Blue Ridge Community College  
2016-2017  
Parking & Traffic Regulations

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Introduction

These regulations were created to encourage the responsible use of parking facilities and roadways for the benefit of Blue Ridge Community College employees, students, alumni, and visitors; to ensure access at all times for emergency vehicles; and to protect all persons on the campus from injury by vehicles. Operating and parking motor vehicles on College owned or leased property is permitted only in accordance with College motor vehicle regulations or at the direction of College officials. Written procedures for enforcement and posted signs support the safety of the campus community and assure the consistent application of the College’s rules and regulations, related fire codes, and accessibility laws for disabled individuals. Knowledge of these regulations is assumed and will be enforced by the College. College regulations do not supersede the enforcement of statutes for the county of Augusta and the Commonwealth of Virginia. The College retains the right to reserve parking in areas owned or leased by the College to support special activities or for other purposes. All campus community members are expected to look for and follow posted signs and safety/police officer instructions. Contingent on space availability, parking priority is in the following order: Physically disabled (DMV permit), faculty/staff members, visitors, students. For purposes of these regulations, “registered” or “unregistered” refers to vehicles reported to and listed by the BRCC Public Safety Department.

Employee/Faculty Policies Procedures

- Employees may park in ANY space available on campus with the exception of visitor or handicapped spaces, unless handicapped plates or a mirror hang tag issued by the DMV are displayed.
- Unregistered vehicles parked in faculty or student lots are subject to a $10 fine.
- Employees/Faculty who have registered their vehicle(s) but repeatedly fail to display their permits will be dealt with on a case by case basis under College employee disciplinary policies.
- All parking permits remain the property of BRCC. Employees are required to return parking permit(s) upon separation from employment. Outstanding fines due the College are considered collectable at that time, unless they are at least 90 days old and are in the process of being resolved through payroll deduction.
- Deliberate unauthorized use or misuse of parking permits subjects the offender(s) to fines, possible revocation of parking privileges, or employee disciplinary action.
- BRCC students, including College employees’ family members who are students, are not permitted to use faculty parking areas.

Employee Display of Permit

- Permits should be displayed from the rear of the vehicle, driver’s side rear glass.

Emeritus and Retiree Permits

- Retired employees of BRCC requiring parking privileges on College owned or leased property must obtain a faculty/staff permit, free of charge, through the Public Safety Department.

Student Parking

Vehicles on Campus

- Blue Ridge Community College assumes NO responsibility for any motor vehicle or its contents when on College owned or leased property.
- A valid parking permit will be displayed by any vehicle parked on College owned or leased property with the exception of state or BRCC-owned vehicles, guests, and visitors (See Visitor Parking for regulations).

Speed Limit

- Speed limit on entrance roads is 15 mph.
- Parking lots and east side of campus (I-81) is 5 mph.

Student Permit Fees

- There is no additional charge for student permits.
- All permits are valid until the printed expiration date.

Permit Ownership

- Parking permits issued remain the property of Blue Ridge Community College.
- Parking permits are not transferable.
- Parking privileges may be revoked for permit misuse. Examples of misuse include, but are not limited to, possession of a permit that has been reported lost or stolen; alteration of a permit; duplication of a permit; or placing a permit on a vehicle other than the one to which it is registered.
- Students misusing parking privileges may also be subject to disciplinary action as outlined in the Student Behavior Code.
• Persons in illegal possession of a parking permit are subject to fines, towing, and prosecution.

Visitor Parking
• Visitors are guests to the campus who are not currently active students, staff, or faculty.
• Visitors may park only in parking spaces designated for visitors. Permits are not required.
• Visitors using a handicapped parking space are required to display a DMV issued hang tag or license plate(s).

Handicap Parking
• Parking spaces for the handicapped are intended for use exclusively by vehicles displaying a valid handicap permit (i.e. dash card, hangtag or license plate(s)) issued by a state or province.
• All vehicles (except for visitors) displaying a valid handicap parking permit on College owned or leased property are required to display a valid BRCC parking permit in conjunction with the handicap permit.
• Parking spaces for the handicapped are clearly marked throughout campus. If handicap parking spaces are unavailable, proceed to any legal, designated parking space, including faculty/staff spaces.
• Handicap permits do not authorize the user to park illegally. Unauthorized parking in handicap spaces is prohibited.
• Parking illegally in a handicap space or adjacent wheelchair discharge/van access transfer area will result in a $500 fine, and the vehicle may be immediately towed at the owner’s/operator’s expense.
• Persons in illegal possession of a handicap permit are subject to fines, towing, and prosecution.

Low Emitting and Fuel Efficient Vehicle Parking
Several spaces at the west end of the second row in the north parking lot have been designated as parking for “Low Energy Emitting and Fuel Efficient Vehicles”. These spaces can be used by students, faculty, or staff.

Disabled Vehicles
• Disabled vehicles are subject to parking citations unless the vehicle operator notifies the Campus Public Safety Office immediately upon the vehicle becoming disabled. Public Safety Officers can be contacted at 430-4564 or at the Houff Student Center Public Safety desk.
• Disabled vehicles must be removed within 24 hours of notification.
• BRCC reserves the right to immediately tow disabled vehicles from areas that pose a threat to public safety (fire lanes, handicap spaces, etc.)

Boot Disabling of Vehicles
• Drivers of vehicles parked on the campus of BRCC who have accumulated two or more unpaid parking citations are subject to their vehicle being disabled through the application of a wheel “boot” device. This device

Employee/Faculty Parking

Employee/Faculty Vehicle Registration
• Employees who park on College owned or leased property are required to display a valid BRCC parking permit.
• Employee parking permits may be obtained from the Public Safety Office, Houff Student Center between the hours of 9 AM and 2 PM, Monday through Thursday, and other times at the Public Safety desk in the Houff Student Center.
• When registering vehicles, all employees must present their BRCC Id card, or apply for one at that time.
• Vehicle regulations apply to all full- and part-time employees, regardless of work schedule.
• Employees may be issued a permit for multiple vehicles, provided all vehicles are currently registered with the state and BRCC.
• An initial unregistered vehicle citation received in an appropriate employee zone may be waived within three business days of issuance if the vehicle owner or operator subsequently obtains a valid permit.
• Parking privileges are not transferable.
• Student employees are never authorized to use an employee’s parking permit.
• Student employees are not eligible for employee parking privileges.
• Employees displaying handicap license plates or a handicap hang tag are required to display a valid BRCC parking permit in conjunction with the handicap permit.
• Employees who have an unregistered vehicle are required to obtain a temporary parking permit prior to parking on college owned or leased property.
• Lost or stolen permits must be reported to the Public Safety Office, Houff Student Center or to a campus Public Safety Officer immediately.
to keep vehicles out of that area. When using a State Car located in the North Visitor Lot, it is permissible to park in the Faculty/Staff spaces in the first two rows of the North Lot. Under no circumstances should there be overnight parking in the tennis court area of the North lot. Violation will result in vehicle being towed at owner's or department's expense.

**Temporary Parking Permits**

The Public Safety Department may issue temporary parking permits in the form of hang tags to be placed on rear-view mirrors. Valid reasons for issuing a temporary permit include, but are not limited to: rental vehicles, temporarily borrowed vehicles, limited time parking for contractors, or guests utilizing campus facilities. Temporary permits can be issued at the Public Safety Office, Houff Student Center, Monday – Thursday, 9AM-2PM, or from the Public Safety desk in the Houff Student Center at any time. Faculty, staff, and students requesting temporary permits must present their BRCC ID card.

**Special Considerations and Regulations**

- Parking regulations are enforced 24 hours a day, 365 days a year.
- **Parking in designated spaces only.** Designated parking spaces in paved lots are designated by two white lines. College officials may authorize parking in unpaved areas and will direct parking in the areas as needed.
- Adequate parking is available on the main campus. If parking in close proximity to your destination is not available, proceed to parking lots on the periphery of campus where vacant parking spaces are available. Inability to locate a vacant space in a particular lot does not constitute justification for parking illegally.
- During the first two weeks of the Fall and Spring Semesters, community members will be given verbal and/or written warnings of parking violations.
- All vehicles shall be operated on roadways and be parked only in areas open for normal vehicular parking. Exceptions include emergency, maintenance, and College vehicles.
- Parking is not permitted in locations which obstruct traffic or block driveways, doorways, loading docks, manhole covers, building sprinkler connections, etc. These areas may be marked by signage or striped lines. Failure to observe these restrictions may result in immediate towing of the vehicle without warning at the owner’s/operator’s expense.
- **Parking in striped zones for any reason,** discharge areas, or fire lanes is prohibited, regardless of the type of permit displayed.
- Temporary reassignment of parking is at the discretion of the Vice President for Finance and Administration or the Director of Public Safety. Moving barriers or traffic cones intended to reserve spaces is not permitted. Failure to observe these restrictions or posted signs may in addition to ticketing result in immediate towing of the vehicle without warning at the owner’s/operator’s expense.
- **Double parking** is prohibited unless authorized by the College Public Safety.

**Towing**

- BRCC personnel and subcontractors are authorized to tow vehicles immediately and without warning when a vehicle impeding access presents a threat to public safety or is in violation of posted signage.

  The following violations subject a vehicle to immediate towing at the owner’s/operator’s expense: parking in a wheelchair discharge/“van access” transfer area; parking in a handicap space; parking in a fire lane; overnight or weekend parking beyond the posted signs in the north lot; and misuse of permits issued through the Public Safety Department or other state agencies.

- Vehicles parked on College owned or leased property are subject to towing upon accumulating three unpaid citations.
- Towed vehicles are stored off campus at the owner/operator’s expense.

**Student Vehicle Registration**

- Student parking permits are available in the Public Safety Office, Houff Student Center between the hours of 9 AM and 2 PM, Monday through Thursday. At other times, permits will be issued at the Public Safety desk in the Houff Student Center.
- Students must register all vehicles to be parked on College owned or leased property.
- When registering vehicles students must present their BRCC student Id card, or apply for one at that time.
- Vehicles are required to be registered within 48 hours after classes begin for all academic sessions.

  **The initial unregistered vehicle citation received in an appropriate student lot may be waived if the vehicle is registered at the college within three business days of the issuance of the citation.**

- Students displaying handicap license plates or a handicap rearview mirror hang tag are required to register their vehicles and display a valid BRCC parking permit in conjunction with their handicap permit. See the “Handicap Parking” section for additional information.

- **Parking privileges are not transferable.** Refer to the “permit Ownership” section for additional information.
- **Students are responsible for the operation of their vehicles and any violations related to their use on College owned or leased property, regardless of whether the vehicle is registered with the Public Safety Department.**
- **Under no circumstances can one student register another student's vehicle.**
- Unauthorized use or misuse of parking privileges subjects the offender(s) to a fine; possible revocation of parking privileges; possible referral to disciplinary action; towing; and prosecution. Examples of misuse include, but are not limited to, misrepresentation of student status; alteration of a permit;
duplication of permit; unauthorized transfer of parking permits; or possession of a permit that has been reported lost or stolen.

- The permit must correspond at all times and under all conditions with the vehicle and registration to which it was issued.
- Students and student employees are never authorized to use faculty parking permits.

**Student Display of Permits**
- Expired parking permits should be removed from vehicle windows and bumpers.
- Application of a parking permit by means other than the adhesive backing on the permit is considered a parking violation. BRCC parking permits may not be laminated or taped.

**Student Policies and Procedures**
- Collection of delinquent fines:
  
  Ten days after a citation is issued, a hold indicator may be placed on the official records of any student who has delinquent fines. This hold indicator may prevent a student from registering for courses, making course adjustments, obtaining transcripts, or receiving a diploma or grades. The hold indicator will be released upon satisfaction in full of the delinquent fines.

**Violations and Penalties** (fines are per violation)

<table>
<thead>
<tr>
<th>$35:</th>
<th>Tow Release Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Up To $500:</strong> Parking in a handicap space without a DMV Permit</td>
<td></td>
</tr>
<tr>
<td>Parking in handicap discharge area</td>
<td>Blocking handicap access area</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>$10:</th>
<th>Parking in shop/receiving entrance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failing to park in a designated place</td>
<td>Parking in a restricted lot or area</td>
</tr>
<tr>
<td>Parking on a sidewalk</td>
<td>Parking within 15 feet of a fire hydrant</td>
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<tr>
<td>Parking on the grass</td>
<td>Parking in a fire lane</td>
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<tr>
<td>Parking in a loading zone</td>
<td>Parking in a visitor space</td>
</tr>
<tr>
<td>Improper use of a motorcycle space</td>
<td>Blocking another vehicle</td>
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<tr>
<td>Unregistered vehicle</td>
<td>Parking in service vehicle space</td>
</tr>
<tr>
<td>Parking in police/service vehicle space</td>
<td>Failing to properly display permit</td>
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<tr>
<td>Failing to display permit</td>
<td>Invalid or expired permit</td>
</tr>
<tr>
<td>Tickets not paid or appealed within 30 days of the date of ticket.</td>
<td>Improper use of Low Emitting and Fuel Efficient parking space</td>
</tr>
</tbody>
</table>

**Citation Payment Options**
- Parking citations may be paid with cash, check, Visa, or MasterCard.
- Coins are not an acceptable form of payment for parking fines.
- Do NOT send cash through the mail.
- Visa and MasterCard payments may be made by phone.
- A citation payment drop box is located in the Houff Student Center. Payments placed in the drop box should include name, parking permit number, and license plate number. Do NOT insert cash payments in the drop box.

**Citation Appeals**
- Violators who are not satisfied with the decision to be issued a parking citation may appeal the decision in the following manner:
  - Citation Appeals forms are available from the Public Safety Office, Houff Student Center or online at http://www.brcc.edu/services/parking.
  - The violator must file a written appeal including reasons(s) therefore to the Director of Public Safety or ID and Access Coordinator within ten (10) calendar days of receiving the citation.
  - The Director of Public Safety or the ID and Access Coordinator will review the appeal and determine if the citation may be dismissed, or, if the appeal should be forwarded to the Appeals Committee.
  - Within 10 calendar days of receipt of an appeal, the Director of Public Safety or ID and Access Coordinator shall schedule a meeting of the appeals committee to review the initial determination and intermediate review. In lieu of a meeting, communication with the committee can be processed via email.
  - Any committee member may determine that additional appeal information is necessary. The violator will be provided with the opportunity to present information to the committee, either in person or in writing via the appeals form.
  - The ID and Access Coordinator shall maintain a written record (or email threads) of the proceedings of the meeting. In making its determination, the committee shall follow the current College Parking and Traffic Regulations (Motor Vehicle) Handbook.
  - The decision of the committee shall be in writing, and a copy of the decision shall be sent to the violator via US Postal Service to the address on file in the Office of Student Services, or by email to the email address provided by the violator on the appeals forms.
  - The letter or email shall clearly explain that the decision is final.
  - Notification shall be within thirty (30) calendar days of receipt of the appeal.
  - If the appeal is denied, the appellant has ten (10) calendar days including the date on the notification letter or email to pay the fine before incurring a delinquent fee.

**Overnight Parking**
- Overnight parking is not permitted unless prior notification has been given to Public Safety Officers or the Director of Public Safety.
- If it becomes necessary to leave a vehicle on campus overnight or over a weekend, please notify a Public Safety Officer before doing so. For safety and security purposes, please use ONLY the South lot or lot immediately adjacent to Plecker lot for overnight or weekend parking. These lots are closest to the Public Safety station, as well as the emergency phones. Additionally, there are activities going on over the weekends that utilize the North lot, so it is necessary