

ADMINISTRATIVE PROCEDURE 6750 PARKING

District parking procedures are intended to promote ~~safe and orderly movement of traffic within District property for the safe and orderly movement of traffic on District property for the~~ parking of motor vehicles and bicycles.

All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways. Any individual or group utilizing District ~~or college~~ facilities must be legally parked and obtain a valid parking permit or guest pass issued by the ~~College/District~~District.

Parking of motor vehicles and bicycles is limited to specially designated areas. Parking permits are required for motor vehicles, including motorcycles, cars, RVs, or any other motor vehicle that requires registration with the Department of Motor Vehicles. Vehicles or bicycles parked in violation of the provisions of this procedure are subject to fines, towing, or impoundment.

All persons who enter onto the District/~~colleges~~ premises are charged with knowledge of the provisions of this procedure and are subject to the penalties for violation of such provisions. ~~Information on Parking~~Parking information is provided in class schedules, college catalogs, ~~college and District and on the college web sites~~websites. ~~Students should reference the material for the college they are attending.~~

The following provides additional information regarding parking on District property.

Student Parking: Enrolled students may purchase a permit online ~~at peralta.thepermitstore.com through the District's vendor of record, or in person at the Bursar's office~~. Parking permits are required for the Fall Semester, Spring Semester, and Summer Session. Active permits are valid at any District property. Students can also obtain daily permits in parking lots throughout the District.

~~The prices for parking permits~~Parking permit prices are listed when purchasing online, and any increase to parking rates is subject to review through the shared governance process and approval by the Board of Trustees.

Parking Permits are not provided to those:

- (1) Who are not enrolled in classes for the term specified; or
- (2) ~~Who~~ Those who have unpaid balances on their student account and do not have a fee waiver in their student account file.
- ~~(3) For those student whose home college is Laney College, students will be allowed to purchase a semester parking permit ONLY after the last day to drop classes and ONLY if the student is enrolled in more than four (4) credit units. Concurrently, students enrolled in 3.5 credit units or less are allowed to obtain a daily parking decal.~~

Faculty/Staff Parking: Parking permits can be obtained online ~~at peralta.thepermitstore.com~~through the Faculty/Staff Portal (there are no District-owned parking lots at Berkeley City College). ~~The Department of Community Safety issues parking permits for District Administrative Staff, and the College Business Office will issue the parking permits for college faculty and staff.~~ It is the responsibility of the faculty and staff to renew their parking permit before the expiration date. Permits are deactivated upon separation of employment from the Peralta Community College District.

Article I. General Traffic Rules

- 1) Drivers must obey all official traffic control devices and California Vehicle Code (CVC) regulations.
- 2) Vehicles must yield to pedestrians in crosswalks and may not pass other vehicles yielding to pedestrians.
- 3) No person shall drive or ride a motor-driven scooter, skateboard, hoverboard, or bicycle on sidewalks; skateboards, hoverboards, and scooters are prohibited in parking lots.
- 4) Vehicles may not obstruct traffic, walkways, or building entrances, may not be driven on campus, and must be parked in marked stalls.

Article II. Speed Regulations

No person shall drive a vehicle at a speed greater than 15 miles per hour the posted speed limit, or in the absence of a posting shall not exceed 15 miles per hour in parking lots or on campus roadways.

Article III. Parking Regulations

1. Painted curbs denote restrictions: RED – no stopping/standing/parking; BLUE – disabled parking.
2. Permit Requirement: Parking on District property is by valid permit at all times unless otherwise specified. Vehicles must be parked within marked boundaries and only in designated parking areas. Parking is prohibited within 15 feet of a fire hydrant or stop sign.
- ~~3.~~
- ~~4.3.~~ Motorcycles Motorcycles/mopeds shall not park in passenger vehicle stalls except in marked disabled spaces when displaying a valid DMV placard or plate. Passenger vehicles shall not park in motorcycle/moped parking.
- ~~5.4.~~ Disabled Parking: Vehicles using disabled stalls parking must display a valid DMV disabled placard, temporary placard, or disabled license platesplate, and must also have a permit.
- ~~6.~~
- ~~7.5.~~ Visitor/Client Parking: Visitors and clients must obtain valid visitor/client permits and park only in designated areas. Departments offering client services may issue visitor client permits for designated selected locations.
- ~~8.~~ Special Events: Arrangements for special-event parking must be made in advance with the Department of Community Safety.
- ~~9.6.~~
- ~~10.7.~~ Bicycles: Bicycles must be parked in designated racks and secured. Unsecured or unattended bicycles not at racks may be removed and stored by Community Safety and released upon verification of ownership and valid identification.
- ~~11.~~
- ~~12.8.~~ Restrictions Restrictions: No overnight parking is allowed without written authorization. No public transit vehicle parking is allowed permitted on campus without authorization approval, except for the Peralta Shuttle Bus Program and District Fleet. Unauthorized vehicles shall not park in reserved or temporarily reserved stalls.

Citations

Authorized Agents: The Chancellor or designee hereby designates contracted Community Safety personnel employed by third-party security vendors as *authorized agents of the Peralta Community College District* for the limited purpose of issuing administrative parking citations pursuant to California Vehicle Code §§ 40200–40226 and Education Code § 76360. When issuing citations, contracted

personnel act solely under the District's authority and must use the District's approved citation systems, forms, and procedures. This designation does not confer peace officer status or authority to enforce criminal violations.

Citations are issued by the Department of Community Safety and its authorized contracted agents for violations of this procedure or the California Vehicle Code provisions applicable on District property. Fine amounts range from \$37 to \$330, depending on the violation. Per CVC §40215, citations must be paid or appealed within 3024 calendar days of issuance. If not, the Department of Community Safety will initiate a DMV hold within 60-90 days of citation issuance. Late payments incur penalties and may result in a DMV registration hold. Vehicles with five (5) or more unpaid citations may be immobilized (booted) or towed at the owner's expense; all fines must be paid before release. ~~Citations issued for failure to obtain a valid parking permit or disabled placard that are dismissed upon proof may be subject to an administrative dismissal fee. Appeals are managed by the Department of Community Safety~~The Department of Community Safety manages appeals via the online form: <http://web.peralta.edu/community-safety/citations-appeal-form-level-1/>

Payment Plan (AB 503)

1. Eligibility: A registered owner or person responsible is eligible for a payment plan when they have two or more unpaid citations or a single citation of at least \$250. Citations from other agencies cannot be combined. Requests must be made before transferring to DMV for collection.
2. ~~Enrollment~~Enrollment Fee and Initial Payment: \$25 enrollment fee (non-refundable) plus an initial payment of 10% of the total amount due at enrollment.
3. Duration: Balances under \$200 – up to 4 months; \$200–\$400 – up to 6 months; over \$400 – up to 9 months.
4. —
- 5.4. ~~Payments~~Payments: Due monthly on the date established by Community Safety. No grace ~~period~~periods. Online payments are available 24/7; mailed payments may ~~rely on~~be subject to the postmark on the envelope.
6. —
- 7.5. DMV Registration Hold: While a payment plan is in good standing, the District will not file unpaid penalties/fees with DMV, and any existing hold will be temporarily removed. If the plan ~~is defaulted, all late fees are reinstated~~defaults, all late payments are reinstated, and the total due may be submitted to DMV for a registration hold.
8. —
- 9.6. Citations in a payment plan will not count toward immobilization/tow eligibility under CVC §22651(i)(1), except that once a vehicle is immobilized/towed for other violations, all citations become immediately due.

Abandoned Vehicles

No person shall abandon or leave any vehicle standing on District property for seventy-two (72) or more consecutive hours. Such vehicles may be towed and stored pursuant to CVC §§22669 and 22651.5 at the owner's expense.

Administration and Enforcement

The Department of Community Safety is responsible for the administration, enforcement, and periodic

review of these procedures. The Department of Community Safety may delegate citation-issuing authority to contracted security personnel, provided such personnel are trained in District parking regulations, the citation process, and due-process requirements under CVC § 40215. All citations issued ~~by contracted personnel~~ shall be processed under the District's name and authority through the District's authorized citation processing vendor, including referral to the DMV for registration holds as permitted by law. The Department of Community Safety may designate special parking areas and ~~coordinates~~ coordinate appeals and payment ~~plans~~ plan consistent with state law and District policy.

This delegation is limited to administrative parking enforcement. Contracted personnel are not authorized to issue criminal or infraction citations under the California Vehicle Code or Penal Code, nor to conduct vehicle stops or detentions beyond the authority granted to private persons under state law.

References

Education Code Section 76360

Vehicle Code ~~Section~~ Sections 21113 and 40220

Department of Community Safety – Citations Appeal Form – Level 1

<http://web.peralta.edu/community-safety/citations-appeal-form-level-1/>

Bail Schedule for Parking Violations

http://web.peralta.edu/community_safety/bail-scedule-for-parking-violations/

Approved by the Chancellor: September 28, 2016

Revised and approved by the Chancellor: March 7, 2019

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