

# **LOS ANGELES VALLEY COLLEGE PARKING AND TRAFFIC REGULATIONS POLICY**



**REVISED: May 2018**

# LAVC COMPREHENSIVE PARKING AND TRAFFIC REGULATIONS POLICY

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# LAVC COMPREHENSIVE PARKING AND TRAFFIC REGULATIONS POLICY

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This comprehensive document contains the basic information you will need to drive safely and park properly on the properties of Los Angeles Valley College. By cooperating with these rules, you will contribute to optimum parking conditions and traffic safety at LAVC.

Los Angeles Valley College reserves the right to restrict the use of any parking structures or lots at any time.

## AUTHORITY

Authority established by Board Rule

### **7400: PARKING AND MOVEMENT OF VEHICLES ON CAMPUS.**

Parking and movement of vehicles on District-owned property shall be controlled by each College President. The Board authorizes each College President to establish appropriate parking fees for visitors on campus. Fees for student parking permits are established by the Board. Each College President shall prepare, post, and make available any special regulations regarding the parking and movement of vehicles on campus. The Chancellor shall make these regulations available at the District Office.

Vehicle Code 21113, Education Code 76360

|         |          |
|---------|----------|
| Adopted | 12-15-71 |
| Amended | 09-24-80 |
| Amended | 11-03-99 |

### **7400.10 BICYCLING, SKATEBOARDING, ROLLER SKATING, AND ROLLERBLADING.**

Bicycling, skateboarding, roller skating, rollerblading, and the riding of or on vehicles or other conveyances are prohibited on college grounds and walkways, except as accommodations for persons with disabilities, in specifically designated areas, or as expressly allowed by the College President or designee.

Vehicle Code 21113

|         |         |
|---------|---------|
| Adopted | 02-9-11 |
|---------|---------|

### **7401 DAMAGE OR LOSS OF PROPERTY.**

Neither the board of Trustees nor the Los Angeles Community College District shall be responsible for damage to or loss of vehicles or loss of contents thereof from any cause whatever except in those instances in which the District would be liable under Government Code including, but not limited to, GC 810 to 996.6, inclusive.

|         |          |
|---------|----------|
| Adopted | 12-15-71 |
| Amended | 09-24-80 |

### **7402 INJURY.**

Neither the Board of Trustees nor the District shall be responsible for any injury to persons arising out of or in connection with the presence of or operations of vehicles on District property except in those instances in which the District would be liable under the Government Code including, but not limited to, GC 810 to 996.6, inclusive.

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Adopted 12-15-71  
Amended 09-24-80

## **LAVC INSTITUTIONAL EFFECTIVENESS COUNCIL (IEC):**

Motion S12-14 and S12-15

## **ENFORCEMENT**

Los Angeles Valley College enforces all regulations set forth by the State of California, County of Los Angeles, City of Los Angeles, and those set by the Los Angeles Community College District Board of Trustees pursuant to section 21113(a) of the California Vehicle Code. Violations may result in warning, administrative fine, arrest, discipline, and/or vehicle impound.

## **GENERAL TRAFFIC REGULATIONS**

All persons operating a vehicle on District controlled property are required to comply with the Los Angeles Community College District Traffic and Parking Rules and Regulations, the Los Angeles Valley College Comprehensive Parking and Traffic Regulations Policy, and the California Vehicle Code.

All persons shall obey any sign or signal erected or maintained to carry out LAVC parking regulations or regulations set forth by the State of California, Los Angeles County or City of Los Angeles. All traffic regulations are posted at the entrance of every parking lot and enforcement is in effect at all times on campus.

All vehicles that enter the campus properties shall be currently registered, as required by California Law. Unregistered vehicles are subject to citation, or removal at the owner's expense.

All persons are required to drive at a safe speed for the conditions and to observe the maximum speed limit on campus (including all parking areas) of 8 MPH.

Motor vehicles are prohibited from being operated on any surface of college property except roadways and parking lots. Excluded from this requirement are emergency response vehicles, any college vehicles in the performance of duties of the operator, delivery vehicles when delivering to the college, and vehicles as authorized by the VP of Administrative Services or the Director of College Facilities.

## **GENERAL PARKING REGULATIONS**

Parking is not permitted on any college roads except where a valid marked parking space has specifically been provided.

- Parking regulations are enforced 7 days a week, 24 hours a day.

Permits are required at all times except as otherwise noted in this policy.

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- All faculty and staff members are required to have and display a valid LAVC Staff parking permit to park in the staff parking lots.
- All students are required to have and display a valid LAVC parking permit to park in student parking lots. Students may only park their vehicles in parking lots and marked parking spaces designated for student parking.
- One day parking permits are available from parking permit machines located in various parking lots.
- OFFICE OF THE CHANCELLOR ADMINISTRATIVE REGULATION E-100, Criteria for Serving Students with Disabilities, issued October 1, 2006, in Section 2.a.5 establishes the requirement that: In any case, students with disabilities are still required to pay the college student parking-fee for use of student parking lots.
- Guests who are attending special events at the college are required to purchase and display a valid daily parking permit except as noted or when parking in an authorized no-cite zone.
- Vehicles equipped with car alarms are required to deactivate them in the parking structures due to excessive noise (21113(a) CVC).
- Parking is required within and parallel to painted space boundary lines.
- Overnight parking is not permitted from Midnight to 5:30am, without prior approval from the Vice President of Administrative Services.
- Motorcycles and motor scooters shall be parked only in designated motorcycle parking areas.
- Persons who possess a disabled placard may park free of charge in any metered parking stall.
- Electric Vehicle Charging Stations. These spaces may only be used by electric vehicles that need charging. The requirement for using these parking spaces is that the electric vehicle must display two permits: a day permit for use of the charging device has been purchased and is displayed along with an LAVC parking permit.

## PERMIT INFORMATION

All vehicles parked on LAVC campus must appropriately display a current and valid LAVC Parking Permit. The permit may be any of the following:

Faculty/Staff Parking Permit – may park in any staff parking space unless otherwise reserved.

Student Parking Permit – parking only in Student Parking Lots, Student Parking Levels in the Parking Structure or other designated student parking areas. This also applies to student workers.

Temporary (Guest) Permit – As designated on the temporary permit by an LAVC College Sheriff's official.

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Daily Parking Permit - parking only in Student Parking Lots and Student Parking Levels in the Parking Structure.

Electric Vehicle if parked in an electric vehicle charging station space must purchase and display a valid charging permit and valid parking permit.

The purchase of a parking permit does not guarantee or reserve a parking space.

Permits are transferrable from vehicle to vehicle. Permits are not transferrable from person to person.

**Further, no person may purchase more than two parking permits per semester.**

## PERMIT RECIPROCITY

Faculty and staff from other LACCD colleges with regular, not temporary, parking permits issued by one of those colleges may park in available faculty/staff parking spaces at Valley College. Students possessing a valid student parking permit from any of the other LACCD colleges may park in any regular student parking area and space.

## DISPLAY OF PERMIT

Permits must be current and properly displayed in a 5-inch square in the lower corner of the windshield nearest the driver's side or be suspended on a placard from the interior rear view mirror and verifiable from the exterior of the vehicle (26708.3 CVC). Permits may not be obstructed by papers or other materials.

Vehicles that display a daily parking permit purchased from the permit dispensers must display the permits face up, on the driver's side dashboard. If the permit dispenser in the area in which parked is inoperable, it is the responsibility of the purchaser to find a permit dispenser that is operational in order to purchase the required parking permit.

Motorcycle parking permits may be affixed to either the front or rear fender of the motorcycle or the purchaser of the permit may register the permit with the College Sheriff's Office. Motor Scooters and Mopeds must also comply with policies related to motorcycles.

Open vehicles, such as convertibles or others without a top, may display their parking permit on the vehicle or the vehicle may be registered with the College Sheriff's Office along with the permit.

Any vehicle displaying a lost, stolen, forged or altered permit will be subject to a fine and/or towed at the owner's expense. Violators may be arrested and prosecuted.

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## PARKING PERMIT FEES

The Board of Trustees establishes the fees for parking permits. Currently, parking fees are as follows:

|   |         |
|---|---------|
| Faculty/Staff:  | \$00.00 |
| Students: Regular semester                              | \$20.00 |
| Intersession  | \$ 7.00 |
| Visitor Day Pass:                                       | \$ 2.00 |
| Electric Vehicle Charging Station (Plus parking permit) | \$ 5.00 |

Replacement of a current permit is required should it become stolen or lost. Replacement permits are sold at the original purchase price. LAVC is not responsible for lost, stolen or damaged permits.

## TEMPORARY PARKING PERMITS

Temporary parking permits are provided to invited guests of Los Angeles Valley College. Each permit is dated and must be visibly displayed on the dashboard on the driver's side. These permits are issued by the College Sheriff's Office and are either given to the requesting department to give to the guest or left at the Sheriff's Office for pick-up.

**VIOLATIONS OF THE PROTOCOL FOR REQUESTING PARKING PASSES:** Anyone who knowingly issues temporary parking passes to persons who are not eligible to receive such passes will lose the ability to issue, or approve for issue, any parking passes.

## REQUESTING TEMPORARY PARKING PASSES

Temporary parking permit requests must be submitted at least three days in advance to allow sufficient time for processing. Approved permits will be issued by the Sheriff's office and ready to be picked up at the sheriff's office counter. When picking up the permits, you must show your picture ID.

For employees on a temporary assignment: Please email requests to the LAVC Personnel Office at least three days in advance. The LAVC Personnel Office staff will verify the employment status and email the Sheriff's office to issue the appropriate permits.

For Guests: Please email requests to the Vice President of Administrative Services at least three days in advance. Once the request is verified and approved, it will be forwarded to the sheriff's office.

When requesting a temporary parking permit for guests/special events, please specify the following in the body of the email:

- (1) The name and title of the requestor
- (2) The name(s) of the guest(s)
- (3) The name of the business or organization with which the guest(s) are affiliated

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- (4) The date(s) and time(s) of the event
- (5) A brief description of the event
- (6) The name of whoever will be picking up the permit

## TEMPORARY PARKING PASSES – STUDENT LOTS ONLY

### For semester or term

- Tutor (non-LAVC Student Tutors)
- Career Guidance Counselor Assistant (CGCA)
- Unclassified Employees
- Community Services Students – taking a class with 4 sessions or less
- Community Services Summer Camp Staff

### For length specified by job duties

The Bookstore, Admissions and Business Office may request Temporary Parking Passes for their temporary help at the beginning of the semester. These passes are to be issued for the Student Parking lots and are usually of 30 days or less duration.

Construction workers may park at the designated student parking area as determined by the College and CPT.

### For semester or term while enrolled at LAVC

- ASU Officers and Commissioners
- Valley Star editors

## TEMPORARY PARKING PASSES – FACULTY/STAFF LOTS

- Community Service Teacher/Faculty
- Professional Expert
- Instructional Development Grantee
- Sign Language Interpreters
- Construction consultants

## EVENT STAFF PASS REQUESTS

**Theater, Art Gallery, and Music:** Individuals who are involved in theater and music productions or performances are eligible for temporary parking passes. These passes are usually for the College Road North parking lot located on the west side of the Theater and Music Buildings. No LAVC students may receive a temporary parking pass under any circumstances unless approved by the Vice President of Academic Affairs.

## REQUESTING USE OF A “NO CITE ZONE” FOR SPECIAL EVENTS – (See Appendix A)

From time to time departments and college programs might find the need to provide for a general area of free parking for event attendees such as during music programs. Requests for approval of a “no cite zone” must be submitted to the Vice President of Administrative Services at least one week prior to the event. If approved, the College Sheriff’s Office will be notified that during the requested dates and times the area

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designated by this policy as the “no cite zone” shall be in effect and no citations for parking violations in the zone are to be issued during the established period.

The primary on-campus parking area to be used as a “no cite zone” is the top level of the Parking Structure. The requesting department may inform the anticipated attendees of the no cite zone and the times it will be in effect. However, the College will not otherwise advertise the existence of the no cite zone so as to preclude non-event attending persons from parking their vehicles in the zone so as to avoid obtaining the required parking permit.

## OVERNIGHT PARKING PERMITS

Overnight parking, between the hours of 11:00pm and 5:30am, is only permitted with special authorization of the Vice President of Administrative Services.

## PARKING AREAS

Refer to the attached campus map depicting parking areas on campus for specific information on locations. Valid LAVC parking permits are required in all parking areas.

### GENERAL PARKING LOCATIONS:

| LOCATION                   | DESCRIPTION   |
|----------------------------|---|
| Parking Structure:         | 4 levels of parking. Level 1 Faculty, Staff and Disabled, and Levels 2, 3, and 4 for Students and visit   |
| Parking Lots               | Parking for Students, Faculty, Staff, Disabled, and Visitors  |
| Coldwater Canyon Extension | Parking only in designated parking spaces with valid LAVC parking permit. The first five (5) parking spaces along the eastern side of Coldwater Canyon Extension and just north of the entrance from Burbank Boulevard are set aside for use of visitors to the LA City Park – student vehicles parking in these spaces are subject to being cited. |
| ACA Mailroom               | Short Term Parking with 15 minute duration for faculty to visit the mailroom. Only faculty may utilize these spaces only when visiting the mailroom.  |

## EMPLOYEE CARPOOL/VANPOOL PARKING – (See Appendix B)

The College maintains 10 parking spaces in the Parking Structure for employees participating in organized carpools or vanpools. These spaces are to be used by assignment through the college’s Employee Transportation Coordinator.

Additionally, employees in organized carpools or vanpools may request an assigned parking space closer to their work location in lieu of a space in the Parking Structure if such a space is available. When assigned to an employee carpool or vanpool only the vehicle(s) registered by that carpool/vanpool may park in the reserved Carpool/Vanpool space.

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## Accessible PARKING

Disabled Person Parking Placards issued by the Department of Motor Vehicles (DMV) are honored at any passenger vehicle parking space on LAVC property.

Designated accessible spaces are located in all student and staff lots. Students with vehicles displaying a DMV placard may only park in student parking areas but a valid LAVC parking permit must also be obtained and appropriately displayed. A valid DMV placard is required for parking in any accessible parking space or metered parking stall.

If after consultation between the SSD Office and the College ADA Coordinator a student is authorized to park in an accessible space in a staff lot as an accommodation for mobility impairment, a Disabled Student Parking Permit issued by the Services for Students with Disabilities Office must also be displayed with the LAVC parking permit.

Visitors with vehicles displaying a DMV placard may only park in student parking areas and must pay \$2 parking fee.

A person shall not use a DMV placard for the purpose of parking unless the person is disabled, or the driver of a vehicle is with a disabled person who is a passenger. Misuse of the placard may result in, but not limited to, the confiscation, citation, and removal of the vehicle, and/or arrest. Misuse of the placard is defined in section 4461(c) of the California Vehicle Code and is classified as a misdemeanor.

## MOTORCYCLE PARKING

Operators of motorcycles or motor scooters are required to obtain a valid LAVC Parking Permit. The operator must secure the parking permit to or on the vehicle in such a manner as the permit is clearly visible or may, in lieu of the foregoing, upon obtaining the parking permit proceed to the College Sheriff's Office and register the permit along with vehicle information.

## BICYCLE POLICY

There are many benefits associated with the Valley College Community increasing our use of bicycles on campus, including alleviating parking issues, reducing the surrounding traffic, promoting a healthy lifestyle, and reducing gasoline consumption.

Los Angeles Valley College is therefore committed to providing students, staff, and faculty with an environment conducive to riding bicycles on campus. To ensure that the shared space on campus can be used efficiently by pedestrians, cyclists, and other vehicles, the following practices are required of cyclists:

1. Obey all traffic laws while riding on campus.
2. Maintain a safe speed at all times and ride only in a manner that is safe for everyone. Bicycle riding in a reckless or dangerous manner is not permitted.
3. Yield to pedestrians where applicable.

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4. Cyclists are to park bicycles only in designated areas. Bicycles may not be taken inside of buildings. Bicycles secured improperly are subject to impoundment by Campus Sheriffs.
5. Cyclists are encouraged to wear a helmet while riding on campus.
6. The interior of the campus, which includes Monarch Square, is reserved for pedestrians only. Cyclists must walk their bikes in this area or in any area where signs require bike dismount.
7. Bike riding on sidewalks is not permitted. Cyclists are to walk their bikes on all sidewalks.

A series of bicycle racks have been placed adjacent to the following buildings: Foreign Languages, Engineering, Math/Science, Business/Journalism, Behavioral Sciences, Humanities, Campus Center, Student Services, Life Sciences, and Art.\*Some bicycle racks may not be available due to construction. Bicycles are required to be secured to these bicycle racks only, not to handrails, poles, trees or posts. Bicycles that are secured to anything else aside from a bicycle rack may be subject to removal. It is recommended that a “U” shaped “kryptonite” style locking bar be used to secure your bicycle.

## **DROP OFF ZONES AND AREAS – (See Appendix D)**

The College has established zones on campus for drivers to drop off and pick up passengers as displayed on the map in Appendix E. Passengers should only be dropped off or picked up in these areas. Stopping to pick up passengers is only to be done when the passenger to be picked up is in the immediate vicinity of the pick-up point. At no time shall a vehicle be parked in a drop off/pick up point unless expressly approved by College Sheriffs personnel.

## **SIGNAGE AND MARKINGS**

Speed limit, direction of traffic flow, parking, drop off zones and other vehicular regulatory controls may be indicated by posted signs or markings on pavement surfaces. Either of these methods may be used.

## **PARKING REGULATIONS for which a citation may be issued:**

### **“No Valid Permit Visible”**

No person shall stop, park, or leave standing, any vehicle (attended or unattended) in any place on campus without a valid parking permit visible at all times. Permits must be displayed on the dash (face-up) of the driver side of the vehicle or hung from the rear-view mirror so that it can be read and verified from the exterior of the vehicle.

### **“Permit Not Valid for This Area”**

No person may park a vehicle in any area, with a valid permit, that is not specifically issued for that area.

### **“Altered Permit”**

No person shall display a parking permit that has been altered, or created to appear like a valid permit.

### **“Permit Required for Handicapped Stall”**

Persons with Disabled plates or Placards issued by a government authority are required to obtain a parking permit. Per California Law, this requirement does not apply to metered parking stalls.

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## **“Parked in Electric Vehicle Charging Station”**

It is unlawful for any person to park or leave standing any non-electric vehicle or electric vehicle not being charged in parking spaces designated for electric vehicles.

## **“Expired Meter”**

The parking, stopping or standing of any vehicle in a parking meter space at which the parking meter displays a flag, signal or sign indicating that the permitted or paid time has expired shall constitute a presumption that the vehicle has been parked in violation of this section.

## **“Not Parked within Marked Stall”**

Vehicles shall be parked within single marked stalls only.

## **“Red Curb”**

Red Painted Curbs indicates no stopping, standing or parking, whether the vehicle is attended or not. Stopping, standing or parking in a red zone is not permitted

## **“Loading Zone”**

It is unlawful for any person to park or leave standing any vehicle in a loading zone.

## **“Car Alarm Activation”**

Vehicle alarms shall be disabled while parked on campus. Excessive alarm sounds or repeated triggering of alarms may result in a citation for failing to disable the alarm, physical disabling of the alarm, and or removal from campus at the owner’s expense.

## **“Motorcycle Not Parked in Designated Stall”**

Motorcycles are required to display a motorcycle permit, or have a registered permit on file at the College Sheriff’s Office and may only be parked in stalls designated for motorcycle parking.

## **“Parked Causing Obstruction”**

The length of a vehicle in any stall shall not extend into adjacent travel lanes or cause any obstruction. Only compact vehicles shall be parked in stalls labeled “compact”

## **“No Stopping or Parking in a Disabled Drop Off Area”**

It is unlawful for any person to park or leave standing any vehicle, including a vehicle displaying a special identification license plate issued pursuant to CVC Section 5007 or a distinguishing placard issued pursuant to CVC Section 22511.55 or 22511.59 in any area designated as a handicapped drop-off area, except while in the process of loading or unloading disabled persons.

## **“Unregistered Vehicle”**

No person shall drive, move, or leave standing upon any campus facility any motor vehicle, trailer or semi-trailer unless it is registered and the appropriate fees have been paid under the requirements of the California Vehicle Code.

## **“No Current Tabs Displayed”**

It is unlawful for any person to park or leave standing any vehicle without a current tab displayed.

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## **“No License Plate Displayed”**

It is unlawful for any person to park or leave standing any vehicle without a valid license plate displayed.

## **“Overnight Parking Prohibited”**

It is unlawful for any person to park or leave standing any vehicle on campus facilities between the hours of Midnight and 5:30am.

## **CVC 22507.8(a) – “Parked in Handicapped Zone”**

(a). It is unlawful for any person to park or leave standing any vehicle in a stall or space designated for disabled persons and disabled veterans pursuant to California Vehicle Code (CVC) Section 22511.7 or 22511.8, unless the vehicle displays either a special identification license plate issued pursuant to Section 5007 or a distinguishing placard issued pursuant to Section CVC 22511.55 or 22511.59.

## **CVC 22507.8(b) – “Obstruct Handicapped Zone”**

It is unlawful for any person to obstruct, block, or otherwise bar access to those parking stalls or spaces except as provided in section 22507.8 (a).

## **CVC 22507.8(c) (1) – “Parked on Stall Lines of Handicapped Zone”**

It is unlawful for any person to park or leave standing any vehicle, including a vehicle displaying a special identification license plate issued pursuant to CVC Section 5007 or a distinguishing placard issued pursuant to CVC Section 22511.55 or 22511.59 on the lines marking the boundaries of a parking stall or space designated for disabled persons or disabled veterans.

## **CVC 22507.8(c) (2) – “Parked on Crosshatched Lines in Handicapped Zone”**

It is unlawful for any person to park or leave standing any vehicle, including a vehicle displaying a special identification license plate issued pursuant to CVC Section 5007 or a distinguishing placard issued pursuant to CVC Section 22511.55 or 22511.59 in any area of the pavement adjacent to a parking stall or space designated for disabled persons or disabled veterans that is marked by crosshatched lines.

## **“Parking in a Reserved Parking Space”**

It is unlawful to park in a reserved parking space except for the vehicle assigned to park in that space.

\* - All parking fees and fines are subject to change without notice.

## **PARKING CITATIONS**

Parking citations must be paid within 30 days of issuance without penalties. Citations that are not paid within that time period will incur a late charge. Persons wishing to contest parking citations may appeal the citation, but only within 21 days of issuance. Unpaid citations will result in increased fines and additional assessment to the vehicle’s registration with the Department of Motor Vehicles (DMV).

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## CITATION REVIEW/APPEAL PROCESS

California Vehicle Code Section 40215 allows for the ability to contest a parking citation, provided the citation was issued in error. Complete and submit an online Parking Citation Appeal form at [Parking Citation](#), within 21 days of issuance of the citation.

The initial appeal is handled by a Deputy from the College Sheriff's Office.

### Possible Findings:

- Citation Dismissed – The person having received the citation does not have to pay anything.
- Citation Upheld – Full amount of fine is due within 10 days of the review date or within 30 days of issuance of the citation.
- Come to College Sheriff's Office – More information or discussion is needed to reach a decision.

If the citation was upheld during the initial appeal, the person having received the citation may continue the appeal process to an Administrative Hearing. To continue the process, the person having received the citation must remit payment for the full amount due on the citation. Payment may be made online (at [Parking Citation](#)) prior to your hearing request or you may submit a check or money order by mail with your request for an Administrative Hearing. If the citation is dismissed by the Hearing Officer, any amount paid will be refunded.

## VEHICLE REMOVAL

A vehicle that is causing a nuisance will also be subject to tow. Vehicles that have expired registration in excess of six months may also be subject to tow. All towing and storage costs associated with the impound will be the responsibility of the vehicle owner.

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## APPENDIX A – Request for Use of a “No Cite Zone”

### REQUEST FOR USE OF A "NO CITE ZONE"

From time to time departments and college programs might find the need to provide for a general area of free parking for event attendees such as during music programs. Requests for approval of a "no cite zone" must be submitted to the Vice President of Administrative Services at least one week prior to the event. If approved, the College Sheriff's Office will be notified that during the requested dates and times the area designated by this policy as the "no cite zone" shall be in effect and no citations for parking violations in the zone are to be issued during the established period.

The only on-campus parking area to be used as a "no cite zone" is the top level of the Parking Structure. The requesting department may inform the anticipated attendees of the no cite zone and the times it will be in effect. However, the College will not otherwise advertise the existence of the no cite zone so as to preclude non-event attending persons from parking their vehicles in the zone so as to avoid obtaining the required parking permit.

DEPARTMENT: \_\_\_\_\_ REQUESTOR: \_\_\_\_\_

DATE REQUEST SUBMITTED: \_\_\_\_\_

REQUESTED DATE(S) OF NO CITE ZONE: FROM \_\_\_\_\_ TO \_\_\_\_\_

TIMES: FROM \_\_\_\_\_ TO \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_

BENEFIT TO LAVC: \_\_\_\_\_

EXPECTED NUMBER OF ATTENDEES: \_\_\_\_\_

\_\_\_\_\_  
Division Vice President

RECOMMENDED  NOT RECOMMENDED

\_\_\_\_\_  
Vice President of Administrative Services

APPROVED  DISAPPROVED

DISTRIBUTION: Requestor  
LAVC Sheriff's Office

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## APPENDIX B – Request for Carpool/Vanpool Parking Space

### REQUEST FOR CARPOOL/VANPOOL PARKING SPACE

(This form is available on-line at: [LAVC Rideshare Program](#))

TO: LAVC Employee Transportation Coordinator  
(ETC) Administrative Services

DATE:

FROM:

Use this form to request a carpool/vanpool parking space. To qualify there must be at least two members in the carpool, but list the names of all the members. Only employees of Los Angeles Valley College may qualify for the assignment of a carpool/vanpool parking space assignment. Unless otherwise requested and approved all carpool/vanpool parking spaces are located on the first level of the Parking Structure. If requesting an alternate location the ETC will make every effort to locate a parking space in the requested area.

#### NAMES OF CARPOOL/VANPOOL MEMBERS:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

#### VEHICLE INFORMATION:

**PRIMARY VEHICLE:** MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_

LICENSE PLATE NUMBER: \_\_\_\_\_ COLOR: \_\_\_\_\_

DRIVER \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

**SECONDARY VEHICLE:** MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_

LICENSE PLATE NUMBER: \_\_\_\_\_ COLOR: \_\_\_\_\_

DRIVER \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

#### IF REQUESTING ALTERNATE PARKING LOCATION:

BUILDING IN WHICH DRIVER WORKS: \_\_\_\_\_

LOT OR PARKING AREA REQUESTED: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

\_\_\_\_\_

PARKING ASSIGNED: LOT \_\_\_\_\_ SPACE \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

APPENDIX C – International Symbol of Access



# LAVC COMPREHENSIVE PARKING AND TRAFFIC REGULATIONS POLICY

## APPENDIX D – Campus Map Traffic Flow and Drop Off/Pick Up Areas



1. Drop off/Pick up area: Fulton Circle
2. Community Services Drop Off/Pick Up: Parking Lot E