

Department of Campus Safety & Security

Parking Manual- Indian Hills Community College (IHCC)

2023-2024 Parking Regulations, Fees and Fines. Effective Friday, July 1, 2023

General Procedures

1. The use of IHCC parking facilities, requires registration and a parking permit at all times. Unless posted otherwise.
2. College parking facilities are not to be used as storage for boats, campers, trailers, motorcycles or any other vehicle, or for any type of gathering unless approved by the Director of Safety and Security.
3. Applications for parking permits are made, during posted business hours. Applications are also accepted online by registered students and current faculty and staff as announced during the year.
4. Faculty, staff, students, and visitors are expected to know and comply with the State of Iowa motor vehicle laws, the traffic ordinances of the City of Ottumwa, and the Indian Hills Community College traffic and parking regulations. *Vehicles in violation may be ticketed and/or towed without notice.*
5. Driving motor vehicles on campus walks and lawns is prohibited except when special permission is granted by IHCC Facilities Management or the Director of Campus Safety and Security.
6. Driving around or moving a barricade is not permitted and may result in the suspension of college parking privileges.
7. The Indian Hills Community College assumes no liability or responsibility for vehicles or their contents while parked or driven on college property. This includes lost or stolen permits.
8. The President's authorized representative shall place and maintain such traffic control devices as deemed necessary upon or about college drives, roads, and streets.
9. Passes issued by Athletics for the purpose of parking in designated lots during scheduled IHCC athletic events are not valid in any other location at any time, nor does it absolve the driver or owner of obtaining the appropriate IHCC parking permit or any other regulation herein.
10. Golf carts must register with and conform to the policies set forth by the College and are subject to all parking regulations and fines set forth herein.
11. The President of IHCC has designated the Director of Campus Safety and Security Department, as Supervisor, to administer these regulations, take enforcement action, and collect fees and fines.

1. College Student Vehicle Registration

1.1 All college students (full or part-time) who intend to use the campus parking facilities at any time shall register their vehicles and display the proper parking permit.

1.2 Parking permits will be issued only upon presentation of an Indian Hills Community College student I.D. card. The fee must be paid at the time of issuance.

1.3 Off-campus students shall be eligible for a student-commuter B permit which must be obtained if intending to use any designated "A / B or B" parking lots between 7:00 a.m. and 7:00 p.m., Monday through Friday.

1.4 Students living in college residence halls shall be eligible for a student resident "R" permit.

A. Student permits shall be turned into the Department of Campus Safety and Security upon graduation or termination of coursework at Indian Hills Community College.

B. Individuals found using an altered, stolen permit they are ineligible for or registered to another person, however acquired, are subject to having parking privileges suspended or revoked.

1.5 Parking areas with an R Lot designation can be used twenty-four (24) hours per day by persons with an appropriate IHCC parking permit. Restrictions may apply.

2. Faculty/Staff Vehicle Registration

2.1 All college staff (full or part-time) who intend to use the campus parking facilities at any time shall register their vehicle(s) and display the proper parking permit.

2.2 Any staff member may purchase the A parking permits. Application should be made at the Administration Building, Department of Human Resources.

2.3 Any retired faculty or staff member who meets the requirements and is approved by the College President will qualify for an E permit which enables the individual to park in any A, A / B, or B parking lots at no cost.

3. Bicycles

3.1 Bicycles shall be parked only in bicycle racks provided by the college. Bicycles shall not be parked on the lawn or sidewalks or chained to trees, light poles, fences, benches, etc. Bicycles improperly parked may be impounded by cutting and removal of a locking device, if necessary.

3.2 Bicycles that are considered abandoned will be removed by cutting the locking device, if necessary, and impounded.

3.3 All bicycles left on campus following the conclusion of either the spring or summer session will be deemed abandoned and impounded.

3.4 Impounded bicycles may be claimed within a three (3) month period after impoundment upon proper identification and payment of a five-dollar (\$5.00)

impoundment fee. Bicycles impounded and unclaimed after three (3) months will be sold at auction.

3.5 All bicyclists should familiarize themselves with all appropriate laws regulating bicycle operation on and off campus. Extreme caution should be exercised when riding on campus walkways. Pedestrians shall be given the right-of-way at all times. Bicyclists riding on campus need to exercise caution when operating off-campus sidewalks and streets.

4. Motorcycles

4.1 All operators of motorcycles who intend to use the campus parking facilities must purchase a properly designated parking permit for the lot they wish to use, which must be permanently affixed to the vehicle. All motorcycles must park in designated motorcycle areas. Motorcycles may not be stored on campus during the winter season.

4.2 Mopeds are classified as motorcycles.

5. Disabled Parking

5.1 Permanently disabled persons wishing to use the college disabled parking facilities must display the appropriate college parking permit and the state disabled identification permit. Application forms for the state disabled identification permit may be obtained from any County Treasurer's Office. Persons who have short-term disabilities may apply for disabled parking privileges at the IHCC Department of Campus Safety and Security, Trustee Hall- Student Development Office. Temporarily disabled permits are valid for a maximum of twelve (12) weeks within an academic year.

5.2 Disabled parking areas are reserved solely for the holders of disabled parking permits with the appropriate college parking permit. The disabled parking stalls located within residence halls and IHCC apartments parking areas are enforced twenty-four (24) hours a day, seven (7) days a week. All other disabled areas will be enforced from 7:00 a.m. through 11:00 p.m., seven (7) days a week with no parking from 11:00 p.m. through 7:00 a.m.

6. Parking Lot Designation and Hours

6.1 Parking lots are designated by a letter and are restricted during the hours listed as follows:

A Lots: 7:00 a.m. to 5:00 p.m., Monday - Friday

A / B Lots: 7:00 a.m. to 7:00 p.m., Monday – Friday

B Lots: 7:00 a.m. to 7:00 p.m., Monday – Friday

R Lots: At all times

6.2 A, A / B, and B parking lots must be vacated during the hours of 11:00 p.m. to 7:00 a.m. seven (7) days a week.

6.3 During the hours that lots are designated:

A permit holder may use the A, A / B, B or R lots.

B permit holders may use the A / B or B lots

R permit holders may use the R Lots and A / B*, or B* Lots *ONLY DURING DESIGNATED TIMES*.

6.4 The holder of any parking permit **except a motorcycle permit**, may use any of the parking facilities during the hours when the classification of parking lots is not in effect (see Sections 6.1 and 6.2). The holder may also use the loading zones at all times for the prescribed time limit. (Loading zones, service areas, and disabled parking areas - see Section 11.)

6.5 R permit is for use in the R designated parking areas and for vehicle identification. It further allows the use of parking lots when their classification is not in effect until the designated times of no overnight parking.

6.6 The purchase of a parking permit does not guarantee the holder a parking space.

6.7 All parking regulations are enforced during term breaks, seasonal holidays, and during summer break. Lot designations will be lifted in the A and B lots during non-academic periods, excluding the designated no overnight parking restrictions in effect from 11 p.m. – 7 a.m.

7. Permit and Fees

7.1 Type of Registration	Bi-Annual	Per Year
A Permit (Faculty & Staff) *	\$0.00	\$0.00
B Permit (Student Commuters)	\$20.00	\$15.00
R Permit (Student Housing Resident)	\$20.00	\$15.00
Temporary Permit	\$5.00	per week
Motorcycle Permit	\$20.00	\$15.00

7.2 Permits will be registered to individuals only and ownership of all IHCC permits is not transferable.

Hanging permits must be displayed on the rearview mirror of the vehicle or in a self-adhesive window pouch issued by the Department of Campus Safety and Security while parked on campus. Driver discretion should be used when operating the motor vehicle with the hanging permit on the rearview mirror.

Self-adhesive parking permits should be displayed on the front windshield and affixed to the lower corner of the driver's side.

A charge of Failure to Display a Parking Permit will be assessed if the hanging permit is not present on the rearview mirror or if the self-adhesive sticker is not properly placed in a clearly visible and conspicuous location on the window of the vehicle. An additional charge of Illegal Parking will be assessed if the vehicle is parked outside their lot designation. One charge of Failure to Display a Parking Permit can be dismissed per academic year.

Only current bi-annual or yearly permits with the approved color, design, and IHCC logo are to be displayed on the vehicle. All permits from prior years are to be completely removed.

It is the responsibility of the registrant to ensure their permit is properly used and displayed.

Temporary permits are not valid without the valid date(s) listed, and vehicles are subject to citation.

7.3 Replacement of hanging parking permits that have been lost or stolen from an unlocked vehicle will be at the current permit price. If a vehicle is sold or disposed of without the removal of the self-adhesive window parking permit, the replacement fee will be \$5.00. There is no replacement fee for those persons whose permits have been stolen through forced entry (police report required) to their vehicle or when remnants of the old permit are returned to the Department of Campus Safety and Security. Contact the Department of Campus Safety and Security for additional information.

7.4 When applying for a refund of the parking permit fee, the permit must be returned to the Department of Campus Safety and Security. Students may do so within the first two (2) weeks of any given term or summer session of eight (8) weeks or more. Faculty and staff are prorated on a monthly basis.

7.5 All parking permits expire bi-annually of the following academic year on August 31st. Each permit is issued with a valid expiration date. No exceptions are made for the expiration date of the permit, and it is the responsibility of the vehicle owner/operator to make sure each permit affixed to a vehicle is valid.

8. Traffic Regulations

8.1 Parking of motor vehicles is prohibited on all Indian Hills Community College property except those locations which have been established for parking and marked by signs controlling their use. It is illegal to park in any area that is not specifically designated for parking and violators will be ticketed and are subject to tow.

8.2 Vehicles must be parked between the lines where parking stalls are marked.

8.3 Pedestrians shall have the right-of-way at all crosswalks and are expected to cross at properly marked crosswalks. Vehicles shall yield to pedestrians at all crosswalks.

8.4 The speed limit on all campus streets is 25mph or less*. Driving within this speed does not relieve the operator of the responsibility of having the vehicle under control at all times. Speed zone signs are posted at each entrance to the college and on other designated streets. Parking lot speed limits are limited to 10mph or less. *For all other speed restrictions on campus follow the posted signs limit

8.4(a) To be found in violation of a speed related citation on IHCC campus property the driver shall be observed in the act of speeding in excess of the posted limit, be positively identified as the operator at the violation date and time, a determination of the speed has been estimated in good faith by any IHCC staff member or campus safety and security officer, and a timely report has been made to the IHCC Safety and Security Department.

8.4(b) To be found in violation of reckless/ careless operation of a vehicle related citation on IHCC campus property the driver of any vehicle shows (Reckless)- willful or wanton disregard for the safety of persons or property while driving, Or

(Careless)- 1. Creates or causes unnecessary tire squealing, skidding, or sliding upon acceleration or stopping. 2. Simulates a temporary race. 3. Causes any wheel or wheels to unnecessarily lose contact with the ground. 4. Causes the vehicle to unnecessarily turn abruptly or sway.

8.5 Head-In" parking is recommended, particularly in angle parking spaces.

8.6 All vehicles parked in violation of these regulations shall be subject to tow at the expense of the owner or registrant.

8.7 Disabled vehicles must be moved within twenty-four (24) hours. Vehicles are subject to tow immediately if they present a traffic hazard.

8.8 Vehicles may be towed or impounded if any of (but not limited to) the following conditions exist without prior notice:

1. The vehicle has accumulated a total of five (5) unpaid violation citations or a total of one-hundred dollars (\$100) in unpaid penalties.
2. The vehicle is improperly or illegally parked and poses a traffic hazard or an obstruction to the normal movement of traffic.
3. The vehicle remains improperly or illegally parked for a period exceeding eight (8) hours.
4. The vehicle appears to be abandoned or left unattended for a period of time exceeding twenty-four (24) hours.
5. The vehicle habitually violates the parking rules. The receipt of ten (10) parking tickets within any academic year will establish the vehicle owner as a habitual violator.
6. Vehicles using Indian Hills Community College parking facilities must have a current state vehicle registration, a valid IHCC parking permit, and be operable. Those vehicles deemed inoperable, are not currently licensed, or are in disrepair, are subject to removal from college property at the owner's expense.

8.9 Parking privileges may be revoked if one or more of the following occur:

1. Displaying an altered or stolen parking permit, including a state-issued disabled identification permit.
2. Using a permit for which they are not eligible or issued to another person however acquired.
3. Knowingly allows a permit issued to them to be used by another person for any reason.
4. Persons deemed to be habitual violators of the college parking rules are defined as those receiving ten (10) parking tickets within any academic year.
5. Any illegal use of a permit.

9. Penalties and Appeals

9.1 The person registering a vehicle or operating a vehicle on campus shall be responsible for all parking violations involving the vehicle.

9.2 Parking tickets for illegal parking may be issued once every four (4) hours for the same violation and location. Multiple parking citations may be issued throughout the day to vehicles remaining in a timed parking zone or restricted overnight (no parking) lot.

9.3 Violation of any of the regulations governing the use of motor vehicles, bicycles, roller skates, rollerblades, and skateboards on campus will subject the violator to a penalty according to the following schedule:

1. Altering, counterfeiting or illegal use of any parking permit \$50.00 each offense
2. Failure to purchase parking permit \$15.00 each offense
3. Improper display of parking permit \$5.00 each offense
4. Failure to display parking permit\$5.00 each offense
5. Late payment \$5.00 each offense
6. Illegal parking\$15.00 each offense
7. Illegal parking in a R parking area.....\$25.00 each offense
8. Illegal parking in a Service or Official Vehicle Zone or a Tow Zone .. \$30.00 each offense
9. Loading zone (or other timed parking areas) parking violations\$20.00 each offense
10. Disabled parking violations including handicapped access areas..... \$50.00 each offense
11. Illegal parking in a red fire lane, parking in front of or within 10 ft of a fire hydrant or in a yellow striped restricted area.....\$50.00 each offense
12. Parking in A, A / B & B lots from 11:00 p.m. - 7:00 a.m. during snow removal.... \$25.00 each offense

- 13. Vehicles parked along the curb in any R lots during snow removal ... 25.00 each offense
- 14. Fines for habitual violators will be double the normal fee ...Refer to Section 8.8 (5)
- 15. Illegal use of roller skates, rollerblades or skateboards or electric scooters \$25.00 each offense
- 16. Moving violations:
 - 1. Driving on campus walks or lawns \$40.00 each offense
 - 2. Driving around or moving a barricade \$40.00 each offense
 - 3. Excessive speed or reckless driving on-campus drives, streets, and roads \$25.00 each offense
 - 4. Failure to comply with traffic control devices (stop signs, yield, etc)\$25.00 each offense
 - 5. All other moving violations\$20.00 each offense

9.4 Unpaid Parking Fines:

- 1. Staff member - may be deducted from salary.
- 2. Student – this may prevent the student from registering for classes or obtaining transcripts.
- 3. May result in a suspension of parking privileges on college property.

9.5 Upon being issued a parking/traffic violation, the violator shall appear within seven (7) business days at either One Stop located in Bennett Student Services Center or the IHCC Business Office located in the Administration Building to pay the penalty imposed. To make an appeal you can come to the Department of Campus Safety and Security, Trustee Hall, Student Development Office during normal business hours and make an appointment to present an oral appeal to the Appeals Committee or file a written appeal of the violation. Failure to appear at the appointed time will result in denial of the appeal.

9.6 Appeals will be accepted in oral or written form by the Appeals Committee.

An online ticket appeal form can be found at <https://www.indianhills.edu/students/vehicles.php>.

The decision of the Appeals Committee shall be final.

9.7 In the event of nonpayment of an assessed penalty or the failure to initiate appeal action within seven (7) business days following the issuance of a violation citation or the denial of an appeal, an additional penalty of five dollars (\$5.00) will be assessed.

10. Visitors and Guests

10.1 Visitors and guests are expected to observe the campus traffic regulations. They shall not use restricted areas, service areas, zones for the disabled, or loading zones except in accordance with these regulations.

10.2 All overnight visitors or guests shall obtain a courtesy parking permit from the Department of Campus Safety and Security and shall park in any (R) parking area between the hours of 11:00 p.m. and 7:00 a.m., seven (7) days a week.

11. Other Regulations

11.1 Loading zones (or other timed parking areas) are established for the purpose of providing short-term parking for holders of permits only or members of the public for official business purposes and are enforced twenty-four (24) hours a day, seven (7) days a week. Multiple tickets may be issued for all violations of these regulations.

11.2 Service areas are established for the exclusive use of service vehicles, delivery trucks, and college vehicles with no time limit and are enforced twenty-four (24) hours a day, seven (7) days a week.

11.3 Visitor parking spaces are only for the use of visitors to the campus or guests of the college and are enforced twenty-four (24) hours a day, seven (7) days a week.

11.4 Other reserved areas are established for the exclusive use of the vehicle assigned to that area.

11.5 Parking lots may be temporarily closed to facilitate cleaning, maintenance, or other college purposes. Parking lots may be temporarily reassigned or restricted in the case of special events on campus.

12. Skateboarding, Roller Blading, Roller Skating, and Electric Scooters

12.1 Skateboarding, Roller Blading, Roller Skating and Electric Scooters. No person shall ride or operate skateboards, roller blades, roller skates or electric scooters upon properties owned, leased, or occupied by the Indian Hills Community College at **any** time:

12.2 Impoundment. Any Campus Safety and Security Officer who observes a person violating this ordinance is authorized to issue a citation for the violation and to impound a person's skateboard if a repeat violation occurs.

Indian Hills Community College reserves the right to regulate and control traffic as it deems necessary and may change these regulations with due notice as published on both the parking information page and <https://www.indianhills.edu/about/security.php>.

Written suggestions to promote traffic safety or improve parking regulations on campus are welcomed by the Safety Committee and should be sent to the Department of Campus Safety and Security, Trustee Hall, Student Development Office: ATTN: Director, Campus Safety and Security.
