



Policy No.	21001
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Approved:	Cheryl Thompson-Stacy
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## **PARKING VIOLATIONS AND FINES**

### **1.0 Purpose**

Provide students, staff, and visitors with a safe environment by regulating designated areas of parking along with keeping the flow of traffic and fire lanes open by issuing violations with approved fines.

### **2.0 Revision History**

Effective Date

### **3.0 Applicability**

This policy applies to all Lord Fairfax Community College (LFCC) faculty, staff, administration, students, guests and visitors.

### **4.0 Policy**

The College has established a schedule of parking violations and fines approved by the College Board to regulate parking by students, staff and visitors at all campus parking areas. This document replaces all previous parking violation and fine policy and procedures previously published, but does not supersede laws established by the Commonwealth of Virginia.

### **5.0 Definitions**

Wheel Lock: a device attached to the wheel of a violator's vehicle in lieu of towing/impound and/or to ensure the collection of overdue fines and excessive violations by repeat offenders.

Reserved/Restricted Space: including, but not limited to, any area marked with a sign, tape, cones, barricades, and/or painted lines designating the space for a special purpose, such as, State Vehicles, PTK Reserved, motorcycle lot, SBDC and others as needed.

### **6.0 Parking Permits**

1. Students: All students are required to display a Parking Permit on their vehicles parked on campus. Students may be fined for failure to display a Parking Permit, as a secondary

offense if another violation is issued. Permits will be issued by Campus Police personnel upon payment of parking maintenance fees.

2. Staff/Faculty: All staff and faculty are required to display a Parking Permit on their vehicles parked on campus. There is no fee associated with issuing a Parking Permit to staff and faculty and no expiration. Permits must be turned in upon resignation or termination of employment.
3. Visitors, Special Guests, Contractors, Vendors, etc.: Temporary permits will be issued as needed upon request to Campus Police.

## **7.0 Parking Violations and Fines**

1. Parking in handicap space:	\$100.00
2. Parking in fire lane:	\$100.00
3. Parking on yellow curb:	\$25.00
4. Parking in Grass:	\$25.00
5. Parking in reserved/restricted space:	\$25.00
6. Failure to display parking Permit:	\$25.00 (secondary offense)
7. Blocking vehicles:	\$25.00
8. Improper parking:	\$25.00
9. Blocking flow of traffic:	\$25.00 (w/vehicle towed)
10. Tampering with wheel lock:	\$50.00
11. Wheel lock Removal Fee:	\$50.00

## **8.0 Payment of Fines**

1. Tickets issued to violators will be printed on an envelope identifying the vehicle, violation, amount of fine, issuing officer, and instructions on where to make the payment and the deadline for making payment.
2. Tickets must be paid within 30 days of issuance.
  - a. Payments not made within 30 days will result in a hold being placed on the violator's account until the obligation is paid.
  - b. Fines in excess of \$200.00 and/or 4 unpaid violations will result in a wheel lock being attached to the vehicle until payment is made.
3. Payment must be made to the Business Office.

## **9.0 Issuing Tickets for Violations**

1. Campus Police and Security Officers are authorized to issue tickets or give warnings for parking violations.
2. Officers shall properly complete the ticket form with vehicle information, type of violation, amount of fine, and issuing officer.
3. Each ticket will have 3 copies. Original to the business office, copy for Campus Police, and the envelope copy for payment to the violator.

## **10.0 Appeal Process**

1. All appeals shall be made in writing to the College Chief of Police or designee within 7 business days of issuance. No appeal will be considered beyond 7 business days.
2. To avoid a conflict of interest the Chief of Police will not ordinarily issue parking tickets for violations in the policy.
3. A formal response to the appeal will be made within 7 business days. All decisions on appeal are final.

## **11.0 Special Event Parking**

1. The Chief of Police or his designee reserves the right to suspend the issuing of tickets for violations during special events as necessary.
2. Grass areas may be opened for parking during special events or as needed at the discretion of campus police.
3. Restricted/Reserved spaces may be opened for general parking by the authority of the Chief of Police.
4. Parking in Fire Lanes is strictly prohibited even during special events.

## **12.0 Towed Vehicles**

1. Vehicles may be towed if blocking traffic, parked in a fire lane, handicap spaces, parked in the motorcycle lot after posted hours or whenever deemed necessary for the safe and orderly flow of traffic.
2. Owner/operators of towed vehicles must check with Campus Police for information on where the vehicle was towed.

## **13.0 Authority/Reference**

Commonwealth of Virginia Motor Vehicle Code 46.2

Section 4.3.1.5 of the VCCS Policy Manual requires colleges to utilize parking as an auxiliary enterprise to collect revenues for the construction, repair and maintenance of college parking facilities including maintenance, replacement, and repair of outdoor lighting, sidewalks, and other infrastructure facilities.