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Administrative Regulation

PARKING AND TRAFFIC REGULATIONS

It is the policy of the Glendale Community College District that traffic and parking shall be regulated to promote the safe and orderly movement of traffic and parking within District property. These regulations are in accordance with applicable provisions of the California Vehicle Code and Education Code and in the interests of the safety and security of all members of the College community. All vehicles parking on District Property must display a valid parking permit. Student and visitor parking permit information can be obtained on-line at [General Parking Information](#) or through the College Police Department.

Persons violating these regulations may be subject to a citation. A fine schedule and any changes to the schedule shall be approved by the Administrative Affairs Committee and the Board of Trustees.

PARKING ON DISTRICT PROPERTY

Parking on Glendale Community College District property is designated for faculty, staff, students, community members and/or visitors who attend, conduct, or participate with the official business of the District. Authorization and/or permission to use District Parking areas may be granted by the Chief of College Police (or designee) and the Executive Vice President of Administrative Services (or designee). In addition, authorization and/or permission to use District parking areas may be granted by the following:

For the Verdugo (main) Campus, parking authorization may be granted by the Executive Vice-President of Administrative Services (or designee) or the Chief of College Police (or designee) for the College Police Dept.

For the Garfield Campus, authorization may be granted by the Administrative Dean (or designee).

For the Professional Development Center, authorization may be granted by the Executive Director (or designee).

Individuals who park on District property in violation of this section may be subject to a parking citation or vehicle removal.

OVERNIGHT PARKING

Overnight parking is not permitted from 12 a.m. to 6 a.m. without prior approval from the College Police Department.

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PARKING ACCOMMODATIONS FOR DISABLED PERSONS

Students who are disabled may make arrangements for parking and transportation through the Center for Students with Disabilities.

Employees who are disabled may contact the College Police Department for parking and transportation accommodations.

BICYCLES, MOTORCYCLES, MOPEDS, ROLLER SKATES, ROLLER BLADES, SKATEBOARDS, SCOOTERS AND OTHER HUMAN TRANSPORTERS

- Bicycles, motorcycles and mopeds shall be parked in designated areas.
- Bicycles, motorcycles and mopeds shall not be taken inside buildings.
- Riding of bicycles, motorcycles and mopeds is prohibited on pedestrian walkways.
- The use of roller skates, roller blades, skateboards, scooters and other human transporters is prohibited on any District campuses.
- Bicycles, motorcycles, mopeds, scooters and other human transporters which are not parked in a designated area will be subject to citation and/or impound at the owner's expense.
- Three-wheeled motorcycles may park in a vehicle parking space.
- Violations of any of the above regulations are subject to citation or removal of the equipment as listed above.

ELECTRIC VEHICLE CHARGING STATIONS

- A current GCC parking pass must be displayed.
- Vehicle must be charging while parked in an electric vehicle charging space.
- Vehicle must be moved when charging is complete. It is a violation of CVC 22511.1 for any person to park or leave standing any non-electric vehicle or electric vehicle not being charged in parking spaces designated for vehicle charging.
- A maximum usage will be established.
- All GCCD parking rules and regulations apply.
- A fee may be required for use of the charging station.

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PARKING CITATION PAYMENT PLANS

Policy Objective

It is the policy of Glendale Community College District that the registered owner or person responsible for parking citations shall be allowed to enroll in a payment plan.

This policy has been created in response to changes in the California Vehicle Code as a part of Assembly Bill 503 (2017-18).

Policy Statement

A registered owner (CVC 460, 505) or person responsible for the citations received on Glendale Community College District property shall be eligible to enroll in a payment plan when they have multiple unpaid parking citations.

- a) Once this threshold is met, any citations associated with this vehicle, registered owner, or person responsible may be added to the payment plan at the time of enrollment.
- b) If additional citations are accrued during the payment plan period, the plan may not be modified to include these citations, nor will a concurrent payment plan be offered.
- c) Citations in a payment plan will not count towards immobilization/tow/impound eligibility pursuant to CVC 22651(i)(1).
- d) Once a vehicle is immobilized/towed/impounded due to other violations, all citations, including those on a payment plan, are immediately due pursuant to CVC 22651(i)(1)(C).
- e) Payment plans shall include language allowing the campus to collect additional collection costs, court costs or attorney fees associated with the collection of outstanding debt.
- f) If an individual requires continued access to parking on campus, the purchase of a parking permit will be required.

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Payment Plans, Administered by a Third-Party Processing Agency (for Multiple Citations Only)

- a) Applied late fees will not be removed, but any late fees not yet applied will be placed in abeyance while the payment plan is in place. If the individual adheres to the plan terms, these late fees will be waived once the payment plan is complete.
- b) If an individual defaults on a plan, a subsequent payment plan will not be offered for those citations and any late fees placed in abeyance will be immediately reinstated. The total amount due, including all late fees, will be submitted to the appropriate Department of Motor Vehicles for a Registration hold on the vehicle.
- c) Once the payment plan is in place and the individual adheres to its terms, an itemization of unpaid parking penalties and service fees will not be filed with the DMV (also known as a "DMV Registration Hold") and any DMV Registration Hold in place will be temporarily removed.
- d) If an individual defaults on a payment plan, the DMV Registration Hold will be reinstated, if applicable.
- e) At plan enrollment, an initial payment of 10% of the amount owed, plus an enrollment fee is required.
- f) Payments must be made each calendar month. There is no "grace period" for late payments. For mailed payments, a postmark is acceptable to meet this requirement.
- g) Payment Plan duration:
 - 1) For balances under \$200, payment plans may not exceed four (4) months.
 - 2) For balances between \$200 and \$400, payment plans may not exceed six months.
 - 3) For balances over \$400, payment plans may not exceed nine months.
 - 4) The period of repayment will be determined by the appropriate administrator or designee.

Definitions

- **LATE:** The citation is past 21 days from issuance and 14 days from mailing of the reminder notice. Additional fees may be applied.

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- **DELINQUENT:** The citation is unpaid. Late fees may or may not have been applied.
- **PERSON RESPONSIBLE:** The individual who has opted to enter into the payment plan with the District.

PARKING CITATION APPEAL & HEARING PROCESS

A person may request an initial review of a parking violation issued by the Glendale Community College District Police Department within a period of 21 calendar days from the issuance of a "Notice of Illegal Parking" or 14 calendar days from the mailing of a notice of a delinquent parking violation. The request may be made in writing, by telephone, or in-person by use of the police department form. If, following the initial review, the police department is satisfied that the violation did not occur, that the registered owner was not responsible for the violation, or that extenuating circumstances make dismissal of the citation appropriate in the interest of justice, the police department shall cancel the "Notice of Illegal Parking" or notice of delinquent parking violation. The police department or the citation processing service shall mail the results of the initial review to the person contesting the parking violation.

If the person is dissatisfied with the results of the initial review, the person may request an administrative hearing of the violation no later than 21 calendar days following the mailing of the results of the police department's initial review. The request may be made by telephone, in writing, or in person. The person requesting an administrative hearing is not required to deposit the amount of the parking penalty with the citation processing service until the hearing officer has made their decision. An administrative hearing shall be held within 90 calendar days following the receipt of a request for an administrative hearing. The person requesting the hearing may request one continuance, not to exceed 21 calendar days.

The administrative hearing process shall include the following:

1. The person requesting a hearing shall have the choice of a hearing by mail or in person. An in-person hearing shall be conducted within the jurisdictional area of the District. If the District contracts with an administrative provider, hearings shall be held within the District.
2. If the person requesting a hearing is a minor, that person shall be permitted to appear at a hearing or admit responsibility for the parking violation without the necessity of the appointment of a guardian. The citation processing service may proceed against the minor in the same manner as against an adult.

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3. The administrative hearing shall be conducted in accordance with CVC 40215. The hearing shall provide an independent, objective, fair, and impartial review of contested parking violations.
4. The hearing officer shall be a qualified examiner appointed by the Chief of College Police and may not be an employee of the police department. The hearing officer shall be separate and independent from the citation collection or processing function. An examiner's continued employment, performance evaluation, compensation, and benefits shall not, directly or indirectly, be linked to the amount of fines collected by the examiner.
5. The officer or person who issues a "Notice of Illegal Parking" shall not be required to participate in an administrative hearing. The police department shall not be required to produce any evidence other than the "Notice of Illegal Parking" or copy thereof and information received from the Department of Motor Vehicles identifying the registered owner of the vehicle. The documentation in proper form shall be prima facie evidence of the violation.
6. The hearing officer's decision following the administrative review may be personally delivered to the person by the hearing officer or sent by first-class mail and, if the notice is not cancelled, include a written reason for that denial.
7. Following a determination by the hearing officer that a person has committed the violation, the hearing officer may reduce the fine by no more than 50% if special circumstances are presented.

TRAFFIC ENFORCEMENT, APPEAL AND HEARING PROCESS

Persons violating traffic regulations may receive citations that will be processed according to the applicable provisions of the California Vehicle Code. All traffic related offenses must be adjudicated through the California Superior Court as required by State law. Information on the traffic citation appeal and hearing process shall be printed on the reverse side of the Notice to Appear.

EMPLOYEE PARKING ASSIGNMENTS

Parking permits are distributed through the GCCD Police Department. Employee parking assignments are issued based on the following standards:

1. Employee Classification: Full-time Administrators, Faculty and Staff shall be eligible for a permanent lot assignment based on their seniority and shall have seniority over Part-time/Permanent Classified employees and Adjunct Faculty

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2. Seniority: Employees with the most years of service shall be granted a particular parking lot upon request, when space is available.
3. Availability of Space: The GCC Police shall annually survey all employee lots when feasible and inform the campus community of the available parking spaces for distribution within the lots. Employees will be allowed a reasonable time to submit a request for re-assignment.
4. Employees who arrive in their assigned lot and who are unable to find an open space in their assigned lot must park in Lot C.
5. As the administrator of the Parking Program, the Chief of College Police may assign employees, visitors and others to parking lots when special circumstances arise.

References:

- Education Code Section 76360, 70902
- California Vehicle Code (CVC) Sections 21113, 21206, 21210, 40220(a)(1)(D)

See Board Policy 6750

Adopted 2/17/09

Revised 11/11/14, 1/12/16, 7/12/16, 12/11/18, 12/10/19