of the University and may be invalidated, revoked, canceled or recalled.
  - 4.5.2. The responsibility of finding legal parking space rests with the motor vehicle operator. **Lack of a parking space is not considered a valid excuse for violation of these regulations.**
  - 4.5.3. Vehicles must park within clearly defined stalls. Failure to do so will constitute illegal parking.
  - 4.5.4. Any person who knowingly displays 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.
  - 4.5.5. Faculty, staff and students from other CSU campuses visiting Cal State L.A. for the purpose of conducting state business or receiving education may display a current and valid CSU affiliated permit and park in the appropriate parking lots on campus.
  - 4.5.6. A current parking permit must be displayed and visible on the rearview mirror of the vehicle or placed face up on the driver's side dashboard.
  - 4.5.7. Motorcycles and motor scooters must have a valid parking sticker permanently affixed, either above or below the

license plate on the back fender so that it can easily be seen.

- 4.5.8. Failure to display a valid parking permit or the improper display of a valid parking permit will constitute a violation by the operator or registered owner of the vehicle.
- 4.5.9. Persons who do not possess a valid CSU parking permit are required to park with a daily permit purchased from the permit dispensers in the pay lots. A current list of the pay lots is available at the Department of Public Safety. Disabled persons who qualify for space in a disabled area are required to pay the current rate for a parking permit.
- 4.5.10. The University reserves the right to remove and impound abandoned vehicles or any vehicles parked in such a way as to constitute a serious hazard, to impede vehicle or pedestrian traffic, or to impede the movement or operation of emergency equipment. Vehicles illegally parked may be removed and cited. The owner will be responsible for costs involved in removing, impounding, and storing of each such vehicle.
- 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. Vehicles in violation of this section may be cited and/or towed at owner's expense.
- 4.5.12. Residential Housing Parking - A parking permit must be displayed and visible on the rearview mirror of the vehicle or placed face up on the driver's side dashboard. Parking rules and regulations are enforced 24/7 year round. Vehicles without a valid parking permit or permit not properly displayed are subject to a parking violation notice. Resident vehicles with appropriate parking permit are exempted from overnight parking restrictions. RV parking is prohibited on campus premises.
- 4.5.13. Quarter and annual parking permits are not valid on the top level of Parking Structure C (daily pay lot) unless otherwise posted or at the direction of Public Safety personnel.
- 4.5.14. Tampering with daily permit dispensers will subject the violator to arrest [California Penal Code Section 640(a)].
- 4.5.15. Specific spaces at Cal State L.A. which are posted for special parking are considered reserved. Vehicles parked

at these locations are subject to citation and/or tow away at owner's expense.

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. Violators will be cited and/or towed.

4.5.17. Riding of bicycles on all campus walkways is prohibited pursuant to Section 21113(f) of the California Vehicle Code.

4.5.18. Riding of skateboards, in-line skates, or roller-skates on all campus walkways are prohibited pursuant to Section 21113(f) of the California Vehicle Code.

4.6. Effective Days and Hours of Parking - All parking regulations are enforced twenty-four (24) hours a day, seven (7) days a week, including holidays.

4.7. Preferred Parking - Carpool vans and other vehicles that meet alternate modes of transportation requirements may be allocated preferred-parking.

## 5.0. DEFINITIONS:

5.1. Disabled Parking - The criteria used in granting disabled parking privileges shall be as indicated in the California Vehicle Code, Sections 22511.5 and 22511.6. Students requesting parking privileges within this section are required to have written verification of their condition from their personal physician on file in the Office for Students with Disabilities and possess a Department of Motor Vehicles placard. Faculty and staff requesting parking privileges are required to provide proof of a Department of Motor Vehicles placard.

5.1.1. Faculty, staff and students - Parking vehicles displaying a valid Cal State L.A. parking permit and DMV-issued placard may park in a faculty/staff, student, or disabled parking stall. Disabled placards are not valid at a red curb, loading zone, No Parking zone, or specifically designated stall, i.e., dean stall, president stall, vice president stall, carpool stall, and associated clinics stall. Parking at Cal State L.A. meters without payment is prohibited (The California Education Code, Section 67301; The California Vehicle Code, Section 21113; and Title 5 of the California Administrative Code). Loading zones are intended for active loading and unloading and are not considered to be parking spaces. Disabled placards and license plates are not valid in loading zones.

- 5.1.2. Temporary Disabled Parking - Persons requesting parking for a temporary disability are required to have written verification of their condition from their personal physician on file in the Office for Students with Disabilities only.
- 5.1.3. Disabled Visitors Parking - Disabled persons with valid DMV placard are encouraged to obtain a courtesy parking permit from the Information Kiosk or Welcome Center.
- 5.2. Construction/Vendor/Service Parking - Parking for those persons who park on campus to render contracted services or goods to the University.
- 5.3. Guest Parking - All guests and visitors, except as otherwise noted in Section 7.2.3., must pay to park on campus unless advance arrangements have been made with Parking Services.
  - 5.3.1. Departments may purchase parking permits through the parking reservation process by providing a chargeback account number for all visitors not transacting state business.
- 5.4. General Public Parking - Parking for persons other than faculty, staff or students who park on campus for activities, and are not transacting state business. Members of the general public park in the pay lots and purchase parking from the daily permit dispensers.
- 5.5. Special Event Parking - Parking for any person or group applying to use any space or spaces not needed by faculty, staff, or students for regular academic-related activities, campus affiliated events or employment. Examples (not all-inclusive): special meetings, leased facilities, or events where admission is charged.
- 5.6. Emeriti Parking - Emeritus faculty who are not working for pay are eligible to receive a courtesy emeritus parking permit. Emeritus parking permits are provided to retired faculty to encourage them to return to enjoy the life of the campus, including attending events, lectures and other campus activities. Emeritus faculty who return to the campus after retirement to work for pay are required to pay for parking during that time. Emeritus parking permits are valid only in faculty/staff and student parking spaces.
- 5.7. Award Recipients Parking - Those employees receiving awards for Outstanding Staff Employee or President's Distinguished Professor will each receive a designated parking space, or a space of their choice (if eligible). These spaces will be designated with a specific sign for a one-year term. The spaces are only to be utilized by the award recipient. These spaces are non-transferable and must be relinquished to the Parking Services Office if said employee chooses not to accept the

award. A valid parking permit must be displayed while parked in these designated spaces.

- 5.8. University Affiliated Events Parking - Parking for any person or group that is authorized or sanctioned by any campus administrator, University-Student Union, CSLA Foundation or University Auxiliary Services, Inc. Examples (not all-inclusive): special meetings, conferences, or special events.

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 needed, the parking rules and regulations and parking area map, available at the University Police Parking Office and website, <http://www.calstatela.edu/police/parking>.

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

6.1.4. Collect parking permits from separating employees.

6.2. The Facilities Use Coordinator will coordinate arrangements for reserved parking for special events.

6.3. The Parking & Transportation Service Center will:

6.3.1. Receive and account for all parking fees.

6.3.2. Process the required forms to effect payment of parking fees through payroll deduction.

6.3.3. Process the required forms to effect payment of fees and issuance of parking permits to faculty, staff and students.

6.4. Parking Services will:

6.4.1. Issue guest and temporary parking permits and process reservation requests.

6.4.2. Process parking citation appeals pursuant to Section 40215 of the California Vehicle Code.

7.0. PROCEDURES:

7.1. Parking Permits

7.1.1. Full-time faculty and staff may pay parking fees monthly by payroll deduction with the issuance of an annual parking permit.

7.1.2. Part-time and full-time faculty and staff may purchase an annual or quarter parking permit on a cash basis from the Parking and Transportation Service Center.

7.1.3. Student parking permits will not be honored in faculty/staff lots except as posted.

7.1.3.1. Parking permits can be purchased directly from the Parking & Transportation Service Center. Quarter parking permits are available for purchase on the 10<sup>th</sup> week of each quarter.

7.1.3.2. Students may purchase parking permits on-line during quarterly sales periods.

7.1.4. Parking permits are not valid unless properly displayed (as stated below) with all numeric designations and expirations and/or purchase dates in clear view.

7.1.4.1. Daily and special parking permits must be displayed on the driver's side dashboard.

7.1.4.2. Quarter and annual parking permits must be displayed from the rear view mirror or placed face-up on the driver's side dashboard.

7.1.5. Motorcycle parking stickers should be permanently affixed, as directed on the parking sticker.

7.1.6. A temporary parking permit may be obtained at the Information Kiosk or Welcome Center, by presenting a faculty, staff, or student identification card, with proof of parking permit purchase when it is necessary to drive an alternate vehicle which does not have a valid parking permit.

7.1.7. Contractors/Vendors - Short-term vendors and contractors may purchase monthly permits at the Parking & Transportation Service Center at the current monthly parking rate.

7.1.8. CSU Reciprocity Parking Permit - Faculty/staff employees employed at two or more campuses shall not be required to purchase multiple parking passes. This procedure will permit parking at Cal State L.A. where a faculty/staff member is employed provided that the faculty/staff employee has purchased a parking permit during the same academic term at a CSU campus. CSU reciprocity parking permit enables the holder to park in faculty/staff and student surface lots and parking structures. The permit is not valid in the Guest Lot.

7.1.9. Special Plates and Permits:

- a. Legislative plates are "A" or "S" followed by one or two digits. No enforcement action.
- b. Chancellor's Office permits shall not be cited.
- 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 must purchase a parking permit.
- d. Parking abuses of the special plates and permits are to be reported to the Parking Supervisor for investigation and appropriate action.

7.2. Parking Reservations

7.2.1. For Special Event Parking, Parking Services will:

- a. Accept parking reservations by memorandum or e-mail that include the date, time, and number of spaces required for the event.
- b. Collect the parking fee from event participants and issue event parking permits for paid events.
- c. Accept Parking Waiver Request forms (Appendix 8.3.), at least two weeks prior to the event and forward to the Vice President for Administration and Chief Financial Officer (CFO) for review and decision.
- d. Accept chargeback account numbers from University department sponsors to purchase event parking permits.



7.2.2. For Guest Parking, Parking Services will:

- a. Generate daily-computerized guest reservations for the Welcome Center and Information Kiosk from written requests, e-mail, fax or telephone requests made at least 24-hours in advance.
- b. Determine which lots the reserved spaces will be located.
- c. Distribute the parking permits from the Information Kiosk or from the Welcome Center.

7.2.3. The following guests qualify for no-cost parking permits:

- a. Guest speakers in academic courses.
- b. Major donors of the University sanctioned by the Office of the President or Institutional Advancement.
- c. Non-paid persons visiting the campus for the purpose of transacting state business with the campus.
- d. Interview candidates for state positions.
- e. Campus advisory groups, officially sanctioned by the University.
- f. Dignitaries or government officials visiting the campus in an official capacity.
- g. Volunteer employees providing a service to the University who are not receiving any form of class credit or compensation.
- h. Vendors that regularly deliver or service the campus. Parking Services will maintain a list of all vendors preapproved by the CFO.
- i. Media representatives – news reporters, photographers covering campus events or interviewing University faculty, staff or students, with prior approval from the Public Affairs Office.

7.2.4. Campus Affiliated/Special Event reduced parking permits.

- a. The charge for parking for events occurring Monday through Thursday (excluding quarter breaks and University recognized holidays) will be ½ the daily permit cost.
- b. Events scheduled at the Golden Eagle or University-Student Union on Friday (7:00 am) through Sunday (midnight) and during quarter breaks, and University recognized holidays will be charged ½ the daily permit cost up to a maximum of \$150.00 per event/per day. During these specified times, Parking Services will not enforce any parking violations within the designated area 1.5 hours before the start of the event and 1.5 hours after the event has ended, except for disabled and safety violations that have to be enforced by law. All other surrounding areas will continue to be enforced.
- c. Parking Services will not assign a parking officer to direct traffic in or around the parking area during or after the event. Should a parking officer be requested, an additional charge directly related to the event will be assessed.

7.3. Enforcement

- 7.3.1. All sections of the California Vehicle Code are in effect at all times. It shall be the duty of the members of the University Police Department, Parking Services, and such persons as are authorized by the Director of Parking Services, to enforce all of 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 may issue citations for parking violations. Parking citation payments may be mailed.

7.3.2.1. Citation Appeals - Administrative review of citations must be requested within twenty-one (21) calendar days from the issuance of parking violation or within fourteen (14) calendar days from the mailing of a notice of delinquent parking violation - California Vehicle Code 40215(a). Contest Forms are available at University Police and can be downloaded from the Cal State L.A. Parking Services webpage <http://www.calstatela.edu/police/parking>.

- a. First Level - The Citation Review Officer will review the appeal. If the appeal is denied, the appellant has the option of requesting an Administrative Hearing.
- b. Second Level - The appellant must post bail to request this level. Payment and/or the request for an Administrative 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 Administrative Hearing Officer (who is not affiliated with the Department of Parking Services). The appellant may request the hearing to be in person or by mail. If the Administrative Hearing Officer finds in favor of the appellant, the bail is returned.
- c. Third Level - If the appellant does not prevail at the Administrative Hearing level, they may request a municipal court de novo hearing. They may take the citation to the Los Angeles Municipal Court. Any questions about this process should be addressed directly to the municipal court.

7.3.2.2. Forfeit of Citation Appeal Rights - Failure to pay or appeal the citation by the 14th day after the date of the reminder notice may result in the following actions:

- a. Forfeit of all rights to an appeal of the citation.
- b. A late fee may be added to the cost (penalty) of the citation.

- c. A hold may be placed on the registered owner's vehicle registration with the Department of Motor Vehicles preventing registration renewal until all outstanding citation and late fees are paid in full.
- d. A hold may be placed on the registered owner's or recipient's Cal State L.A. academic records.
- e. The recipient of a citation may be responsible for any collection costs related to collecting the debt.

Multiple unpaid citations may result in the immobilization or towing and impounding of the vehicle at owner's expense.

7.3.3. University Police may issue a Warning Notice for parking violations which necessitates a call to Parking Services to obtain parking rules and regulations.

7.3.4. Tow Away/Immobilization - The University may remove an abandoned vehicle, any vehicle parked in such a way as to constitute a traffic hazard, and vehicles illegally parked. Vehicles with five (5) or more unpaid parking citations are subject to impound (towing) or immobilization (booting) under California Vehicle Code sections 22651.3(b) and 22651.7. The owner will be responsible for costs involved in removing and storing of such vehicles.

## 8.0. APPENDICES:

- 8.1. [Cal State L.A. Faculty/Staff Parking Application.](#)
- 8.2. [Cal State L.A. Student Parking Application.](#)
- 8.3. [Parking Area Map.](#)
- 8.4. [Parking Waiver Request Form.](#)
- 8.5. [Guidelines for Parking Waivers.](#)
- 8.6. [Cal State L.A. Parking Rates.](#)