

# PARKING

## *(Staff Parking Rules and Regulations)*

The following Staff Parking Rules and Regulations provides detailed information relating to the flow of traffic, parking and safety of persons utilizing Rio Hondo College grounds.

**WARNING:** Due to the potential for theft of parking permits, it is recommended that you safeguard your parking permit by permanently affixing it to your vehicle's window, keep your vehicle locked to deter theft and take permit out of vehicle when having it serviced.

### **PLACEMENT OF PARKING PERMIT**

To avoid the issuance of a parking citation, assure your parking permit is displayed in your vehicle at all times by affixing it to the lower right or left side of your vehicle's back window, or on a transparent permit holder hanging from your rear view mirror. Convertible vehicles must have the permit permanently affixed on the vehicle's windshield. If back windows are tinted, affix the parking permit to the lower portion of the vehicle's front windshield. Temporary permits must be displayed on the dashboard with the date and permit number face up. A temporary one-day staff permit can be obtained at the information booth with a current staff I.D. card. Without proper I.D. a student permit can be issued for a fee of \$1. **WARNING:** Do not affix sticker on vehicles window with defroster, the electrical connection may be damaged if the permit is scraped off the window.

**WHERE PERMIT IS VALID:** If you have been issued any of the permits indicated below, you are permitted to park in the following lots:

- **Permanent Pink Permit - Valid in:** Staff or student lots. **Not valid in:** Administrative (G) lot; stalls designated for the disabled, reserved, Utility; or Facilities Services parking lot unless authorized by a Facilities Services Director.
- **Temporary Blue Staff Permit- Valid in:** Staff or student lots.. **Not valid in:** Administrative (G) lot; stalls designated for the disabled, reserved, Utility; or Facilities Services parking lot. unless authorized by a Facilities Services Director.
- **Temporary Staff Lot B** - This type of permit is valid only in Lot B and student stalls campus wide.
- **Temporary Red Physical Education Permit - Valid In:** Physical Education, staff and student lots. **Not Valid In:** Stalls designated for the disabled, reserved or Utility parking stalls
- **Permanent Burgundy Administrative (G) Lot Permit- Valid In:** Administrative (G) lot, staff, and student stalls, **Not Valid In:** stalls designated for the disabled, reserved, utility, or Facilities Services parking lot unless authorized by a Facilities Services staff.
- **Carpool:** Valid only in carpool parking stalls

### **ADMINISTRATIVE LOT (G) PARKING**

Parking in the Administrative (G) Lot is permissible to authorized personnel, including disabled staff with a valid G lot permit. Permanent/temporary disabled staff must have proper DMV disabled person placard displayed as well as the permanent G Lot permit. Disabled person stalls are obtained on a first-come, first-serve basis. At no time shall a disabled person utilize a non-disabled stall in this lot. Refer to lot B when disabled person stalls are full.

### **LOST/MISPLACED STAFF PARKING STICKER**

If you lose or misplace your staff parking permit, immediately contact Parking Services at extension 7609 for replacement. Lost or stolen staff permits will be recorded by Parking Services and reported to Security. If Security observes a lost or misplaced permit displayed on a vehicle not registered with Parking Services, or utilized by a person the sticker was not intended for, that vehicle will be cited and permit may be confiscated.

### **REPLACEMENT OF PARKING PERMIT:**

If you have been issued a staff permit that is permanently affixed to a vehicle you will no longer be utilizing, scrape permit off window and submit pieces of permit to Parking Services for a replacement.

### **EVENT/GUEST PERMITS:**

Parking permits are required on Rio Hondo College grounds at all time. To prevent citing of vehicles, please be sure proper parking arrangements are made in advance. Staff permits are obtainable at the information booth for up to three (3) visitors, on a given day, by calling extension 3205. For four (4) or more visitors, you must contact Parking Services at extension 7609. All temporary permits are assigned for one day only. Permits for more than one day must be arranged with Parking Services. When making parking arrangements, provide the visitor's name or name of event, date/time of arrival and type of permit requesting. Failure to arrange parking will result in issuance of a student parking permit for a fee of \$1.

### **INFORMATION BOOTH HOURS:**

6:30 a.m. to 9:00 p.m. Monday through Thursday and 6:30 a.m. to 3:00 p.m. on Friday and Saturdays.

### **INVALID PERMITS**

A permanent or temporary staff/student parking permit that has been forged, altered, defaced, or duplicated in any manner is considered an invalid permit and subject to a parking citation, confiscation, or administrative action. Staff permits become invalid when; staff is no longer employed by the District; it is not utilized by the person for it is intended or when Facilities/Parking Services are notified in writing. Please return staff permit to Human Resources at the end of your employment. Do not leave permit with your department.

### **DISABLED PERSON'S VALID/NON VALID PARKING AREAS**

When the placard is properly displayed, you may park in Disabled parking stalls (blue zones), in the Administrative (G) lot, stalls, and green zones without restrictions to time limits. **You may not park in:** Red zones, tow away zones, white or yellow zones, spaces marked by crosshatch lines next to disabled person parking spaces, disabled access ramps and "no parking" zones. Failure to display a valid disabled person placard while utilizing a disabled person parking stall shall result in \$330 citation with the possibility of a Whittier Municipal Court hearing.

### **GYMNASIUM PARKING**

Parking at the Gymnasium is permissible ONLY for Rio Hondo College staff who have a valid and properly displayed permanent staff parking permit, disabled individuals who have a valid and properly displayed DMV disabled person placard as well as a current student or staff parking sticker. Student parking is prohibited in the Physical Education lot unless "Overflow" parking signs are posted.

### **NON-TRANSFERABLE PARKING PERMITS**

All temporary or permanent parking permits issued to staff or visitors are not transferable.

### **PARKING LOT LOCATIONS:**

*Staff:* B, D, E, F, G (authorized personnel only), and H.

*Student:* A, C, 1, 2, 2A, 2B, 3 (north side), 4, 5, and 6.

### **PARKING ENFORCEMENT/LIABILITY**

Any person operating a vehicle on the Rio Hondo College grounds shall abide by the college's parking rules and regulations as well as California Vehicle Codes. Rio Hondo College parking enforcement officers shall issue parking citations to any vehicle not in compliance. Whittier Municipal Court has jurisdiction over all citations issued on Rio Hondo College grounds. All persons operating a vehicle on District controlled property are required to comply with all posted traffic signs, signals, traffic controls and with the direction of the campus security.

The College assumes no responsibility for any loss and/or damage to any vehicle or contents. To deter theft of personal items in vehicle, always lock your car and keep valuable items out of sight.

No person shall abandon, or leave standing, any vehicle or motorized cycle for 72 or more consecutive hours without the permission of Rio Hondo College Parking / Facilities Services. Overnight parking is permissible only with prior approval by the Facilities/Parking Services. Unauthorized overnight parking shall be subject to towing at vehicle owner's expense.

No person shall stop, park or leave standing, whether attended or unattended, any vehicle or motorized cycle in any of the following areas, except when it is necessary to avoid conflict with other traffic or when following the direction of an office or traffic device: Red zones, fire lane, North Drive adjacent to Rio Hondo College Bookstore and Administration Building, entrances/exits to parking lots, crosswalks, sidewalks, disabled person access ramps, "No Parking" areas, landscape areas in front of walkway or doorway of buildings, roads not designated as a parking area, 15-feet from a fire hydrant, yellow zones unless for loading/unloading purpose or disabled person parking stalls without disabled person placard/license plate. Vehicles not in compliance shall be towed at the vehicle owner's expense.

### **PARKING CITATION INFORMATION**

Citations are issued for violations of the Rio Hondo College parking regulations and California vehicle codes. Unpaid citation (s) are subject to legal penalties, DMV registration hold and towing.

If you receive a citation, it may be paid or contested. To pay the citation, forward your payment in the envelope provided within 21 calendar days from the issuance date of the citation. To contest the citation, mail a written appeal to Parking Services within 21 calendar days from the issuance date of the citation. The results of appeals will be mailed. During the appeal process, you may receive a Parking Violation Notice Late appeals are not accepted for review after the delinquent date listed on your Parking Violation Notice Reminder, do not be alarmed. Simply allow 15 calendar days from the date you submitted your appeal for a response. If after the 15th day, you have not received the result of your appeal, contact Parking Services at extension 7609.

Late appeals are not accepted for review after the delinquent date listed on your Parking Violation Reminder Notice (notice mailed only to vehicle's registered owner). The deadline for paying or contesting a citation is indicated on the Notice of Delinquent Parking Violation Reminder notice (notice mailed to vehicle's registered owner). There is a \$4 delinquent late fee charge on citations. For additional questions pertaining to your citation, call (800)553-4412, agency #7464.

All parking citation fines are \$25 with the exception of a \$330 violation for illegally parking in a disabled person stall. "If an individual who received a citation for failing to display a disabled placard can show proof that he/she has been issued a valid placard at the time the citation was received, the College may dismiss the citation. However, an administrative fee of \$25 will be charged by the College for dismissal."

*Parking rules and regulations are subject to change without notification.*