

HIGHLAND COMMUNITY COLLEGE POLICY

SUBJECT: Parking Policy

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BOARD OF TRUSTEE APPROVAL: 1/11/2006

EFFECTIVE DATE: 1/12/2006

BOARD OF TRUSTEE REVISION: 2/24/2016

EFFECTIVE DATE: 2/25/2016

Parking Policy

Students, staff, and faculty are required to register their vehicles and display parking permits when parked on the Highland campus, except open parking areas. Students living in student housing will be assigned parking according to their housing assignment and may not park in any other area on campus.

Parking for employees is available as follows:

- LSU/Cafeteria lot – Employees only
- Administration Building/Irvin Hall lot – Employees and college-owned vehicles only
- Communications Technology (CT) Building West – Employees and commuter students only
- Church Parking Lot East of Ellis Hall – Employees, commuter, and Ellis Hall residents
- Main Street – Open Parking
- Wellness Center – Open Parking

With certain exceptions, the parking areas are active 24 hours a day, Monday through Friday, except special events as designated by Highland Community College. Parking areas are active in all weather conditions. The parking areas are depicted on parking maps distributed at the time permits are received.

Multiple parking permits are available for HCC employees. Failure to display a parking permit will result in a parking violation.

Parking Exceptions

After 5:00 PM, parking is open to everyone in the following parking areas:

1. Behind the library (north side), normally Staff and Commuter parking
2. Wellness Center, normally reserved for Staff, commuters, and community.
3. CT Building West

Handicap Parking

Designated handicapped spaces are appropriately marked in accordance with State regulations. Only students, staff, and visitors with valid handicap parking permits are allowed to park in handicap spaces, at all times.

Injured Parking

Any individual who is injured and requires crutches, wheelchair, or other ambulatory assistive device on a temporary basis may get permission from the Vice President of Student Services to park close to the cafeteria or classrooms. A special permit is issued to that individual and must be displayed in the front window when parked on campus.

Vehicle Fines

Responsibility for locating a legal parking space rests with the vehicle operator. Individuals who do not comply with campus parking rules and regulations will be issued a parking violation and charged a fine in accordance with the fee structure listed later in this policy. All fines levied against violators have been approved by the Highland Community College Board of Trustees. All fines must be paid in the Business Office, Administration Building, during normal work hours, or by mail.

Payment of Fines

All violation fees double if not paid in five working days. Fines are cumulative for the academic year, fall through summer.

- Parking in a loading zone: \$10
- Parking in a Reserved Lot with improper/no permit: \$10
- Parking in a handicapped space without sticker/placard: \$20
- On the Fourth Parking Violation within one academic year, an auto boot will be applied and a notification sticker applied to driver's window. Cost to remove boot is \$75 and payment of all unpaid tickets. Vehicle towed at owner's expense if boot not removed in 30 days.
- Tampering with boot-----\$300

Failure to Pay Fine

Students - After 10 working days from the date the ticket was issued, the Administration office is notified and a hold is put on the vehicle owner's grades and registration process.

Employees – After 10 working days from the date the ticket was issued, the Administration office is notified. The Administration office will in turn notify Human Resources of the offense and failure to pay. Appropriate disciplinary action may be taken.