

# ADMINISTRATIVE REGULATION 6750

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS AND FISCAL AFFAIRS

## TRAFFIC AND PARKING REGULATIONS

These regulations are intended to promote the safe and orderly movement of traffic on all District and college property for vehicles and bicycles. All applicable provisions of the California Vehicle Code (CVC) are expressly applicable to the traffic upon the roadways, driveways, paths, parking facilities, and grounds of the District and colleges.

Permits are required for motor vehicles, unless exempted in Section V. below. Parking of motor vehicles and bicycles is limited to specially designated areas. Vehicles or bicycles parked or left standing in violation of the provisions of this regulation are subject to fines, towing, or impoundment. The District provides parking facilities for vehicles for the sole purpose of conducting college business.

**Driving and/or parking on District property shall be at the sole discretion and risk of the driver. The District assumes no liability and will not compensate for any damages or losses of any sort to any vehicle/bicycle/motor scooter, etc. or any of their contents.**

All persons operating, driving, parking, or leaving a vehicle unattended on District property are required to adhere to these provisions. All persons who enter on District and/or college property are charged with knowledge of the provisions of this regulation and are subject to the penalties for violations of such provisions.

### I. DEFINITIONS

Every word or phrase relating to traffic and parking used in this regulation shall have the same meaning as defined in Division 1 of the California Vehicle Code, unless otherwise defined in this regulation.

- A. **District** – South Orange County Community College District
- B. **Board** – South Orange County Community College District Board of Trustees
- C. **IVCPD** – Irvine Valley College Police Department
- D. **SCPD** – Saddleback College Police Department
- E. **ATEP** – Advanced Technology and Education Park
- F. **Authorized Service Vehicle** – Any of the following:
  - 1. A District owned, leased, or operated vehicle when operated in an authorized manner.
  - 2. An authorized emergency vehicle as defined by the California Vehicle Code 39.

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- 3. A state, county, city, or local government vehicle registered with a California Exempt 40 License Plate.
- 4. A vehicle owned, leased, or operated by a state or local educational institution to conduct authorized official business with or for the District.

G. **ALPR** – Automated license plate recognition program.

H. **ALPR Authority** – The Chiefs of Police or designees.

I. **ALPR Information** – Information or data collected through the use of an ALPR system. ALPR information is defined as personal information.

J. **ALPR System** – A searchable computerized database resulting from the operation of one or more mobile or fixed cameras combined with computer algorithms to read and convert images of registration plates and the characters they contain into computer-readable data.

K. **Vehicle Code or CVC-** Vehicle Code shall mean the Vehicle Code of the State of California.

II. ENFORCEMENT

The IVCPD and SCPD are authorized to issue traffic and parking citations and to utilize an ALPR program and a required ALPR system within the boundaries of District properties pursuant to:

- A. Traffic and parking regulations established by these regulations.
- B. California Vehicle Code, California Civil Code, California Education Code, and California Penal Code.
- C. Applicable codified Ordinances of the County of Orange and the City of Tustin, City of Irvine Municipal Codes, and Mission Viejo Municipal Codes.

It shall be an infraction for any person to do any act forbidden or fail to perform any act required in these articles (Education Code Sections 67301, 76360, Calif. Vehicle Code, Sections 21113, 42001, 40000.1, and Calif. Penal Code Section 118).

The ultimate goal of enforcement is to gain voluntary compliance with this regulation, through fair, equitable, and consistent enforcement of the regulation itself. IVCPD and SCPD staff charged with enforcing this regulation are encouraged to gain compliance through verbal and written warnings, citations, and other tools available to encourage students, employees, and visitors to comply with these regulations.

III. GENERAL TRAFFIC REGULATIONS (WITH THE EXCEPTION OF AUTHORIZED VEHICLES)

- A. No person shall drive or ride a motor-driven scooter, motorcycle, or electric bicycle (“e-bike”) on any campus sidewalk or other pedestrian pathway, landscaped area, or any concrete surface not open to motor vehicles.

- B. No person shall ride a skateboard, roller skates, roller blades, self-propelled scooter, Segway, hoverboard, or similar devices on District property.
- C. No person shall ride or walk a horse within the confines of the campus without the written approval of the college president, with the exception of a miniature horse service animal.
- D. No person shall operate a motor vehicle on any sidewalk, unpaved pathway, field or any lawn or landscaped area except emergency or maintenance vehicles, or approved vendors.
- E. No person shall drive a motor vehicle into campus parking areas except by using roadways and drive lanes, and all vehicles must travel only in the direction indicated by traffic signs or markings.
- F. No person shall park any vehicle of any kind containing merchandise or food offered for sale on campus without the prior written approval of the Chancellor, college president or designee.
- G. No person shall sleep in, or remain overnight in, any vehicle parked on campus without the prior written approval of the Chancellor, college president or designee.
- H. No person shall walk on a campus road which is paralleled by a sidewalk except when crossing the street in a marked pedestrian crosswalk. Where there is no sidewalk, pedestrians shall walk on the side of the road, in single file, and facing oncoming traffic.

IV. SPEED REGULATIONS

Unless otherwise posted, no person shall operate a motor vehicle or bicycle within the confines of any District facility at a speed greater than 15 miles per hour or as posted, except for emergency vehicles.

V. PARKING REGULATIONS

- A. Painted curbs are an indication of restricted parking. The color denotes the type of parking allowed as indicated below:
  - 1. Red Zone (No Parking Area/Tow Away Zone) – no parking or stopping anytime whether the vehicle is attended or not.
  - 2. Yellow Zone (Loading/Unloading Only) – loading and unloading of vehicles and the parking of service vehicles.
  - 3. Green Zone – parking time is limited to the designated time, which is indicated by signs or other markings.
  - 4. Blue Zone – disabled persons parking area by permit only.
- B. No person shall park in an area posted or marked as disabled parking unless a valid disabled persons placard, or distinguishing license plate is displayed on or in the vehicle for such parking in conjunction with a valid college parking permit.

- C. No person shall park in an area posted or marked as parking by student permit only unless a valid parking permit is displayed on or in the vehicle.
- D. No person shall park in an area posted or marked as staff parking unless a valid parking permit authorized for staff or guest parking is displayed on or in the vehicle.
- E. No person shall park in an area posted or marked as reserved parking, except by special permit.
- F. No student, faculty, or staff member shall park in an area posted or marked as visitor parking only.
- G. No person shall stop, park, or leave standing any vehicle in any area posted or marked as no parking, regardless of whether or not the vehicle is attended.
- H. No person shall stop, park, or leave standing any vehicle in any area where the curb is painted red, regardless of whether or not the vehicle is attended.
- I. When signs or markings that restrict, prohibit, or limit parking are erected on any street, road, or area; no person shall park or leave standing any vehicle upon such a street, road, or area.
- J. No person shall park or leave standing a vehicle on the interior of any campus or on any sidewalk, pathway, landscaped area, or field that is not designed for parking except by special permit.
- K. No person shall park or leave standing on any campus a vehicle that blocks any traffic lane, roadway, parking lot, or vehicle.
- L. Motorcycles and bicycles must be parked in designated areas.
- M. All vehicles shall be parked clearly within a designated parking stall.
- N. All vehicles shall be parked heading into a parking stall, with the exception of electric vehicles with rear-mounted charging ports while actively charging.
- O. Meter payment is required for parking in metered spaces during the hours posted on the meters. With the exception of VIP staff permits, parking permits do not authorize parking in metered spaces.
- P. No vehicle shall be left parked on campus after 11 p.m. or before 6 a.m., except by special permit.
- Q. No person shall park in a designated low emitting or fuel-efficient vehicle parking space unless the vehicle is an American Council for an Energy Efficient Economy (ACEEE) approved low emitting or fuel efficient vehicle.
- R. Only electric vehicles displaying a valid college parking permit and actively charging shall park in a designated Electric Vehicle Charging Station (EVCS) parking space. All other vehicles shall be subject to a citation.
- S. No person shall plug in an electric vehicle unless they are in a designated electric vehicle charging parking space.

- T. The District will charge the following additional usage fees to cover the costs for electricity and EVCS services to all users using the chargers that are owned and operated by the District:
  1. 35 cents per kilowatt hour at Irvine Valley College.
  2. 50 cents per kilowatt hour at Saddleback College.
  3. \$3.00 per hour once the vehicle has been fully charged with a 45-minute grace period.
  4. The fees shall be posted on the IVCPD and SCPD websites.
- U. Members of the public attending a Board meeting shall not be required to purchase or display a parking permit.

VI. ABANDONED VEHICLES/RECREATIONAL VEHICLES

- A. No person shall abandon or leave standing any vehicle on any campus for 72 or more consecutive hours. All such vehicles may be stored under authority of Section 21113A of the California Vehicle Code. Unless prior arrangements have been made with the IVCPD or SCPD, recreational vehicles are not allowed to park overnight, nor are persons allowed to sleep overnight in their vehicles while on District property.
- B. Any person who abandons a motor vehicle on any campus will be responsible for all towing and storage charges.

VII. PARKING PERMITS

- A. All parking permits will be issued under the authority of IVCPD or SCPD and may be in physical or electronic form.
- B. A valid parking permit, if physically issued, must be visibly displayed within the five inch square in the lower corner of the windshield nearest the driver in any vehicle parked on campus (metered spaces excepted) at all times, 24 hours a day, seven days a week.
- C. **Staff Parking Permits** for automobiles and motorcycles may be purchased from the IVCPD or SCPD by employees of the District, excluding student help and college work/study students. To park on campus, employees shall purchase Staff Parking Permits within established deadlines. These parking permits will allow parking in areas posted or marked as Staff Parking. These permits are not valid in metered areas.
- D. **Student Parking Permits** will allow parking in areas posted or marked as parking by permit only. These permits are not valid in visitor or metered areas. Student Parking Permits may be purchased during the student registration process online or from the IVCPD or SCPD. Students must be registered and enrolled in one or more classes to purchase a parking permit.
- E. **Motorcycle Parking Permits** will allow parking in areas posted or marked as motorcycle parking only. These permits are not valid in student, staff, visitor, or

metered areas. Motorcycle Parking Permits may be purchased from the IVCPD or SCPD. Students must be registered and enrolled in one or more classes to purchase a Motorcycle Parking Permit.

F. **Guest Parking Permits** that have been duly issued and authorized by the Chiefs of Police, or designees, will be acknowledged and parking will be permitted in the designated locations identified on the temporary parking permit form. These permits are not valid in metered areas and are valid only at the college or campus where the permit was issued.

G. **Special Event Parking**

1. Written requests shall be submitted to the Chief of Police, or designee, on a semester basis, or at a minimum of two weeks in advance, stating the lot to be reserved so that all concerned persons will know, well in advance, that the lot is to be used for a special event on a particular day or night.
2. The college president or designee shall be the final authority to determine and approve events that qualify for special event parking at their college.
3. The sponsoring organization will be responsible for reimbursing the Police Department for the cost of a police officer when traffic control related to a special event is required.

H. **Medical Parking Permits** - Persons who are not disabled, but have medical problems that would require special parking, may apply for a Medical Parking Permit at the Student Health Center. Applications or renewal of these permits shall be supported by a statement from a physician indicating probable time of the medical problem. Upon the approval of such an application by the Student Health Center, the IVCPD or SCPD will issue the Medical Parking Permit. This Medical Parking Permit allows parking in areas posted or marked as Staff Parking. Application for this permit must be made each semester and a new parking permit obtained by the first day of class each semester. These permits are not valid in visitor or metered areas.

I. **Parking Permits** - Every vehicle that occupies a space designated for an automobile, motorcycle, or motor scooter must register the vehicle’s license plate number and, if required, purchase a physical or electronic permit.

1. Valid Permit - A valid permit is:
  - a. An unexpired parking permit issued by the IVCPD or SCPD. The permit shall be displayed on the inside of the vehicle in the five inch square in the lower corner of the windshield nearest the driver, or on the left front fork on motorcycles and motor scooters.
  - b. A valid Temporary Permit issued by the IVCPD or SCPD and displayed in accordance with instructions on permit.
  - c. An unexpired Student Parking Permit being used by a current student enrolled in one or more classes to whom the permit is registered.

- d. An unexpired Staff Parking Permit being used by a current employee of the District to whom the permit is registered.
- e. A permit issued by the IVCPD or SCPD utilizing the ALPR program.

**J. Invalid Permit** - A permit is invalid when:

- 1. The time or date has expired.
- 2. The vehicle has not been registered with the ALPR program.
- 3. Any portion is not clearly and completely legible.
- 4. It is being misused or fraudulently used.
- 5. It is altered or forged.

**K. Permit Issuance** - There is a fee for parking permits. Permits will be sold and issued by the IVCPD or SCPD or an authorized vendor approved by the IVCPD or SCPD, upon proof of enrollment with the respective college or proof of employment with the District, and the collection of the appropriate fee. All parking permits are non-transferable from person to person and are only valid when used by the person to whom the permit is registered. Students are required to purchase their parking permits from the college designated as their college of record.

**L. Additional Permits**

- 1. Staff - Employees may register up to one (1) additional vehicle at no additional cost. Employees that register multiple vehicles shall, at no time, park more than one of those vehicles on campus.
- 2. Students - Students may purchase one (1) additional permit for a motorcycle as an alternate vehicle. An additional permit may not be purchased for an automobile if a motorcycle is the primary vehicle. Students who purchase an additional permit must sign a statement agreeing that at no time will the automobile and motorcycle be simultaneously parked on campus.

**M. Unregistered Alternate Vehicle** - Permit holders may obtain a free Temporary Permit for up to two weeks for an alternate vehicle that does not have a permit. After that time, a regular permit must be obtained for a fee.

**N. Physical Permit Replacement**

- 1. Replacement of permits due to damage may be accomplished by turning in the parking permit remnants, where applicable, to the IVCPD or SCPD. There may be an administrative replacement fee. A full fee will be charged for replacement without remnants.
- 2. Stolen permits may be replaced if the theft is reported to the IVCPD or SCPD.
- 3. A full re-registration fee is required for replacement of a lost permit.
- 4. False Report of Lost/Stolen Parking Decal or Daily Parking Permit. Any person who willfully states as true any material matter, which they know to be false, and

every person who testifies, declares, deposes, or certifies under penalty of perjury, is guilty of perjury (felony). It is a violation of this regulation to display a stolen, lost, counterfeit, or forged parking permit.

O. **Transfer of Electronic Permits Between Vehicles** – Permits issued through the ALPR program may be transferred between vehicles; however, only one vehicle per permit may be parked on District property at any period of time.

P. **Permit Fee Refunds** - Refunds on parking permits will be given:

1. When a class is canceled within 30 days due to insufficient enrollment and the student is not attending any other classes on campus during the semester, or if the student officially withdraws from all on-campus classes prior to the last day to drop the classes for refund eligibility, and the student Parking Decal is turned in to the IVCPD or SCPD. The permit must be received by the IVCPD or SCPD at the respective college from which the permit was purchased within the first four weeks of a regular term, or within the first two weeks of an eight-week term if the student only enrolled in an eight-week term within a regular term or summer session.
2. When a class is canceled within 30 days due to insufficient enrollment and the faculty member is not teaching any other class on campus during the semester and the Staff Parking Permit is turned in to the IVCPD or SCPD.

Q. **Volunteer Permits** – Volunteer Parking Permits that have been duly issued and authorized by the Chiefs of Police, or designees, may be issued to individuals volunteering services to Saddleback College, Irvine Valley College, or ATEP. Volunteer Parking Permits shall not be issued to individual volunteers who are employed by, engaged in business as a vendor, or enrolled as a student within the District. Volunteer Parking Permits are valid only at the campus for which the permit was issued. The valid dates of the permit shall only apply to the time period that the individual is active as a volunteer as approved by Human Resources, when required.

R. **Vendor Permits** – Vendor Parking Permits that have been duly issued and authorized by the Chiefs of Police, or designees, will be acknowledged and parking will be permitted in the designated locations identified on the parking permit. These permits are not valid in metered areas.

VIII. SCHEDULE OF PARKING FEES, FINES, AND FORFEITURE

A. The Board approves the cost of purchasing parking permits by District employees and students and the fees charged to park in metered areas.

1. The Board last approved the student parking fees on 5/19/2014.
2. The Board last approved the parking violations bail schedule for Citation fines on 02/27/2012 and used the standardized Orange County bail schedule for parking penalties.
3. The Board approved the Electric Vehicle Charging Station (EVCS) fees on 5/17/2021.

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- 4. At its discretion, the Board may take action to waive all or a portion of the established parking fees during extraordinary circumstances for a certain period of time.
- B. Any parking permit duly issued and authorized by the Chiefs of Police, or designees that is misused may result in the forfeiture of the parking permit without refund.
- C. Saddleback College and Irvine Valley College shall offer a parking citation payment plan for individuals with multiple unpaid parking citations.

**IX. AUTOMATED LICENSE PLATE RECOGNITION (ALPR) PROGRAM**

The District uses an ALPR program to support the management of parking and for law enforcement investigations. The ALPR Authority shall ensure that the collection, use, maintenance, sharing, and dissemination of ALPR information is consistent with federal, state, and local law.

- A. Authorized Uses – Operation of ALPR Systems and/or access to or use of ALPR information must only be for legitimate, official business purposes, such as:
  - 1. Parking Operations: For parking management, permit detection, occupancy counting, violation location, and rule enforcement. ALPR information is retained in both anonymized and raw forms for these business purposes.
  - 2. Campus Safety: For use in detecting a vehicle that enters a campus parking facility that is owned by or known to be used by an individual who has been issued an official campus stay-away order, court-ordered restraining order, or law enforcement bulletin; or poses a threat to one of more members of the campus community.
  - 3. Any other use must have prior written approval from the ALPR Authority. However, in no cases, shall ALPR be used for employee discipline unless it is a criminal offense.
- B. Authorized Positions – the ALPR Authority authorizes the following roles within the college police departments to operate ALPR systems and use ALPR information:
  - 1. Police Technical Services Specialist
  - 2. Police Services Specialist
  - 3. Public Safety Assistant
  - 4. Senior Public Safety Assistant
  - 5. Positions required for the continued operation of normal parking enforcement, event, and occupancy counting operations
  - 6. College police department sworn personnel and emergency dispatchers
  - 7. Any additional positions must be authorized by the ALPR Authority of the respective college

- C. ALPR Information Requirements – ALPR information is classified as need to know, right to know. The Chiefs of Police are responsible for ensuring systems and processes are in place for its proper collection, storage, and disposal.

Any suspected unauthorized acquisition of ALPR information that compromises its security, confidentiality, or integrity must be immediately reported to District and college IT departments.

1. Retention – ALPR information is to be retained for no longer than 60 days unless it is specifically necessary to do so in support of parking violation enforcement, citation appeal adjudication, scofflaw (habitual violator) enforcement, or law enforcement investigation. Storage duration limitations and data destruction will be facilitated via settings in the ALPR system and/or through the destruction of physical media, conformant with the District data security regulations.
2. Anonymization – Anonymization means to redact personal information. ALPR information will be anonymized for legitimate business needs. ALPR information that has been anonymized is not subject to the 60-day retention limit.
3. Record Keeping – A record of access to non-anonymized ALPR information must be kept, including who received access, the date and time of access, the purpose for the access, and the license plate number or other data element(s) used to query the ALPR system.
4. Sharing of Information – ALPR information may be shared with the District and law enforcement agencies and other public agencies following applicable law and at the discretion of the ALPR Authority, in support of legitimate business needs or uses that were previously approved by the ALPR Authority.
5. Prohibition on Sale – ALPR information will not be sold under any circumstances. The provision of data hosting or towing services shall not be considered the sale, sharing, or transferring of ALPR information.
6. Audit – The Chiefs of Police shall ensure that a periodic audit is conducted to review access rules, logs, configuration, and to confirm active individual accounts. Any anomalies found during the audit shall be immediately shared with the District’s Internal Auditor.

- D. Privacy – These regulations govern the ALPR system operated by the District and applies to its employees, customers, and camera and data hosting affiliates.

The images stored in the ALPR system are collected from areas visible to the public where there is no reasonable expectation of privacy.

This regulation shall be publicly published on each college’s enforcement website.

*References:*

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*California Vehicle Code Sections 4000.1, 4760, 21107.8, 21113, 26708(b)(3), 40215, 40220, and 42001*  
*California Penal Code Section 118*  
*California Education Code Sections 67301 and 76360*  
*California Civil Code Sections 1798.90.5 – 1798.90.55*  
*California Government Code Section 54961*

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