

<p style="text-align: center;">OGDEN-WEBER TECHNICAL COLLEGE</p>	<p style="text-align: center;">Number 500.12</p>	<p style="text-align: center;">Effective Date 6/17/99 Revised 6/28/11 11/17/16</p>	<p style="text-align: center;">Page 1 of 1</p>
<p style="text-align: center;">POLICY</p>	<p style="text-align: center;">Approval</p>		
<p>Title</p> <p style="text-align: center;">PARKING</p>			

1. PURPOSE AND SCOPE

The purpose of the policy is to provide guidelines for parking, restrictions, and enforcement on campus.

2. POLICY

It is the policy of the College to regulate parking on College property.

3. REFERENCES

- Ogden-Weber Technical College Employee Discipline policy (#520.28)
- Ogden-Weber Technical College Student Responsibilities and Conduct policy (#530.4)

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1. General Guidelines

- 1.1 The vehicle operator is responsible for becoming familiar with the College's Parking policy and its enforcement provisions and to park in authorized spaces.
- 1.2 Parking regulations and area designations are subject to change. Notice of changes shall be sent out and signs shall be adjusted as appropriate prior to the enforcement of the changes.
- 1.3 Special parking privileges must be approved by the facilities director.
- 1.4 The College is not responsible for damage or theft.

2. Parking Restrictions

- 2.1 Parking is permitted only in designated areas in accordance with posted signage. Vehicles must be parked properly within parking space markings. Vehicles shall not be parked in a manner which interferes with the regular flow of traffic.
- 2.2 Parking is prohibited anytime (24 hours daily) in "No Parking" areas, bus zones, crosswalks, driveways, sidewalks, in front of fire hydrants and dumpsters, red and/or marked curbs, and/or other prohibited or restricted parking areas.
- 2.3 Use of "reserved accessible" parking spaces are limited to individuals with state-approved license plates or valid window placards that are clearly visible.
- 2.4 Vehicles shall not be parked overnight without notifying campus security and receiving authorization at the College's discretion. Failure to do so may result in the owner/driver receiving a warning, citation, or tow notice.
- 2.5 Vehicles, wherein the owner cannot be located or which haven't been removed after notice has been given, may be towed at the owner's expense if they:
 - 2.5.1 are left unattended for more than 72 hours; and/or
 - 2.5.2 interfere with regular College functions.

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2.6 Exceptions to these rules and regulations shall be addressed on an individual basis by submitting a written request to the facilities director. Parking restrictions do not apply to the operators of College vehicles during their regular course of duty, e.g., maintenance, grounds keeping, and security.

3. Enforcement

3.1 The Campus Security Department shall be responsible for enforcing parking regulations in violation of these policies. The facilities director is responsible for the operation and supervision of College parking areas. Enforcement of the regulations involving employees and students shall be accomplished through reasonable means, including, but not limited to, warnings, citations, towing the vehicle at the owner's expense, and/or appropriate disciplinary action. Enforcement involving the general public and visitors shall be accomplished by warnings, citations, and/or towing the vehicle at the owner's expense.

3.2 Regulations are enforceable on weekdays, weekends, and holidays, 24 hours a day.

3.3 If parking regulations are violated and a citation is issued or a vehicle is towed, the owner of the vehicle shall be held responsible. A citation shall not be dismissed on the basis that another person other than the owner was driving the vehicle, etc.

3.4 Employees failing or refusing to pay their fines may be subject to having the amount of the fines deducted from their pay checks.

3.5 An employee's continued violation of the Parking policy could result in termination.

3.6 A student's continued violation of this policy could result in student discipline and/or not being allowed to enroll or change classes until all fines are paid.

4. Citations

4.1 Warnings, citations, tow warnings, and/or towing of vehicles may occur for the following violations which may include, but is not limited to:

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- 4.1.1** Vehicles taking up more than one parking space, not parking properly within parking space markings, or parking where no parking space exists.
- 4.1.2** Vehicles parked in or blocking driveways.
- 4.1.3** Vehicles parked in accessible parking only spaces without displaying a valid, state-approved license plate or window placard.
- 4.1.4** Vehicles parked in “No Parking” or “Reserved Parking” zones.
- 4.1.5** Vehicles parked in state parking spaces without a state license or state of Utah decal.
- 4.1.6** Vehicles parked in any area or portion of the roadway in a manner which interferes with the regular flow of traffic.
- 4.1.7** Parking in any restricted area or outside of the provided parking lots without appropriate authorization. For authorization, contact the facilities director.
- 4.1.8** Failure to comply with any traffic control signs or symbols, e.g., posted speed limit, stop signs, yield signs, one-way traffic signs, temporary parking restrictions, etc.
- 4.1.9** Bicycles not parked in bicycle racks.
- 4.2** The first citation shall be subject to a fine as indicated on the citation form.
- 4.3** The second citation shall be subject to a fine as indicated on the citation and a tow warning may be issued indicating that the vehicle may be towed if a third violation occurs. All costs associated with the removal of the vehicle shall be the responsibility of the vehicle owner.
- 4.4** A third or subsequent citation shall be subject to the immediate towing and removal of the vehicle at the owner’s expense.

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4.5 Citations issued by the City of Ogden or other law enforcement agency for violations of state or city laws on campus property shall be handled as outlined on the citation through the appropriate court processes.

5. Towing and Removing Vehicles

5.1 Vehicles may be towed immediately for the following conditions:

5.1.1 Receiving a third violation citation while parked in any restricted parking area on the College campus.

5.1.2 Parking in an emergency lane or fire lane.

5.1.3 Parking in such a manner as to restrict or interfere with the regular flow of vehicle traffic.

5.1.4 Parking on landscaped areas or outside of the provided parking lots.

6. Appeals

6.1 An appeal to a citation issued by the Campus Security Department must be made in writing to the facilities director within five school days of the citation.

6.2 The facilities director shall respond within five school days of receiving the appeal. Upon review of the appeal, the facilities director may reject it, adjust or reduce the fine, recommend employee or student discipline, or dismiss the parking citation. If a conflict of interest exists between the violator/appellant and the facilities director, the appeal shall be reviewed by the vice president of college services or designee.

6.3 Costs associated with the towing and removal of a vehicle are the responsibility of the vehicle owner. Therefore, appeals to the College for towing a vehicle shall not be reviewed.