

## COLLEGE TRAFFIC AND PARKING REGULATIONS

### GENERAL REQUIREMENTS

Colby Community College (CCC) students, staff and faculty are required to (1) register their vehicles in order to use campus parking, (2) display a current CCC parking decal on their vehicle, and (3) park only in the parking lots authorized by their parking decal.

Parking decals are non-transferable.

Loss or destruction of a parking decal should be reported to campus security as soon as possible.

### STUDENT PARKING REGISTRATION

Parking permits for students living on-campus can be obtained from the Director of Residence and Student Life. Students living in the residence halls are not charged for a parking permit.

Parking permits for students living off-campus are available at the Student Accounts office for a fee of \$25.00.

If a student moves from campus housing or to campus housing during the academic year, he/she is required to simultaneously change their vehicle's parking registration.

### STAFF AND FACULTY PARKING REGISTRATION

Parking permits for staff and faculty are available at the CCC Trojan Trading Post. Staff and faculty are not charged a fee for a parking permit.

### WHERE TO PARK

Parking lots are designated by a letter code which corresponds to a permit sticker color. Vehicles must be parked in the lot for which they are registered (see map). Lot codes and permit colors are as follows:

	<b>Parking Lots</b>	<b>Sticker Color</b>
Krehbiel, Schnellbacher, and Strutt Hall Residents	A or B	Yellow
Mosier, Tangeman, and Hines Hall Residents	A or B	Yellow
Embree Hall Residents	A or B	Yellow
Off Campus Students	C - F	Blue
Staff and Faculty	C - F	White

Permit parking for lots A and B will be enforced at all times during fall and winter semesters. Permit parking restrictions in lots C through F shall be enforced Monday through Friday between 7:00 a.m. and 5:00 p.m.

### DISPLAY OF PARKING PERMIT

Parking decals are to be displayed in the **lower left-hand corner** of the rear window (decals for convertibles, lowered rear windows or trucks with campers should be displayed in the lower right-hand corner of the windshield).

### VISITOR PARKING

Visitor parking is reserved for persons who are not CCC faculty, staff or student.

### WHERE NOT TO PARK

Areas where students, staff and faculty are never permitted to park include:

- Areas marked with yellow curb
- Emergency access areas in front of each resident hall
- Driveways and access lanes
- Trash pick-up areas
- Crosswalks
- Fire zones
- Parking areas specifically reserved for Campus visitors, staff and administrators
- Areas designated for service and delivery

### ACCESSIBLE PARKING

Accessible parking spaces are for those with state-issued handicap parking permits. Vehicles not displaying a handicapped permit and parked in a handicapped parking space will be ticketed and/or towed as per CCC Policy.

Persons with disability placards are required to carry their identification card, issued with their placard or plate, at all times when the vehicle is being used by or for the transportation of the person with the disability.

### CITATIONS/PAYING FINES/APPEALS

Citations issued to a vehicle are the responsibility of the individual that registered the vehicle with CCC. If the vehicle is not registered with CCC, then the registered owner of the vehicle is responsible for parking citations issued for the vehicle.

All parking-related fines are required to be paid within 14 calendar days from the date of

issuance. Fines are to be paid at the Student Accounts Office. If a parking ticket is not paid within 14 days, a late fee of \$10 will be added to your citation.

Parking tickets may be appealed to the Vice President of Student Affairs. Appeals must be made within 14 calendar days of the citation date. The decision of the Vice President of Student Affairs is final.

Anyone receiving three or more parking citations during an academic year may be referred to the Vice President of Student Affairs. Administrative action may be taken against students who misuse CCC parking privileges.

### OTHER COLLEGE TRAFFIC AND PARKING REGULATIONS

Vehicles parked on campus or at the college farm must display current license plates or a current temporary registration certificate for that vehicle.

CCC reserves the right to restrict parking without prior notice due to special events or construction. It is against regulations to move a barricade or orange cone to occupy a parking stall.

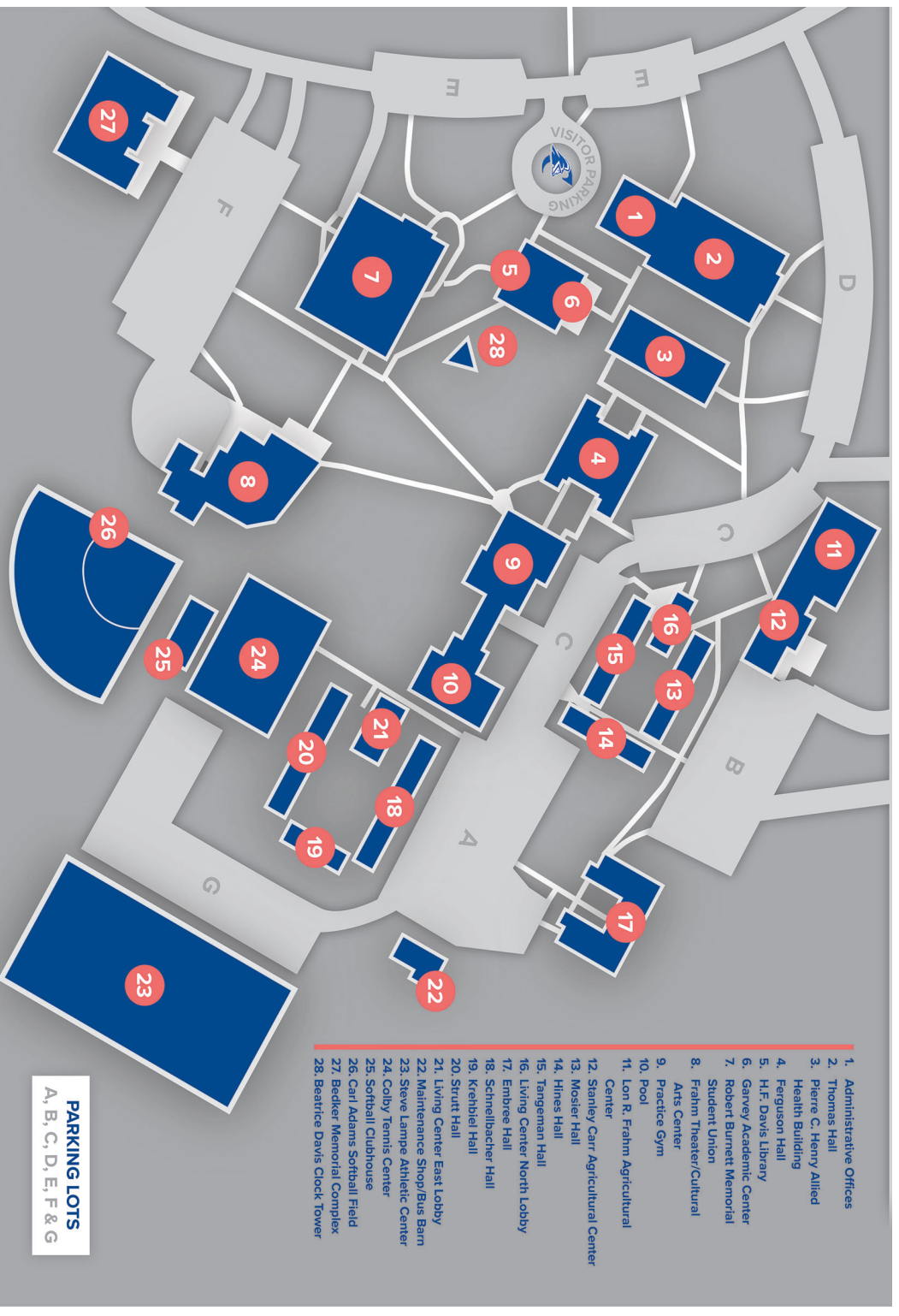
Repair work on vehicles involving removal of major parts from the vehicles is prohibited.

Questions pertaining to traffic and parking on the CCC campus should be directed to campus security.

# Campus Parking and Traffic Guide

Prepared by the Colby Community College Office of Student Services and the Campus Security Office.

# Colby Community College



Policy Violation	1st Offense	2nd Offense	3rd Offense
<b>Parking without proper permit in designated location</b>	Written Warning	\$50 citation	\$100 citation* *Each additional citation will double from previous citation amount
<b>Parking in reserved or otherwise designated parking</b>			Vehicle will be towed at owner's expense.
<b>Parking in "No Parking" designated areas</b>	\$100 citation	\$200 citation	Vehicle will be towed at owner's expense.