

INSTITUTIONAL DIRECTIVE 4-2

April 6, 2009

Title: Traffic, Parking, and Campus Control Policy

I. Purpose

To establish uniform traffic, parking, noise, litter control, disruptive behavior (including language content), graffiti on campus property and emergency management procedures for members of the faculty, staff, students and visitors to Piedmont Technical College.

II. Policy

It is the policy of Piedmont Technical College to accommodate the parking needs of the faculty, staff, students, and visitors of the College while ensuring safety and control measures sufficient to accomplish parking, traffic, noise, litter control, behavior, emergency communications and emergency direction of the occupants of the college during a crisis situation.

III. Responsibilities

- A. Overall responsibility: The Director of the Physical Plant
- B. Direct implementation and supervisory responsibility: The Director of Public Safety
- C. Maintenance Responsibility: The Associate Engineer
- D. Responsibility of Compliance: All faculty, staff, students and visitors to Piedmont Technical College

IV. Procedures Regulating Traffic and Parking

- A. Assignment of parking spaces:

Certain areas within the campus perimeter are designated as reserved parking spaces for faculty, staff, official vehicles, rental vehicles and visitors. The other spaces are unrestricted and are authorized to college faculty, staff, visitors, and students on a first come first serve basis. If the faculty/staff lots are filled they will be required to seek parking in the general students lots.
- B. Traffic Control

All faculty, staff and students will exercise complete control of their vehicles during operation on the campus. A ten miles per hour speed limit, (unless otherwise posted) will be enforced. Public Safety/Premise Security Officers of the College and contracted security officers have the authority to direct or stop traffic on the campus as conditions dictate. All personnel are obliged to comply with their directions.

Office of Responsibility: Senior Vice President

C. Parking Decals

1. All faculty, staff, students and other persons specifically designated by the President of Piedmont Technical College will be required to register their vehicles with the Public Safety Department and display the appropriate parking decal on the windshield of each registered vehicle. The renewal of student vehicle registration will occur at the beginning of the school year or at the time of registration. Faculty/staff registration will occur upon the notification given by Public Safety or when changes need to be made due to the purchase of a vehicle or change of address, etc. Responsible office: The Public Safety Department & the Business Office.
2. Decal issue will take place during registration of the fall semester each school year and each semester registration thereafter. At this time, students will acquire decals from the Business Office Cashier Window during normal college operating hours. Parking decals are free and students will be assisted to ensure compliance. Faculty and staff will receive their parking decals through the Public Safety Office.
3. Vehicle identification cards must be completed by all persons registering vehicles. These cards will be maintained in the Public Safety Office as a permanent record in case of vehicle fire, accidents, and emergencies and for a record to use in traffic violations investigations.
4. Temporary visitors to the campus will use the Visitor Parking Lot in front of the Administration Building and the Continuing Education Parking Lot. Visitor Parking Passes will be issued to visitors anticipating visits of over one day. Two yellow bordered spaces marked with a NO PARKING sign at continuing Education building, Lot #5 is reserved for large trucks which need to load or unload equipment. Notify Public Safety if this area is needed for use as described above.5. Parking for special school projects and other parking concerns not of a routine nature will be handled by the Public Safety Department as requirement dictates.
6. Special parking arrangements e.g. special conferences, large gatherings that will require reserved areas for large numbers (25 or more) will be coordinated with the Public Safety Department at ext. 8000 or 8559 well in advance of the occasion.

D. Authorized Parking Areas

1. Maps depicting authorized parking areas for faculty, staff, students and visitors will be issued during registration and will be made available in the lobby and the Public Safety Office at all times. All parking areas will be clearly marked to indicate the parking authorized.
2. The college has certain areas clearly marked and designated as parking for handicapped persons. Enforcement of violations in this area will result in severe penalties for offenders. When parking in the designated "handicapped spaces" the person whom the handicapped placard is issued to must be an occupant or driver of the vehicle.
3. Special areas have been designated for disability access. Appropriate signs are in place with ramps adequately marked to provide entrance and egress from areas of the campus. Special parking Ids for these areas will not be issued by the Piedmont Technical College Public Safety Department. State applications will be made available at the Public Safety Office and will, upon request, assist persons

requiring disability access in obtaining the proper identification to utilize these areas.

4. Excessive noise can result in a citation, when the noise being generated causes a complaint by the occupants of the campus and/or is found to be of a disruptive type or volume by the officer issuing the citation. The noise can be generated vocally, with equipment such as music devices, drumming on items, or created by vehicles. The said noise would be of such a nature as to be disruptive to the campus environment.
5. It is imperative that the campus be kept in a neat and clean condition. To avoid littering on the campus, a person observed depositing materials and/or trash on the campus property could be subject to a citation issued by the officer observing the act.
6. Disruptive behavior including the use of profane/abusive language will not be tolerated at Piedmont Technical College. An officer answering a complaint and/or observing such disruptive behavior can issue the offender a citation.
7. A person found applying or having applied graffiti to any of the property of the college can be issued a citation by an officer of the Public Safety Department.
8. The college depends upon its emergency communications system to provide for a safe, secure community. It is critical that this system is available for access during emergencies. Anyone detected using the emergency system for a joke or prank can be issued a citation. This will also apply to pulling a fire alarm pull station for a prank or a joke.

E. Parking and Traffic Violations

1. Citations will be issued for the following violations of college traffic and parking regulations.

a. No Parking Permit	\$30
b. Parking in Yellow Zone	\$25
c. Parking in No Parking Zone	\$25
d. Parking in Faculty Area	\$25
e. Parking in Visitor's Space	\$30
f. Blocking Other Vehicles	\$30and/or tow
g. Speeding on Campus	\$30
h. Reckless Driving on Campus	\$100
i. Parking on Landscape	\$40and/or tow
j. One way traffic	\$25
k. Improper Parking	\$25
l. Handicap Area Violation	\$100
m. Other	As designated
2. Under the code of "other", will be citations in the following amounts for:

a. Noise Violations	\$35
b. Litter Violations	\$25
c. Emergency Com. Violations	\$35
d. Disruptive Behavior (Profane Lang.)	\$35
e. Graffiti on campus property	\$50 and subject to restitution for damages and repairs
f. Tobacco Use	\$25.00

*Reckless Driving: Any person who drives any vehicle in such a manner as to indicate either a willful or wanton disregard for the safety of persons or property is guilty of reckless driving.

3. When issuing traffic or parking citations, Public Safety/Premise Security will place the original (white) copy on the windshield of the vehicle. The secondary (yellow) copy will be submitted to the Business Office for payment of fines. The third (pink) copy will be retained in the Public Safety Office for record.
4. During the first five days of the semester, parking citations will not be assessed except for severe situations that warrant such action due to safety concerns or handicap access violations. This action could result in a citation and or tow at the owner's expense. During the five-day period warnings will be issued for normal parking violations.
5. Persons receiving citations will have a five-day grace period to pay the fine or make an appeal. This appeal process is discussed in section F of this document. All fines will be paid at the Business Office.

F. Citation Appeal Procedure

1. Cited Persons: Any person receiving has a right to appear before the Director of Public Safety within five school days for a hearing. The Director of Public Safety or the issuing officer may void the citation if the citation was issued in error. Persons who feel they have been dealt with unfairly or have unanswered concerns concerning their citation may obtain an appeal form from Public Safety or the Business Office and submit it with a copy of the citation attached for review by the Traffic Appeals Committee. The Director of Public Safety or a designee will meet with the committee to address any questions concerning the appeal and to present the department's position.
2. A Traffic Appeals Committee formed utilizing a representative from the following departments: Finance, Student Affairs, Maintenance, and the Inter-club Council. These members serve at the pleasure of the President of Piedmont Technical College. The committee consists of five members, one of which will be appointed chairperson. A quorum of three persons must be in attendance to render decisions. The decisions based upon a majority decision of the members in attendance. These actions are taken on violations written officially by the appropriate personnel, using documentation/forms designated for the purpose. These decisions based on the facts as they are presented in the case as to whether a genuine violation did occur and the actions taken were appropriate. The committee has the option of: Granting the appeal, denying the appeal, or reducing the fine amount of the citation. They are mindful of the gravity of their decisions and administer them in fairness. The committee shall meet at the pleasure of the chairperson as necessity demands.
3. Action on Unpaid Fines:
 - a. Persons continuing in school will have the amount of the unpaid fine added to their fee for the subsequent registration period.
 - b. Persons graduating will have their grades, transcripts, or diploma withheld until payment is made.
 - c. The Business Office will collect fines from cited parties according to their collection procedures, e.g. unpaid fines of over fifty dollars will block

registration and delinquent, non-paid fines of \$25.00 or more will be submitted to the State for collection.

- G. Piedmont Technical College reserves the right to tow or impound vehicles suspected of being involved in serious or repeat violations on campus. Automobiles abandoned in excess of 48 hours without prior approval can be towed at the owner's expense. Vehicles involved in a crime may be subject to being towed and/or impounded for evidence.
- H. Uniform Traffic Citations (State Traffic Tickets) can be issued or Criminal Charges may be brought by any State Law Enforcement Officers, or Premise Personnel Security acting within their jurisdictions for serious criminal activity. I. The coordinator of each of the county centers or an assistant that they may designate may issue Piedmont Technical College traffic parking citations to violators at their local center. The coordinator or their designee would be trained by the Public Safety staff as to what constitutes a violation and how the citation should be completed.

V. Procedures for Managing Emergency Situations

The Department of Public Safety plays a key role in protecting the campus and its occupants during emergency or crisis situations which develop. Such situations include natural acts and those which may be created by the actions of persons. An Emergency Action Plan and an Emergency Management Operations Plan have been developed for the purpose of articulating specific procedures to be observed, as circumstances require.

<u>Original on File</u>	<u>4/6/09</u>
Approved for Publication	Date