

## AVAILABLE SERVICES

The following services are available if you need assistance. Call the college operator by dialing "7691" on any College phone or request assistance in the Office of Safety and Security located in area 1L8 of the Main Building.

- Assistance in unlocking a car.
- Assistance in starting a car with a low battery.
- Escorting individuals to or from the parking lots when requested.
- Assist with or help find assistance for motorists having car trouble.

## ENFORCEMENT

The College's campus is patrolled 24 hours a day, seven days a week by security personnel who are charged with enforcing traffic and parking regulations, as well as policies and procedures of the College.

Parking enforcement is conducted according to the Oklahoma City Community College Traffic and Parking Regulations as established by the College's Board of Regents. Examples of parking violations and fines are listed below.

## VIOLATIONS

The following are examples of violations of the traffic and parking regulations:

### A. REGISTRATION

1. Vehicles not currently registered with the college
2. Parking decal or parking permit not properly affixed to the vehicle.
3. Parking decals or parking permits on vehicles other than vehicle for which it is authorized.
4. Unauthorized possession of a parking decal.
5. Falsification of registration information.
6. Illegal use: reproduction or alteration of parking decal and/or permit.

### B. PARKING

1. Unauthorized areas.
2. Handicapped space without official State permit or temporary State permit.
3. Fire Lanes

## C. MOVING CITATION

1. Failure to stop at a "Stop" sign.
2. Speeding.
3. Going the wrong way on a one-way street.
4. Failure to yield to a pedestrian.
5. Reckless driving.

## FINES AMOUNTS (PER TICKET)

- Failure to stop at a "Stop" sign: ..... \$25
- Going the wrong way on a one-way street: .... \$25
- Reckless driving, unsafe driving:..... \$25
- Parking in a fire lane: ..... \$100
- Parking in a handicapped space without a proper permit: ..... \$100
- Parking in a faculty and staff area without a proper decal: ..... \$15
- Double parking: ..... \$5
- Improper parking (parts of vehicle outside of marked space): ..... \$3
- All other parking violations: ..... \$5
- Failure to display parking decal or parking permit: ..... \$5
- Improperly affixed parking decal or parking permit: ..... \$3

## PAYING FINES

Fines may be paid in the Bursar's Office. When a fine is paid, a receipt will be issued and the Safety and Security Department notified. Once all fines have been paid, all restrictions on the person will be removed.

Failure to pay or appeal any fine within 15 calendar days will result in the following action:

- For students, a letter will be sent advising the student that a citation that was received on the vehicle has not been paid. Resulting in a Safety and Security Hold being placed on the student's records until such time that a copy of the receipt of payment of the citation is presented to Campus Safety and Security.
- For employees, notification will be sent to Human Resources

- For vendors, individuals will be restricted from doing business with the College.

Students receiving four (4) or more citations within a calendar year may be referred for disciplinary action. Disciplinary action may include the suspension of parking and driving privileges on campus for the remainder of the calendar year.

## APPEALING A CITATION

Students who are issued citations shall either pay the fine imposed or file a written appeal within 15 calendar days. Appeal forms are available in the Office of the Vice President for Student Services. Employees who receive citations shall either pay the fine or file a written appeal under the Employee Grievance Procedure within 15 days. No appeal will be considered after 15 calendar days from the date the citation was issued.

## SUGGESTIONS

Written suggestions that discuss how to promote traffic and parking safety on campus are welcome. Please send such suggestions to:

Office of Campus Safety and Security  
Oklahoma City Community College  
7777 South May Avenue  
Oklahoma City, OK 73159



Oklahoma City Community College complies with all applicable Federal and State laws and regulations and does not discriminate on the basis of race, color, national origin, gender, age, religion, disability or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

Oklahoma City Community College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools.

Oklahoma City Community College is also in compliance with Public Law 101-226, the Drug-Free Schools and Community Act Amendments of 1989 and the Drug-Free Workplace Act of 1988. In support of the spirit and intent of these laws, Oklahoma City Community College maintains an alcohol-, tobacco- and drug-free campus and prohibits the use of alcohol and/or illicit drugs by students and employees on college property or as part of any college activity and also prohibits the use of tobacco inside College buildings.

# Campus Traffic and Parking Regulations



Oklahoma City Community College

## TRAFFIC AND PARKING REGULATIONS

The following regulations have been developed in order to ensure the safety and security of students, College employees and visitors. These regulations are in effect at all times. Questions should be directed to the Office of Campus Safety and Security.

## REGISTRATION OF VEHICLES

All vehicles must be registered with the College at the time of enrollment/registration or employment.

In order to register vehicles and obtain a parking hang tag, faculty and staff must show their valid employee ID card at the office of Campus Safety and Security. Personnel there will then issue a parking placard. Student workers and student work-study employees can obtain a student parking decal at the Admissions Counter.

A student vehicle registration and decal must be obtained and the decal must be displayed by the first day that the student parks to attend classes. The student parking decal must be properly displayed outside the lower right corner of the rear window on all types of vehicles. If this is not possible due to the particular circumstances of the vehicle design, it is permissible to display the parking decal on the right corner of the rear bumper. Motorcycles must properly display the parking decal on either of the front forks. No vehicle is properly registered until the parking decal is installed in the specified location.

- A faculty/staff vehicle registration card must be completed and the parking placard obtained and displayed within 72 hours of starting employment.
- Students, faculty, and staff using an unregistered vehicle temporarily on campus must obtain a temporary permit from the Office of Campus Safety and Security.
- In the event that a faculty or staff member sells their vehicle it is that person's responsibility to keep the issued parking placard. Students selling their vehicle must remove the parking decal. If the decal or placard is not removed the owner of that decal / placard is responsible for all citations received until proof of sale or transfer is received.
- These regulations apply to the spouse, relatives and/or anyone with permission from the person responsible for that vehicle while on campus.

## TYPES OF PARKING DECALS AND PERMITS:

- Unrestricted parking hang tags are issued to the College President's Cabinet and members of the Board of Regents.
- Faculty and staff parking hang tags are issued to faculty and staff presenting a valid employee ID card. Faculty and staff are responsible for any and all citations issued on any of their vehicles on campus. Faculty and staff parking are reserved only for the faculty or staff member.
- Student parking decals are issued at the time the student vehicle is registered.
- Individuals needing to park in a reserved handicapped parking space will be required to display the officially recognized State Handicapped Parking Permit that is issued by the State of Oklahoma Department of Public Safety. Individuals needing to park in reserved handicapped parking because of temporary disability can contact a physician licensed to practice medicine in the state of Oklahoma for a temporary permit.
- Temporary parking permits may also be issued to press, vendors, or personnel from other agencies that use campus facilities regularly. These permits can be obtained in the Office of Campus Safety and Security.
- Temporary parking permits may be issued for substitute vehicles used on campus for up to thirty days.
- Parking permits may be issued to retired faculty or staff who have a valid College ID upon request.

## PARKING AREAS

Parking on campus is a privilege and is only permitted within the valid spaces located in the parking lot areas. A valid parking space is defined by parallel lines on both sides of a vehicle and/or a line, curb, parking block or other type of barrier in front of the vehicle. A vehicle must be wholly within the space to be properly parked.

Student parking areas are marked with yellow parallel lines. Employee parking areas are marked

with blue parallel lines. Motorcycle parking is provided in Parking Lot "A". Bicycle parking racks are provided in Parking Lots "A" and "G". Bicycles are prohibited from parking on sidewalks. Visitors may also park in other areas except those reserved for employees or the handicapped.

Parking for the handicapped is marked with the international wheelchair sign on the pavement and/or sign post. Vehicles parking in these spaces must adhere to all other parking regulations.

Parking in fire lanes is strictly prohibited.

## VEHICLE OPERATION

Anyone operating a vehicle on College property must have a valid driver's license. The driver is responsible for:

- Controlling the vehicle
- Operating it in a safe manner.
- Observing traffic signs and parking control devices.
- Conceding the right of way to pedestrians.

Traffic speed is monitored by College security personnel. The maximum speed limit on campus driveways and roadways are 25 miles per hour. In parking lots, the maximum speed limit is 10 miles per hour. Vehicles may not operate at any speed that is excessive for existing conditions. Operating a vehicle in any area other than a street, roadway, or parking lot intended for vehicles is prohibited.

## REPORTING ACCIDENTS

Report all accidents to the College operator by dialing "0" on any College telephone. The following information should be provided: nature of the accident, location and type of assistance needed.

## TOWING VEHICLES

Oklahoma City Community College maintains the right to tow any vehicle on College property. This shall serve as official notification to all concerned parties and shall also serve the same purpose as posting regulations in parking lots. The following are violations that could result in a vehicle being towed:

- Parking in a handicapped space without the vehicle being properly registered.

- Five or more parking violations.
- Blocking drives and/or access road/service drives.
- Parking on the grass.
- Creating a traffic hazard.
- Obstructing sidewalks, crosswalks or other vehicles.
- Parking in a reserved space without proper parking decal and/or permit.
- Leaving or abandoning a vehicle on campus for more than 48 hours without the permission of the Director of Campus Safety and Security.
- Parking in a fire lane.

Towing expenses are assessed to the owner of the vehicle. The college shall not be held responsible for towing expenses, storage charges and/or damage to the vehicle during towing or storage of said vehicle.

## VEHICULAR BREAK DOWNS

If a vehicle breaks down on campus, the driver should call the College operator by dialing "7691" on any College phone and give the operator the following information:

- The nature of the problem.
- Location of the vehicle.
- Date and time you expect to move the vehicle within 24 hours.
- A telephone number where you can be contacted.

Even if a vehicle has broken down, it cannot be allowed to block travel lanes, parking lots, pedestrian walkways, handicapped ramps, fire lanes, or hydrants. Unless they are moved, such vehicles may be subject to towing.