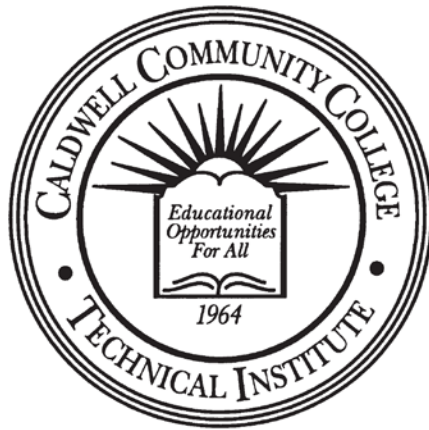


Caldwell Community College and Technical Institute



Parking and Traffic Regulations Policy

Caldwell Community College and Technical Institute

Caldwell Campus
2855 Hickory Boulevard
Hudson, NC 28638
828.726.2200

Watauga Campus
506 Community College Drive
Boone, NC 28607
828.297.3811

www.cccti.edu

CCC&TI is an equal opportunity educator and employer.

Caldwell Community College and Technical Institute Parking and Traffic Regulations Policy

Policy covers all Caldwell Community College & Technical Institute locations.

General Parking and Traffic Regulations

Caldwell Community College and Technical Institute (CCC&TI) strives to provide safety and security for all students, faculty, staff and visitors. Therefore, the following parking and traffic regulations should be followed:

1. All vehicles must be registered with the college and a current hangtag must be displayed on the rearview mirror. Hangtags are valid for the academic year as noted on the tag. There is no charge for parking hangtags and they may be obtained at the following locations:

Caldwell Campus

- Switchboard- F Building
- Continuing Education- H Building
- Basic Skills- G Building
- TAPS (Transportation and Public Services)
- Early College – K Building
- Middle College – J Building

Watauga Campus

- Switchboard- Instructional Facility
- Basic Skills Building

2. Students, faculty, and staff must register all vehicles they expect to use on campus.

3. Parking for students, faculty, and staff is on a first-come, first-served basis except for certain designated areas.

4. Vehicles shall be parked within the lines of designated parking spaces.

5. Motorcycles shall be parked in designated motorcycle parking areas. More spaces are available behind “B” Building

6. All motor vehicle laws apply to the operation of vehicles on campus.

7. Students, faculty, and staff with disabilities displaying a handicapped

placard must submit the following information to the switchboard each academic year in order to receive a CCC&TI handicapped hangtag:

- a. Copy of handicapped placard issued by the Department of Motor Vehicles
- b. Copy of handicapped placard registration
- c. Driver's license
- d. Make, model, license plate number

Students, faculty and staff who need access to a handicapped parking space on campus must obtain a state issued disabled license plate, placard, or disabled veteran's plate from the Department of Motor Vehicles (DMV). CCC&TI does not grant temporary permits for handicapped spaces. Temporary handicapped parking permits are issued by NC License Tag Bureau. Individuals violating handicapped parking regulations will be charged under North Carolina General Statute 20-37.6; punishable by fine up to \$250.

8. Visitors must register their vehicle and receive a visitor's parking hangtag. Visitors may park in the visitor's parking areas or any general parking area except those that are reserved. Visitor parking is limited to visitors only. **No students or employees are allowed to park in visitor parking spaces.**

9. Students, faculty, and staff are responsible for being aware of all traffic and parking regulations. Lack of knowledge of these regulations will not justify forgiveness of penalties for violations.

10. The campus-wide speed limit is 20 mph. Any person who is observed habitually exceeding a safe speed on campus will be directed to the vice president for student services for consultation.

11. All traffic and parking related accidents or incidents must be reported to a campus security officer, evening/weekend administrator, director of facility services and capital projects, or vice president of student services.

12. CCC&TI is not responsible for damage to any vehicle parked or being operated on the campus or for any contents within such vehicles at any time.

13. Parking availability, including handicapped areas and parking regulations, are reviewed annually by the college's Executive Council.

Penalties and Enforcement

Students and college employees are responsible for tickets placed on their vehicles for non-moving violations regardless of who was operating the vehicle at the time of the violation. **All fines must be paid within ten days of the infraction at the Business Office on the Caldwell Campus or the Watauga Campus.**

The following violations shall result in the assessment of a \$5.00 fine:

- Failure to display a current parking hangtag.
- Double parking or blocking another vehicle.
- Unauthorized parking in visitor parking areas, loading zones, institutional vehicle spaces, other restricted spaces, unmarked areas not specifically designated for parking, blocking driveway or access.
- Failure to park within the lines of designated parking spaces.
- Failure to stop for signs on campus.
- Parking or waiting for passengers while stopped in driveways, fire lanes, and other areas not specifically designated for parking.

The rules and regulations of this policy may be enforced by the college in the following manner:

- The college may issue warning tickets for any reasonable period deemed necessary to properly orient students, faculty and staff regarding parking regulations.
- The college may levy fines as described in the previous section.
- The college may withhold transcripts, degrees/diplomas, library services, registration privileges, and other college services due to failure to pay parking fines as specified herein.
- The college may have vehicles towed in accordance with the provisions of Article 7A, Chapter 20, of the General Statutes of the state of North Carolina. Vehicles not plainly displaying authorization to park in restricted areas including disabled/handicapped parking, visitor parking, reserved parking spaces for institutional vehicles, loading zones, and vehicles that park in any area not specifically marked for parking by signage and/or painted parking spaces in paved parking lots are subject to being towed on the first violation. Unregistered vehicles parked on the campus in excess of 48 hours and vehicles parked on campus by persons who have had their parking privileges revoked are also subject to being towed. The order to tow a vehicle must be given by the

president, president's designee, or the next highest ranking administrator in charge at the time the need for towing services arises. The college will maintain written records on orders to tow. CCC&TI is not responsible for any alleged damage, expense, or inconvenience created by the necessity of having a vehicle towed. The vehicle operator and/or owner of towed vehicle are responsible for the payment of towing fees and for storage charges assessed by towers. Towing fees are payable directly to the tower. Information related to the location of a towed vehicle may be obtained from the college receptionist, the college security officer, the director of facility services and capital projects, and/or the vice president of student services.

- Any person who is observed habitually in violation of the CCC&TI Traffic and Parking Regulations shall be directed to the vice president of student services for consultation and consideration resulting from violations of the CCC&TI Code of Conduct found in the college catalog. All Code of Conduct stipulations will be observed.
- Severe and/or repeated violations of this policy may result in a revocation of campus parking privileges.

Appeal Procedure

Parking fines, revocation of campus parking privileges, and orders to tow may be appealed; however, the filing of an appeal does not suspend the appellants' obligation to pay fines in the time frame prescribed herein.

The following procedure should be used to appeal a parking fine, revocation of privileges, or an order to tow:

1. The appellant must submit a written appeal to the vice president of student services within five (5) business days of the violation date. The vice president of student services will render a decision within five (5) business days of the appeal.
2. If the appellant fails to abide by the time frame specified in this appeal procedure, the matter is considered resolved in favor of the college and violations or revocation of privileges will stand. If the college fails to abide by the specified time frame, the matter is considered resolved in favor of the appellant and any imposed fines will be refunded and revocations of privileges will be lifted.

3. The time frame can be extended upon the mutual agreement of both parties provided such mutual agreement is put into writing.
4. If an appeal results in a decision favoring the appellant, any fine paid to the college for the alleged offense shall be refunded in full. A finding in favor of the appellant in a towing incident will result in a reimbursement of the towing fee to the appellant by the college. Unsuccessful appellants in towing incidents have the right to appeal their case to district court.

***Any questions or concerns about the
Parking and Traffic Regulations Policy
or enforcement thereof should be directed to the
Director of Facility Services and Capital Projects
or the Vice President of Student Services.***

Caldwell Community College & Technical Institute
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