

# PARKING CODE OF RULES & REGULATIONS

(Version 2.0, 140415)

## TABLE OF CONTENTS

CHAPTER 2 PARKING .....	4
ARTICLE 1. DELEGATED AUTHORITY.....	4
2100. Delegated Authority Citations.....	4
ARTICLE 2. ADMINISTRATION .....	4
2200. Purpose of Regulations.....	4
2201. Authority of Lead Administrator .....	5
2202. Requirements for Enforcement .....	5
2203. Notice & Responsibility .....	5
2204. Savings Clause .....	5
2205. Records & Public Inspection .....	5
ARTICLE 3. DEFINITIONS .....	6
2300. Definitions .....	6
2301. Parking Locations & Restrictions.....	7
ARTICLE 4. PARKING PERMITS.....	8
2400. Types of Parking Permits .....	8
2401. Purchase of Permits.....	9
2402. Validity of Permits .....	10
2403. Space Availability.....	10
2404. Revocation, Denial or Termination of Parking Privilege.....	10
2405. Notice of Change of License Plate or Vehicle .....	10
2406. Replacement of Lost, Stolen or Damaged Permits.....	10
2407. Refunds .....	11
2408. Parking Permit & Administrative Fees .....	11
ARTICLE 5. PARKING REGULATIONS .....	11
2500. Parking Permits Required .....	11
2501. Display of Permits .....	11
2502. Issuance & Use of Permits.....	12
2503. California Vehicle Code.....	12
2504. Color Markings Use .....	13
2505. License Plate & Vehicle Identification Code .....	13
2506. Direction of Vehicles within Parking Stalls. <b>Error! Bookmark not defined.</b>	13
2507. Parking within Marked Spaces .....	13
2508. Obstruction of Passageways & Roadways .....	14

2509.	Fire Lanes.....	14
2510.	Motorcycles or Mopeds.....	14
2511.	Temporary Areas Designated for Special Use.....	14
2512.	Keys in Vehicles.....	15
2513.	Metered Stalls.....	15
2514.	Abandoned or Intentionally Disabled Vehicle Abatement.....	15
2515.	Storage, Repair & Inoperative Vehicles.....	15
2516.	Use of Motor Vehicles for “Human Habitation” on Campus.....	16
2517.	Emergency Vehicles (Being Utilized for Official Emergency Purposes)..	16
ARTICLE 6. ENFORCEMENT & PENALTIES.....		16
2600.	Violation of Parking Regulations.....	16
2601.	Unattended Vehicles.....	16
2602.	Improper Use & Possession of Permit.....	16
2603.	Tow Away of Stored & Impounded Vehicles.....	17
2604.	Impound by Wheel Lock.....	17
2605.	Non-Registered Vehicle.....	17
2606.	Towing/Cancellation.....	17
2607.	Additional Citations.....	18
2608.	Fine Schedule.....	18
ARTICLE 7. PARKING CITATION ADJUDICATION.....		18
2700.	Adjudication Authority.....	18
2701.	Payment of Fines.....	19
2702.	Appeal of Citation.....	19
2703.	Citation Dismissal Considerations.....	19

## CHAPTER 2 PARKING

### ARTICLE 1. DELEGATED AUTHORITY

#### 2100. Delegated Authority Citations

- a. Humboldt State University has been provided authority to administer the Parking & Commuter Services program under the following codes, regulations and memoranda:
  - i. California Education Code 89031 which grants the California State University authority to make rules and regulations for the governance and maintenance of University buildings and grounds.
  - ii. California Code of Regulations, Title 5, Section 42200 provides authority to grant permission for the driving, stopping, standing or parking of any vehicles on the Humboldt State University campus.
  - iii. California Code of Regulations, Title 5, Section 42201 conveys permission to stop, park, or leave standing any vehicle may be granted only to persons who have paid a parking fee or granted a parking fee waiver.
  - iv. California Vehicle Code Section 21113 grants authority to enforce all parking and traffic laws and regulations upon Humboldt State University pursuant to the California Vehicle Code.
  - v. California Vehicle Code Section 40200 thru 40230 outlines procedures associated with processing parking violations.
  - vi. California Penal Code Section 830.2 provides authority for California State University Police to enforce all laws at Humboldt State University.
  - vii. California Education Code 89701 and 89701.5 provides statutory authority for California State University parking fees and their use.
  - viii. California State University Coded Memorandum BF95-09 transferred parking programs to the campuses of the California State University.

### ARTICLE 2. ADMINISTRATION

#### 2200. Purpose of Regulations

- a. As part of the California State University (CSU) system, Humboldt State University operates a Parking & Commuter Services program in compliance with applicable codes, regulations, and laws. The University's Parking Code of Rules and Regulations, contained herein, provide for the administration of the program. Per California Education Code 89031, it is a misdemeanor to violate or attempt to violate these rules and regulations.
- b. The University President delegated authority for enforcement activities associated with the Parking & Commuter Services program to the University Police Department and responsibility for administration of the Parking & Commuter Services program including operations, maintenance, construction, and planning of parking facilities to Facilities Management.

Working in collaboration, these departments provide for the efficient and effective provision of parking and commuter services programs and facilities to the campus community.

2201. Authority of Lead Administrator
- a. The lead administrator responsible for the Parking & Commuter Services program, at his or her discretion, may enact special conditions or regulations pertaining to driving, stopping, parking or leaving standing any vehicle, whether attended or unattended, upon the driveways, paths, parking facilities or grounds of Humboldt State University.
2202. Requirements for Enforcement
- a. Enforcement is authorized per the California Vehicle Code and the University's Parking Code of Rules & Regulations.
  - b. Special conditions as enacted under Section 2201 of this Code requires Parking & Commuter Services program to erect or place appropriate signs providing at minimum 48 hours advance notice of any such special conditions or regulations that are imposed under Section 21113 of the California Vehicle Code. Additionally, the Parking & Commuter Services program shall prepare and keep available at its principle administrative office a written statement of all those special conditions and regulations for examination by all interested persons.
2203. Notice & Responsibility
- a. Those granted permission to drive, stop, park or leave standing any vehicle, whether attended or unattended, upon the driveways, paths, parking facilities or grounds of Humboldt State University are expected to have knowledge of and shall abide by the California Vehicle Code as well as any condition or regulation which may be imposed by Humboldt State University.
  - b. All vehicles entering and/or parking on the Humboldt State University campus must be licensed, registered and insured in accordance with applicable state laws. Vehicle operators may be required to provide proof of insurance.
  - c. Humboldt State University is not responsible for vehicle damage or items stolen from vehicles. It is the responsibility of the owner/driver of all vehicles to ensure that all vehicles and their contents are secure.
2204. Savings Clause
- a. Should any of these conditions and regulations be for any reason held invalid, the invalidity thereof shall in no way affect any other conditions or regulations contained herein. Any such invalid conditions and regulations shall be wholly disregarded.
2205. Records & Public Inspection
- a. All current provisions of the Humboldt State University Parking Code of Rules & Regulations shall be maintained for public inspection at all times at

the primary administrative offices of the Parking & Commuter Services program.

### ARTICLE 3. DEFINITIONS

#### 2300. Definitions

- a. Campus is defined as all property owned, leased, and/or controlled by Humboldt State University which is, or may hereafter be dedicated mainly to the primary educational, student life or administrative programs and business of the University.
- b. Employees are defined as all management personnel, faculty, and staff, regardless of type of appointment, employed by the University, its' auxiliary organizations or its' tenant organizations. Only those persons so defined shall be entitled to Faculty/Staff parking permits. An employee is allowed to procure only one Faculty/Staff permit.
  - i. Student assistants, research assistants and graduate assistants are not considered employees as they are primarily on campus for purposes related to obtaining their educational goal.
- c. Students are defined as any person registered at the University and who carries one or more semester units of instruction and is primarily on campus to pursue their educational goals. Students are allowed to procure only one General parking permit or one Motorcycle permit.
  - i. Individuals employed by the University who qualify for a Faculty/Staff permit under Article 3, Section 2300.b of this code are not entitled to a General parking permit.
- d. Residents are defined as any person who has a valid contract with Housing & Dining Services to live in any residence operated by Housing & Dining Services. Only those persons so defined are allowed to procure only one Resident parking permit or one Motorcycle permit.
- e. Visitors are defined as persons not qualifying under Article 3, Sections 2300b, 2300c and 2300d, who only visit the campus on an occasional basis. Visitors are allowed to procure Daily permits.
- f. Sponsored Visitors are defined as persons not qualifying under Article 3, Sections 2300b, 2300c and 2300d that are invited to the University whose parking fee has been paid in advance by the Department that invited them to campus. Sponsored Visitors are provided a specialized permit allowing parking privileges only as stated by the endorsements made thereon.
- g. Guests are defined as persons not qualifying under Article 3, Sections 2300b, 2300c and 2300d who are invited to the campus and whose parking fees have been waived by authorized administrators. Guests are provided a specialized permit allowing parking privileges only as stated by the endorsements made thereon.
- h. State Business Visitors are persons not qualifying under Article 3, Sections 2300b, 2300c, 2300d, 2300f, and 2300.g who are visiting the campus for the purpose of transacting state business with the campus. State Business

Visitors are provided a specialized permit allowing parking privileges only as stated by the endorsements made thereon.

- i. Service Vehicle is defined as any vehicle owned and operated by the University or its' auxiliary organizations and any vehicle operated by any firm actively engaged in the maintenance or repair of any equipment or facility located on University property. Such vehicles are afforded a specialized permit, unless said vehicle is identified by University seal/logo, which allow parking privileges at designated Service Vehicle parking areas.
- j. Parking Permit is defined as any decal, card or other device sold, issued or authorized to any person by the University granting permission to park a vehicle on campus.

## 2301. Parking Locations & Restrictions

### a. Parking Lots & Stalls

- i. Faculty/Staff ("F/S") Lots or Faculty/Staff Stalls: The parking of vehicles in any faculty/staff parking facility or stalls, so posted and identified, shall be open to those persons described in Article 3, Sections 2300b, provided valid parking permits are properly displayed. Others individuals, as defined in Article 3, Sections 2300f, 2300g, and 2300h, are allowed parking privileges provided the parking permit displayed specifically allows parking in an "F/S" lot or stall.
- ii. Resident ("R") Lots: The parking of vehicles in any resident parking facility, so posted and identified, shall be open to those persons described in Article 3, Section 2300d, provided valid parking permits are properly displayed. Others individuals, as defined in Article 3, Sections 2300f, 2300g, and 2300h, are allowed parking privileges provided the parking permit displayed specifically allows parking in an "R" lot or stall.
- iii. General ("G") Lots: The parking of vehicles in any general parking facility, so posted and identified, shall be open to those persons described in Article 3. Sections 2300b, 2300c, 2300d, 2300e, 2300f, 2300g, and 2300h provided valid parking permits are properly displayed. Others individuals, as defined in Article 3, Sections 2300f, 2300g, and 2300h, are allowed parking privileges provided the parking permit displayed specifically allows parking in an "G" lot or stall.
- iv. Metered Stalls: Stalls are located in various locations throughout the campus and provide for payment of fees associated with time allowed to park in said space. Parking permits are not valid in metered stalls. Payment of the metered rate is required of all vehicles utilizing these spaces.
- v. Street Parking within the Campus Boundaries: The parking of vehicles along streets within the campus boundaries, so posted and identified, shall be open to those persons described in Article 3, Sections 2300b, 2300c, 2300d, 2300e, 2300f, 2300g, and 2300h, provided that valid parking permits are properly displayed.

b. Special Parking Zones

- i. Service Vehicle Stalls: The parking of vehicles in service vehicle stalls, so posted and identified, shall be open to those described in Article 3, Section 2300i provided vehicles are marked as clearly owned by the University and/or that valid special parking permits are properly displayed. Stalls designated for service vehicles shall be marked with black and white paint at the curb with "Service Vehicles Only" painted on the top surface of the curb. Signs giving notice of this restriction may be erected in addition to or in lieu of the painted curb.
- ii. Reserved Stalls: The parking of vehicles in any reserved stall, so posted and identified shall be open to those persons described in Article 4, Section 2400 provided that valid parking permits are properly displayed. Stalls designated for service vehicles shall be marked with black and white paint at the curb with "Reserved" painted on the top surface of the curb. Signs giving notice of this restriction may be erected in addition to or in lieu of the painted curb.
- iii. Disabled Parking Stalls: Stalls specially marked and designated for the disabled are reserved for vehicles displaying disabled person license plates or identifying placards issued by the Department of Motor Vehicles and as specified in the California Vehicle Code, Section 22511.55, providing that valid parking permits are properly displayed. ADA stalls, so established, shall be marked pursuant to the California Vehicle Code, Sections 22511.7 and 22511.8.
- iv. Passenger Loading Stalls are specially marked and designated for the convenience of vehicles temporarily loading and unloading passengers. These stalls, so established, are marked with white paint at the curb. Signs giving notice of this restriction may be erected in addition to or in lieu of the painted curb. A permit is not required for passenger loading stalls. Vehicles may not be left unattended at any time while utilizing such stalls.
- v. Loading/Unloading Stalls: Stalls are specially marked and designated for loading and unloading for the convenience of persons wishing to load or unload articles too numerous or too bulky to reasonably be expected to be carried any great distance or for the temporary loading or unloading of persons other than the driver of the vehicle. These zones, so established, are marked with yellow paint. Vehicles are not allowed to remain in loading zones beyond the time allowed, so posted and identified on the top surface in contrasting colors. A permit is not required for loading/unloading stalls.

## ARTICLE 4. PARKING PERMITS

### 2400. Types of Parking Permits

- a. General Permits are available for purchase by those individuals defined in Article 3, Sections 2300b, 2300c, and 2300d. General permits allow for



parking at parking facilities as defined in Article 3, Sections 2301ai (as posted), 2301aiii, and 2301aiv.

- b. Resident Permits are available for purchase by those individuals defined in Article 3, Section 2300d. Resident permits allow for parking at parking facilities defined in Article 3, Section 2301aii.
- c. Faculty/Staff Permits are available for purchase by those individuals defined in Article 3, Section 2300b. Faculty/staff permits allow for parking at parking facilities defined in Article 3, Sections 2301ai, 2301aiii and 2301aiv.
- d. Reserved Permits are available for purchase by the President, Provost, and Vice Presidents and allow for parking at the reserved stall designated for such individual.
- e. Motorcycle Permits are available for purchase by those individuals defined in Article 3, Sections 2300b, 2300c, and 2300d. Motorcycle permits allow for parking at designated motorcycle parking areas located anywhere on campus. Motorcycle permits do not allow for parking in vehicle parking stalls not designated as motorcycle parking areas.
- f. Daily Permit are available for purchase by those individuals defined in Article 3, Sections 2300b, 2300c, 2300d and 2300e. Daily permits allow for parking at parking facilities as defined in Article 3, Sections 2301ai (as posted), 2301aiii, and 2301aiv.
- g. Metered Stalls are available throughout the campus. These spaces are for individual use. Parking permits are not honored in metered spaces. Payment of the metered rate is required of all vehicles utilizing these spaces except for those displaying who possess a distinguishing license plates issued to persons with disabilities (California Vehicle Code 22511).
- h. Special Permits: The lead administrator responsible for the Parking & Commuter Services program may, at his or her discretion, authorize issuance of special parking permits for circumstances not specifically covered by this Code. These permits shall be valid only as stated by the endorsements made thereon.

#### 2401. Purchase of Permits

- a. Parking permits are available for purchase via a variety of different methods.
  - i. Daily permits are available for purchase at the Parking & Commuter Services Kiosk in Lot G11. Daily permits are also available for purchase via parking permit dispensers located in various lots on campus.
  - ii. Semester or yearly permits are available for purchase online or at the Cashier's Office located within the Student Business Services Building.
  - iii. Annual permits are available for purchase by qualified employees, as defined in Article 3, Section 2300b, of the University via a payroll deduct program.
  - iv. Parking at metered stalls is allowed via direct pay at the meter.
- b. It shall be the responsibility of the purchaser to obtain the proper permit.

2402. Validity of Permits
- a. Purchased permits are valid until the expiration date or during the term(s) printed thereon, or such time payroll deduction ceases.
  - b. The University assumes no responsibility for removing expired parking permits from vehicles. The University may require vehicle owners to remove expired permits before it will issue new or replacement permits.
2403. Space Availability
- a. A parking permit does not certify existence of a parking space in any given area at any given time. The responsibility of locating a legal parking space rests with the permit holder. Lack of space at any given time is not considered a valid excuse for violation of this code.
2404. Revocation, Denial or Termination of Parking Privilege
- a. Permission to park on the University's campus may be denied or revoked at any time.
  - b. The University may terminate any parking permit by notification, in writing, of termination at least seven (7) days prior to the effective date.
  - c. Parking privileges for employees, as defined in Article 3, Section 2300b and who have a valid parking permit, automatically expire on the last date of employment with the University or its associated auxiliary organizations. Under such conditions, employees are required to return their permit to Human Resources as part of the checkout process.
2405. Notice of Change of License Plate or Vehicle
- a. Holders of permits shall register all vehicles and corresponding license plates upon which they intend to utilize said permit.
  - b. The holder of any parking permit shall notify the Parking & Commuter Services program within one week of issuance of new license plates for any vehicle on which the permit may be used.
  - c. The holder of any parking permit shall notify the Parking & Commuter Services program within one week of any change in vehicle on which the permit is desired to be used by holder.
2406. Replacement of Lost, Stolen or Damaged Permits
- a. Replacement of a lost or stolen permit may be granted upon reporting the loss to the Parking & Commuter Services program and following review and approval by the lead administrator or designee of the Parking & Commuter Services program.
  - b. If a permit is damaged, the permit holder must present recognizable pieces of the original permit to the Parking & Commuter Services program and pay a permit replacement fee in order to qualify for exchange for a new permit.

2407. Refunds
- a. Refunds for unused portions of parking fees are made by an application filed with the Parking & Commuter Services program in accordance with the provisions of Section 41803 of Title 5 of the California Code of Regulations.
  - b. Refunds are not provided for daily permit fees.
2408. Parking Permit & Administrative Fees
- a. Fees are as published by the Parking & Commuter Services program.
  - b. Parking permit fees are subject to change by the President, upon review and recommendation from the Student Fee Advisory Committee.
  - c. Administrative fees are as set by the California Vehicle Code, California State University system or lead administrator for the Parking & Commuter Services program.

## ARTICLE 5. PARKING REGULATIONS

2500. Parking Permits Required
- a. Valid parking permits are required on the campus Mondays thru Thursdays from 7:00 a.m. to 10:00 p.m. and Fridays from 7:00 a.m. to 5:00 p.m. Unless specifically exempted as described in these regulations, parking fees are required of all persons.
  - b. Any person who parks a privately owned vehicle on the campus must possess a valid permit except when parked at a metered stall.
  - c. The following vehicles are considered as exceptions and do not require a valid permit:
    - i. Vehicles parked at parking meters, passenger loading zones, loading/unloading zones or outside of those times parking is enforced as stated in Section 2500.a.
    - ii. Vehicles displaying government seals or license plates.
    - iii. Vehicles displaying the seal or logo of Humboldt State University.
2501. Display of Permits
- a. The valid permit must be properly displayed on the vehicle in an authorized manner as described below:
    - i. Affixing or placing the permit to the inside bottom-left corner of the front windshield (driver's side) ensuring the vehicle identification number is not obstructed.
    - ii. Affixing the permit to a permit holder and displaying it from the rearview mirror with the permit facing the front of the vehicle.
    - iii. For motorcycles, permits must either be permanently affixed to the right side of the front fender or fork or affixed to a lock that is attached to the right side of the front fender or fork.
  - b. Permits may be transferred between vehicles registered to the same owner provided the vehicle and license plate is registered for use with the permit.

- c. Vehicles displaying permits in any other manner are subject to citation for improper display of permit.
- d. Expired permits are to be removed at the time of expiration.
- e. No person shall display a permit which has been reported lost or stolen.

2502. Issuance & Use of Permits

a. Issuance & Use of Parking Permits

- i. Parking permits shall only be obtained from or issued by the University and are valid for use within those areas designated by the permit and defined in section 2301 of these regulations.
- ii. No person who has been issued a personalized permit solely for their use shall sell, give, lend or allow any other person to use such permit to obtain parking privileges.
  - 1. Exception: The lead administrator for the Parking & Commuter Services program may authorize use of reserved parking stalls on campus to users other than those named as authorized to utilize said reserved stall upon request of the named reserve stall permitted user.
- iii. No person who is not the legitimate holder of a personalized permit, as specified in Article 5, Section 2500c.ii, shall fraudulently or otherwise use or display for use such permit in order to obtain parking privileges unless such permit is a special permit authorized for use by the lead administrator for the Parking & Commuter Services program.

b. Misuse of Parking permits

- iv. Permits, decals or any other device issued, sold or granted to any person as permission to park any vehicle on campus are and shall remain the property of the University.
- v. No person shall have in his/her possession, use or display any counterfeit or altered parking permit, or have in his/her possession, use or display for use as a valid permit, any parking permit not specifically authorized by the University.

2503. California Vehicle Code

- a. All applicable provisions of the California Vehicle Code pertaining to the parking of vehicles shall apply anywhere on the campus. Regulations contained herein are primarily promulgated by the authority of Section 21113(a) of the California Vehicle Code. These regulations and all other provisions of the California Vehicle Code pertaining to the parking of vehicles will be enforced.
- b. The provisions of these regulations prohibiting the stopping, standing or parking of a vehicle shall apply except when it is necessary to stop a vehicle to avoid conflict with other traffic or in compliance with direction of Parking & Commuter Services enforcement staff or University Police Department police officers.

2504. Color Markings Use
- a. GREEN shall mean no parking for longer than the time limit posted. Parking permits are not required in these areas.
  - b. BLUE/WHITE shall indicate parking is restricted to the use of disabled persons who possess disabled license plates or a disabled parking placard issues to them by the Department of Motor Vehicles and who also display a valid parking permit.
  - c. RED shall mean no person shall stop, park or leave standing any vehicle at any time except as permitted by the California Vehicle Code and except that a bus may stop in a red zone.
  - d. YELLOW shall mean no person shall stop, park or leave standing any vehicle at any time for any purpose other than the active loading or unloading of freight, materials, mail or passengers for a period not to exceed the time limit posted. In the absence of yellow markings, signs will be posted to clearly indicate the area is restricted to loading/unloading only. Parking permits are not required in these areas.
  - e. BLACK/WHITE shall mean no person shall stop, park, or leave standing any vehicle at any time except should said vehicle be a designated campus-owned service vehicle or other vehicle displaying a service vehicle permit. In the absence of black/white markings, signs will be posted to clearly indicate the area is restricted to service vehicles only.
  - f. BLACK/WHITE with "RESERVED" wording on pavement within the stall shall mean no person shall stop, park, or leave standing any vehicle at any time except should said vehicle be authorized by special permit to park in said stall.
  - g. WHITE shall mean no person shall stop, parking or leave standing any vehicle at any time for any purpose other than the active loading or unloading of passengers. In the absence of white markings, signs will be posted to clearly indicate the area is restricted to passenger loading/unloading only. Parking permits are not required in these areas.
2505. License Plate & Vehicle Identification Code
- a. All vehicles parking on campus must have a license plate and a vehicle identification number (VIN) correctly displayed.
2506. Parking within Marked Spaces
- a. All vehicles must park within the lines of one marked parking space and must park facing into the parking space. In areas designated for parking wherein spaces are not marked, vehicles must be parked in a manner to maximize space without creating a hazard or hardship for others to move or access their vehicles, or to block entrances and exits of parking areas.
  - b. Stalls are intended for occupancy by a single vehicle. In the event that two or more vehicles are parked in violation of this Section, and, provided it can be determined which vehicle originally occupied such space, citations will be issued to other occupants of said stall.

2507. Obstruction of Passageways & Roadways
- a. It shall be unlawful to fail to obey any sign erected or posted to designate a “No Parking” area or to willfully fail or refuse to comply with any lawful order, signal or direction of any officer of the University Police Department and Parking & Commuter Services program.
  - b. No person shall drive any vehicle or animal, nor shall any person stop, park, or leave standing any vehicle or animal, whether attended or unattended, upon the campus in any location which will impede, block, interrupt or alter the normal flow of traffic or obstruct a roadway, passageway or doorway of a building, except by special permit issued by the Parking & Commuter Services program.
2508. Fire Lanes
- a. No person shall stop, park or leave standing any vehicle at any time except as permitted by the California Vehicle Code at designated fire lanes.
  - b. Fire lanes are designated per the California Vehicle Code, section 22500.1 as follows: 1) by a sign posted immediately adjacent to and visible from the designated place, 2) by outlining or painting in red with the words “FIRE LANE” stenciled in white, or 3) by a red curb or red paint on the edge of the roadway with the words “FIRE LANE” stenciled in white.
2509. Motorcycles or Mopeds
- a. Parking is allowed for two-wheeled and three-wheeled motor vehicles in identified motorcycle parking zones only provided said vehicles display a valid permit.
  - b. Zones are designated by white striping with the wording “MOTORCYCLES ONLY” stenciled in white or posted by sign with the wording “MOTORCYCLES ONLY”.
  - c. Two and three-wheeled motor vehicles are only permitted to circulate within the campus on paved motor vehicle roadways and are not allowed in quads or on sidewalks or pathways.
  - d. Two, three and four-wheeled motor vehicles are not allowed to hill-climb or trail-ride on University property unless an exception is approved by the Chief of Police and/or lead administrator of Facilities Management.
2510. Temporary Areas Designated for Special Use
- a. No parking is allowed at any time at any temporarily erected road barrier, fence, post, or gate closing off any parking area, access roadway or other area of the campus.
  - b. Areas that are temporarily indicated and marked for special use shall be designated by erection of signs. Such signage shall be erected or placed in a manner appropriate to provide a minimum of 48 hours advance notification of any such special conditions or regulations. These areas will be enforced according to the conditions indicated on the signs.

2511. Keys in Vehicles
- a. No person shall leave any parked vehicle unattended and unlocked with the keys in the ignition.
2512. Metered Stalls
- a. No person, other than as noted under Article 4, Section 2400.g, shall park any vehicle in any metered stall without immediately depositing in the meter regulating said space such lawful coin or coins of the United States or other form of payment as allowed unless the meter indicates that, at the time such vehicle is parked, an unexpired portion remains.
  - b. Vehicles must park entirely within one stall or, if length of vehicle exceeds one stall, payment for additional metered stalls which accommodate the total length of the vehicle is required.
  - c. Parking permits are not honored in metered stalls.
  - d. No vehicle, other than as noted under Article 4, Section 2400.g, shall park in a metered stall at any time the meter indicates a "No Parking" symbol or is out of order.
2513. Abandoned or Intentionally Disabled Vehicle Abatement
- a. No person shall abandon, wreck, dismantle, or render inoperable any vehicle nor shall any vehicle be repaired upon the campus except in those areas specifically designed for that purpose. Any vehicle found in such condition for a period of 72 hours or more shall be considered a public nuisance and may be summarily abated at the owner's expense.
  - b. Any officer of the University Police Department and Parking & Commuter Services program may initiate removal of any vehicle from the campus when permission to drive or park on campus has been denied or revoked pursuant to Section 21113 of the California Vehicle Code and Section 42200 of Title 5 of the California Code of Regulations or where removal is provided for under Sections 22651- 22659 of the California Vehicle Code or other sections of this Code or the California Vehicle Code.
2514. Storage, Repair & Inoperative Vehicles
- a. No storage of vehicles, other than those identified for state use, is permitted on campus.
  - b. No repair of private vehicles shall take place on campus with the exception of jump starting a dead battery or fixing a flat tire.
  - c. Any parking permit issued pursuant to campus regulations shall cease to be valid when the vehicle displaying the permit is determine to be inoperative by the University Police Department or Parking & Commuter Services program. The following standard of inoperability shall be applied in any such determination:
    - i. A motor vehicle is inoperative if it cannot be moved under its own motor power and remains stationary in excess of three consecutive days. When the University Police Department or Parking & Commuter Services program determines a vehicle to be inoperative,

the vehicle shall be deemed parked without a valid permit and shall be issued a citation on the same basis as any vehicle not bearing a permit. If, in the judgment of the lead administrator of the Parking & Commuter Services program, a vehicle is restored to an operative condition, the permit may be reinstated.

2515. Use of Motor Vehicles for Living or Overnight Sleeping
- a. No person shall use any motor vehicle in any area on the campus as a living space or overnight sleeping. It is prohibited to dump body waste on campus grounds.
2516. Emergency Vehicles Utilized for Official Emergency Purposes
- a. With the exception of those regulations outlined in the California Vehicle Code, emergency vehicles are exempt from this Code of Rules & Regulations. For the purpose of these regulations, an emergency vehicle is defined as any privately or publicly owned two-wheeled, three-wheeled or full-sized vehicle used in response to emergency calls for fire or law enforcement or for the immediate preservation of life or property.

## ARTICLE 6. ENFORCEMENT & PENALTIES

2600. Violation of Parking Regulations
- a. Vehicles found to be parked in violation of this Code of Rules & Regulations or parked in violation of any section or sections of the California Vehicle Code will be issued a citation by a representative of the Parking & Commuter Services program or University Police Department.
  - b. Pay parking, which includes permit and meter zones, is enforced Monday through Thursday, 7:00 a.m.- 10:00 p.m. and Friday, 7:00 a.m.- 5:00 p.m., including all non-instructional days where there are no classes and the campus is open (i.e., spring break, between semesters., etc.,).
  - c. Pay parking is not enforced on those days where the campus is closed (i.e., Thanksgiving week, etc.,).
2601. Removal of Unattended Vehicles
- a. Any vehicle left standing on any highway, roadway, or other property of the campus in violation of posted provisions or under any circumstances permitting removal as described in the California Vehicle Code including but not limited to subsections 22651, 22652, 22653, 22654.55 and 22659 may be removed and stored at the vehicle owner's expense.
2602. Improper Use & Possession of Permit
- a. Any vehicle displaying a lost, stolen, forged or fictitious parking permit or a permit obtained by means not permitted under these regulations will be issued a citation. It is a violation to use a permit previously reported lost or



stolen. All found permits should be returned to the Parking & Commuter Services program.

- b. Any officer of the University Police Department and Parking & Commuter Services program may initiate recovery of lost, stolen, forged or fictitious parking permit by entering vehicles in which said permits are displayed and which are located within the campus boundary.

2603. Tow Away of Stored & Impounded Vehicles

- a. Vehicles stored or impounded will be towed away at the vehicle owner's expense or, if deemed appropriate by the Parking & Commuter Services program lead administrator, may be immobilized by wheel lock. Any immobilized vehicle may be removed and/or towed away from the campus at the vehicle owner's expense at any time following the original impound, if for any reason the removal is requested by the Parking & Commuter Services program lead administrator. To legally reclaim an impounded vehicle, said owner shall furnish to the impounding agency evidence of his or her identity and an address with this state at which he or she can be located and satisfactory evidence that fines associated with all citations issued for the vehicle have been remitted to the issuing agency.

2604. Impound by Wheel Lock

- a. As authorized per California Vehicle Code sections 22651(i) and 22651.7, any vehicle, other than a rented vehicle, found upon a highway or public lands and is known to have been issued five or more citations issued over a period of five or more days, to which the owner or person in control of the vehicle has not responded to the agency responsible for processing citations, the vehicle may be impounded by immobilization (wheel lock) or towing until that person furnishes to the impounding agency evidence of his or her identity and an address with this state at which he or she can be located and satisfactory evidence that fines associated with all citations issued for the vehicle and the applicable administrative fees, if any, have been remitted to the issuing agency.

2605. Non-Registered Vehicle

- a. Any vehicle parked that displays either no evidence of registration, except as provided by California Vehicle Code section 5204, or vehicles that display registration which is expired more than six months are subject to inspection, citation and/or impoundment per California Vehicle Code sections 22651(j) and 22651(o)(1)(a).

2606. Towing/Cancellation

- a. When any vehicle is in the process of being towed from the campus using an applicable towing authority section of the California Vehicle Code and the driver of the vehicle arrives on scene, a citation will be issued and the tow away may be cancelled at the discretion of the officer requesting such. If the towing company has made physical contact with the vehicle, arrangement for towing fees are subject to agreement between the driver of the vehicle in

question and the towing service. If the vehicle is being towed for a violation of California Vehicle Code Section 22651(i), five or more delinquent citations, tow away will not be canceled unless the driver has immediate means by which they can pay all applicable outstanding parking citations and applicable administrative fees, if any, to the Parking & Commuter Services program.

2607. Additional Citations

- a. Additional citations may be issued daily for any other violations of this code.
- b. Any vehicle which has been parked in violation of this Code, and subsequently moved to another location and being in violation in this subsequent location within the same calendar day shall be subject to an additional citation as a new and separate violation of the provisions of this Code.
- c. Whenever any vehicle is found to be illegally parked in violation of this Code, and the owner, driver or person in control of such vehicle who is capable of moving such vehicle fails to comply with the lawful order of any person charged with enforcement of parking regulations of this Code, or who willfully ignores any written notice, such noncompliance will be deemed a new and separate violation of the provisions of this Code and such vehicle will be subject to additional citation and/or tow away and storage at the owner's expense.

2608. Fine Schedule

- a. Any violation of regulations described herein and within the Humboldt State University Code of Rules and Regulations governing the standing or parking of a vehicle or animal upon the driveways, paths, parking facilities or grounds under the University's control is subject to a civil penalty. The enforcement of civil penalties shall be governed by Section 40200 of the California Vehicle Code.
- b. The schedule of penalties for parking violations including late payment and excessive citation penalties shall be established by the University President or designee pursuant to Section 40203.5(a) of the California Vehicle Code. Excessive citation penalties shall be assessed for any vehicle receiving eight or more citations in a fiscal year.
- c. A schedule of fines is reviewed annually and available through the Parking & Commuter Services program.

## ARTICLE 7. PARKING CITATION ADJUDICATION

2700. Adjudication Authority

- a. Administrative procedures by which citations are issued and processed for adjudication under these regulations are outlined in the California Vehicle Code, Section 40200 thru 40230.

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2701. Payment of Fines
- a. Individuals receiving a parking citation must pay a parking citation penalty within twenty-one (21) calendar days of the date of citation issuance so as to not accrue delinquent payment service fees as specified in the California Vehicle Code, Section 40220.
  - b. Failure to remit payment within twenty-one (21) calendar days of the citation issue date will result in accrual of delinquent payment service fees.
  - c. Payment shall be to the agency noted and in the amount listed on the citation.
2702. Appeal of Citation
- a. Individuals who have received a parking citation have the right to appeal the citation under a three-step process as outlined by the California Vehicle Code, Section 40215.
  - b. Citation appeal forms are available from the Parking & Commuter Services program.
2703. Citation Dismissal Considerations
- a. As specified in California Vehicle Code, Section 40202(f), under no circumstances shall a personal relationship with any officer, public official, or law enforcement agency be grounds for cancellation.
  - b. Circumstances that may provide reason for cancellation of a citation generally includes the following:
    - i. Administrative error (i.e., citation not correctly completed).
    - ii. Violation did not occur.
    - iii. Registered owner/agent is not responsible.
    - iv. Extenuating circumstances in the interest of justice.