



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

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TITLE: Traffic and Parking Management

RELATED POLICY AND PROCEDURES: 4-8-1020 Traffic and Parking Management

DIVISION OF RESPONSIBILITY: Administrative

May 17, 2013

December 3, 2013

Date Approved by President

Date of Last Review

Date of Last Revision

Administrative Responsibilities

It is the overall responsibility of the Director of Facilities to maintain this procedure with the assistance of the Campus Police and Security Director.

Procedure

A. Procedural Responsibilities

1. The Campus Police and Security Director is responsible for implementing and supervising the management of this procedure.
2. The staff of the Lex Walters Campus-Greenwood Library is responsible for issuing parking decals and maintaining identification information.
3. All employees, students and visitors to Piedmont Technical College are responsible for complying with this procedure.

B. Assignment of Parking Spaces

Certain areas within the campus perimeter are designated as reserved parking spaces for employees, College owned vehicles, and visitors. The other spaces are unrestricted and



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are authorized to College employees, visitors, and students on a first come first serve basis. If the employee lots are filled they will be required to seek parking in the general students lots.

C. Traffic Control

All employees and students shall exercise complete control of their vehicles during operation on all of the campuses. A ten (10) mile per hour speed limit, (unless otherwise posted) will be enforced. Campus Police and Security Officers of the College have the authority to direct or stop traffic on the Campuses as conditions dictate. All personnel are obliged to comply with their directions.

D. Parking Decals

1. All employees, students and other persons specifically designated by the President of Piedmont Technical College are required to register their vehicles by completing a Vehicle Identifications card obtained from the Lex Walters Campus-Greenwood Library and the County Campuses. This information is collected electronically and maintained by the staff of Lex Walters Campus-Greenwood Library to be used in case of vehicle fire, accidents, or other emergencies and also to be used as a record in traffic violations investigations.
2. Parking decals are free and are issued by the Library staff during normal College operating hours. Decals are to be displayed on the rear, driver's side of each registered vehicle.
3. Employee registration is required upon the first day of employment. Employees will receive permanent parking decals for display.
4. Students apply for parking decals during their first semester registration. These decal expire on December 31st of each year, therefore student vehicle registration needs to be renewed January 1st of each year.
5. Any change in information, such as change of address, license plate number or the purchase of a new vehicle must be reported to the Library staff.
6. Temporary parking passes are issued for thirty (30) days or less through the Campus Police and Security Office.



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E. Visitor Parking

1. Visitors to the Lex Walters Campus-Greenwood use the Visitor Parking Lot in front of the Administration Building (A) and the Administration and Financial Aid Building (B).
2. Visitors to the County Campuses park in any designated space and then report to the Campus office.

F. Authorized Parking Areas

1. Maps depicting authorized parking areas for employees, students and visitors are available when vehicles are registered. Maps are also available at all times in the lobby of the Lex Walters Campus-Greenwood, the offices of the County Campus and the Campus Police and Security Office. Parking areas are clearly marked to indicate authorized parking.
2. The College has designated and clearly marked parking for handicapped persons. Enforcement of violations in this area results in severe penalties in fines and possible towing of vehicle (see section G of this document). When parking in the designated "handicapped spaces" the person whom the handicapped placard is issued 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 identification placards for these areas shall not be issued by the Piedmont Technical College Campus Police and Security Department. State applications are available at the Campus Police and Security Office and shall, upon request, assist persons requiring disability access in obtaining the proper identification to utilize these areas.
4. Parking for special school projects and other parking concerns not of a routine nature are handled by the Campus Police and Security Department as requirement dictates.
5. Special parking arrangements e.g. special conferences, large gatherings that require reserved areas for large numbers (25 or more) are coordinated with the



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Campus Police and Security Department at ext. 8000 or 8563 well in advance of the occasion.

G. Parking and Traffic Violations

1. Citations are 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	\$30 and/or tow
g. Speeding on Campus	\$30
h. Reckless Driving on Campus*	\$100
i. Parking on Landscape	\$40 and/or tow
j. One way traffic	\$25
k. Improper Parking	\$25
l. Handicap Area Violation	\$100
m. Other	As designated

*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.

2. When issuing traffic or parking citations, Campus Police and Security Officer gives the blue copy to the violator or when the violator is not available, places the original (blue) copy on the windshield of the vehicle. The secondary (yellow) copy is submitted to the Business Office for payment of fines. The third (pink) copy is retained in the Campus Police and Security Office as a record.
3. During the first five days of the semester, minor parking citations are not 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 towing of vehicle at the owner's expense. During the five-day period warnings are issued for minor parking violations.
6. Persons receiving citations have a five-day grace period to pay the fine or make an appeal. This appeal process is discussed in section H of this document. All



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citations, regardless of the campus received, are paid in the Business Office on the Lex Walters Campus-Greenwood.

H. Citation Appeal Procedure

1. Any person receiving a citation has a right to appear before the Campus Police and Security Director within five school days for a hearing.
 - a. The Campus Police and Security Director or the issuing officer may void the citation if the citation was issued in error.
 - b. Appeals or questions concerning a citation require an appeals form to be submitted along with a copy of the citation for review by the Traffic Appeals Committee.
 - c. Appeals forms may be picked up from Campus Police and Security or the Business Office.
 - d. The Campus Police and Security Director or designee meets with the committee to address any questions concerning the appeal and to present the department's position.
2. Traffic Appeals Committee is made up of a representative from the following areas: Campus Police and Security, Business and Finance, Student Development, Facilities Management, and the Inter-club Council.
 - a. Committee members are approved by the President of Piedmont Technical College.
 - b. The committee consists of five members, one of which is appointed chairperson.
 - c. A quorum of three persons must be in attendance to render decisions. All decisions are determined by a majority vote.
 - d. The committee has the option of:
 - 1) Granting the appeal
 - 2) Denying the appeal,
 - 3) Reducing the fine amount of the citation.
 - e. The committee meets at request of the chairperson as necessity demands.



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3. Action on Unpaid Fines:
 - a. Students continuing in school have the amount of the unpaid fine added to their fee for the subsequent registration period.
 - b. Students graduating have their grades, transcripts, or diploma withheld until payment is made.
 - c. The Business Office collects fines from cited parties according to their collection procedures as follows:
 - 1) Unpaid fines of \$25.00 dollars or greater block registration
 - 2) Delinquent, non-paid fines of \$25.00 or more are submitted to the State for collection.

I. Vehicle Towing

1. Piedmont Technical College reserves the right to tow or impound vehicles suspected of being involved in serious or repeat violations on campus.
2. Automobiles abandoned in excess of 48 hours without prior approval can be towed at the owner's expense.
3. Vehicles involved in a crime may be subject to being towed and/or impounded for evidence.

J. Citation Issuance

1. Uniform Traffic Citations (Traffic Tickets) can be issued or Criminal Charges may be brought by any Law Enforcement Officers or Campus Police and Security Officer acting within their jurisdictions for serious criminal activity.
2. The Coordinator of each of the County Campuses or designee may issue Piedmont Technical College traffic parking citations to violators at their local Campuses. The Coordinator or designee is trained by the Campus Police and Security staff as to what constitutes a violation and how the citation should be completed.