

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

Presidential Order

Subject: PARKING/TRAFFIC RULES AND REGULATIONS
Number:
Date Issued: June 15, 2021
Effective Date: June 15, 2021
Initiating Entity: President
Affected Entities: Campus Community and Guests
Responsible Entity: Vice President for Administrative Affairs or designee
Revisions if any: Yes

The provisions of the California Vehicle Code are enforced 24 hours a day, seven days a week. Parking permits are also required 24 hours a day, seven days a week. The Campus speed limit is 25 miles per hour unless otherwise posted. The speed limit in campus parking facilities is 5 MPH. Speeds are enforced by radar.

Responsibility for establishing rules and regulations relating to vehicles on State University Campuses is vested in the University, Section 42201 of Title 5 of the California Code of Regulations, and Section 21113(a) of the California Vehicle Code. These provisions include responsibility for establishing parking regulations.

Citations may be issued for violations of any section of the California Vehicle Code.

For information regarding the University's commitment to alternative transportation, please see Alternative Transportation Presidential Order.

1 General Parking Information

All full or part-time students, faculty, staff and visitors who park a vehicle on the campus of California State Polytechnic University, Pomona (Cal Poly Pomona) are required to display a valid Cal Poly Pomona parking permit. Exceptions to this requirement include vehicles parked in short-term spaces such as loading/unloading, 15 minutes, etc. This requirement also applies to vehicles in possession of a valid Disabled Placard or Plate issued by the Department of Motor Vehicles (DMV).

PARKING PERMITS

There are various types of parking permits, each designated for specific parking facilities and/or time periods. Valid permits must be purchased and displayed when using any parking facility.

Please visit www.cpp.edu/parking for the current Parking Fee Schedule.

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HOURLY PERMITS

Hourly parking spaces are available throughout campus to all students, faculty/staff, or visitors, with the purchase of an hourly permit. Regular parking permits are not valid in hourly parking spaces. Vehicles parked in these spaces must display an hourly permit from the information booth or parking pay station machine located in respective facilities.

Hourly parking stalls are designed to meet the short-term parking needs of those conducting University business on the campus. Movement of vehicles to circumvent posted time restrictions is prohibited.

DAILY PERMITS

Daily parking permits are valid until 11:59 P.M. on the day of purchase. Daily parking permits are not valid in hourly parking spaces, reserved stalls, Student Reserved or Resident Reserved facilities.

Visitors and students may use daily permits in Student/General parking facilities. Non reserved parking facilities are considered general parking and open to campus visitors.

SEMESTER PERMITS

Semester Permits are valid only for specified dates and academic terms in which it was issued. Student/Faculty/Staff permits are available for purchase online through the University Police, Parking and Transportation website or the University Cashier's Office.

Student semester permits are only valid in Student/General parking facilities and not valid in Faculty/Staff facilities Monday thru Friday before 5:30 PM.

Faculty/Staff semester parking permits are valid in Faculty/Staff and Student/General parking facilities. These permits are not valid in hourly parking spaces, reserved stalls, Student Reserved or Resident Reserved facilities.

ANNUAL PERMITS

Annual Permits are available only to Faculty/Staff and valid for specified dates. These permits are available for purchase to all permanent employees, online through the University Police, Parking and Transportation website or the University Cashier's Office. They are valid in all Faculty/Staff and Student/General parking facilities. These permits are not valid in hourly parking spaces, reserved stalls, Student Reserved or Resident Reserved facilities.

SPECIAL PERMITS

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RESIDENT PERMITS

Students residing on campus and in possession of a valid student semester permit may obtain a Resident permit.

These permits are valid in specified Resident Reserved parking facilities.

SERVICE PERMITS

Service permits are available to University employees and off campus affiliates/vendors on a limited basis, based on departmental need and job function. Service permits are valid in designated Service stalls and are intended for temporary loading/unloading to provide service to nearby buildings.

DISPLAY OF PARKING PERMIT

Permits must be displayed seven days a week, including academic breaks, and visible to enforcement personnel.

Failure to have a valid permit visible may result in a parking citation.

Two-wheeled vehicles, including motorcycles, scooters, mopeds or motorized bicycles, required to be licensed by the Department of Motor Vehicles, are required to park in designated motorcycle spaces only. The parking permit must be displayed so it is visible to enforcement personnel.

Daily, Semester, Annual or Special parking permits are not valid in short-term spaces such as hourly, loading/unloading or 15-minute spaces.

PARKING PERMIT FEE WAIVER

Per Executive Order 1111, Students with verified disabilities may receive a parking fee waiver based on financial need. The Student Financial Aid Department shall evaluate and certify a student's financial need meets the requirement for a parking fee waiver.

PARKING PAY STATION MACHINES

Parking pay station machines are located in parking facilities throughout the campus and offer hourly or daily options based on the location.

Unreadable permits or permits that have been written on or altered in any way are subject to citation.

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RE-SALE OF PERMIT PROHIBITED

All parking permits remain the property of the University. Once a parking permit has been issued to an individual, the permit may not be transferred (for use by the registered permit holder only), re-sold and must be surrendered if no longer needed prior to its expiration.

LOST, STOLEN OR ALTERED PARKING PERMIT

Parking permits that have been lost, misplaced or stolen may be replaced at the Police and Parking Services Office in building 109 by completing a Parking Permit Replacement Application. Replacement is contingent upon establishing proof of purchase. Only one free replacement will be provided within a four-year period. Subsequent replacements will be sold at the current permit rate.

Unreadable permits or permits that have been written on, will be considered altered.

Display of a lost, misplaced, stolen or altered parking permit is subject to citation, disciplinary action and prosecution through Civil Hearings.

TEMPORARY PERMITS

In the event a parking permit is forgotten, a day permit may be obtained at the University Police and Parking Services Department. A student or faculty/staff Bronco I.D. will be required. A one-day permit will be issued only once per academic term. Additional day permits may be purchased from the Visitor Information Booth or a parking pay station machine.

RECIPROCITY

As per Unit 3 Collective Bargaining Agreement faculty employed at two (2) or more campuses shall not be required to purchase multiple parking permits. Faculty members must provide proof of employment from respective California State Universities and a valid faculty-parking permit from affiliated CSU campus to obtain a Cal Poly Pomona parking permit.

2 PARKING REGULATIONS

PARKING - GENERAL

Vehicles must be parked facing into the parking stall (head-in parking only).

Vehicles found parked outside of marked stalls, backed into stalls, blocking roadways, within 10 feet of buildings or on non-designated/unimproved areas, are subject to citation.

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PARKING SPACE AVAILABILITY

The purchase of a Cal Poly Pomona parking permit gives the permit holder the right to park in a designated campus location only when there is space available in that location. The purchase of a parking permit does not guarantee the purchaser access to a parking space at all times.

PARKING FACILITY DESIGNATIONS

Parking areas are designated as Student/General, Resident, Faculty/Staff, or by appropriate signs or painted curbs.

A. STUDENT/GENERAL PARKING FACILITIES

Student/General parking facilities are considered general parking facilities and have been designated throughout campus. Vehicles parked in student facilities must display the appropriate valid parking permit. Faculty/Staff permits are valid in student parking facilities.

B. RESIDENT RESERVED PARKING FACILITIES

Specific parking facilities have been designated as Resident Reserved parking only. A Resident permit is required to park in a Resident Reserved parking facility. Students with Resident Reserved parking permits are discouraged from parking in Student/General parking facilities.

Student and Faculty/Staff parking permits are not valid in Resident Reserved parking facilities.

C. FACULTY/STAFF FACILITIES

Faculty/Staff parking facilities have been designated throughout campus. Vehicles parked in Faculty/Staff facilities must display a valid Cal Poly Pomona Faculty/Staff parking permit.

Exception: Faculty/Staff facilities are available as a convenience for any valid Cal Poly Pomona parking permit, including student parking permits for use **after 5:30 p.m.**, Monday through Friday and all-day Saturday and Sunday until 11:59 p.m.

ACCESSIBLE PARKING

Accessible parking spaces have been established throughout the campus and are designated by blue paint stencil and a corresponding blue sign. Such spaces are restricted to those vehicles bearing DMV issued disabled license plates or placards, in accordance with the California Vehicle Code. Vehicles displaying a disabled placard or plate are also required to display a valid Cal Poly Pomona parking permit.

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Vehicles illegally parked in accessible spaces are subject to citation and/or tow-away at owner's expense.

TWO-WHEELED VEHICLES

All motorized two-wheeled vehicles (motor scooters, mopeds, motorbikes, motorcycles, etc.) must be parked in areas designated for two-wheeled vehicles. Two-wheeled vehicles parked in automobile parking spaces are subject to citation. Only motorized two-wheeled vehicles are permitted to park in designated two-wheeled vehicle parking areas.

All non-motorized bicycles shall park in designated bicycle parking lockers, corrals, cages and racks located throughout campus.

ELECTRIC VEHICLE CHARGING STATIONS

Electric Vehicle Charging stations are available for charging for a maximum of 4 hours per day. All vehicles must be actively charging when parked in an electric vehicle stall and must display a valid parking permit.

PAINTED CURBS

Painted curbs are an indication of restricted parking. Curb color denotes the type of parking allowed. The following color codes have been adopted:

- A. RED ZONE: Indicates no stopping, standing or parking whether the vehicle is attended or not.
- B. YELLOW ZONE: Stopping for active loading and unloading of passenger or freight.
- C. ORANGE ZONE: Designed for short-term use by special guests or those authorized with a service permit.
- D. WHITE ZONE: Stopping for active loading and unloading of passenger to not exceed posted time limit.
- E. BLUE ZONE: Accessible Parking Spaces permitted only for disabled person or driver of a disabled person who displays a valid placard or license plate for disabled persons.

SPECIAL RESTRICTIONS

No person shall stop, park or leave standing any vehicle whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directive of a peace officer or official traffic control device, in any of the following places:

- A. On the University campus unless the place where parking is designated as a parking area.

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- B. On any sidewalk, unpaved pathway or any lawn or landscaped area.
- C. Alongside or opposite any street or highway excavation or construction when such stopping, standing or parking would obstruct traffic.
- D. Within 15 feet of any fire hydrant.
- E. Within 10 feet of any building.
- F. At any "No Parking" sign or red curb.

VEHICLE REPAIR

No vehicle shall be repaired on campus except with the permission of the University Police Department. Abandoned or illegally parked vehicles may be removed and stored at the owner's expense.

VEHICLE WASHING

No person shall wash a vehicle on the campus except in areas designated by the Facilities Management Department.

OVERNIGHT PARKING

With the exception of vehicles displaying a Resident Parking Permit, vehicles parked overnight must display a valid parking permit and are limited to a 72 hour window.

OVERNIGHT PARKING AS LODGING

Sleeping, living or lodging in recreational vehicles, cars, vans, wagons, buses, or trailer in campus parking facilities is prohibited. Vehicles found in violation may be cited and subject to tow per CVC Section 22651 (n).

SIDEWALKS, UNPAVED PATHWAYS, ETC.

No person shall drive or park a motor vehicle on any sidewalk, unpaved pathway or any lawn or landscaped area except emergency vehicles.

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3 PARKING CITATIONS

NOTICE OF PARKING VIOLATIONS: "CITATION"

All Notices of parking violations issued by the University Police, Parking and Transportation Services Department may be paid in person at the University Cashier, online or by mail in the envelope provided with the notice.

In addition to the parking citation, the University Police, Parking and Transportation Services Department will mail the registered owner of the cited vehicle a "Notice of Illegal Parking and Intention to Notify Department of Motor Vehicles (DMV)" warning. Failure to comply with provisions of the notification within 14 days may result in refusal by the DMV to renew the registration on the vehicle until the parking citation(s) is paid in full.

Students with \$300 or more in outstanding parking citations are subject to an academic hold, which could affect class registration or graduation. In addition, students may be referred to the Office of Student Conduct and Integrity.

APPEAL PROCESS

There are three levels to the appeals process.

INITIAL REVIEW (LEVEL ONE)

In accordance with CVC Section 40215, a request for an initial review of a citation may be made online, in person at the University Police Department or by telephone within twenty-one (21) calendar days of issuance. Written determination of the review findings will be mailed to the violator.

ADMINISTRATIVE HEARING (LEVEL TWO)

If the contestant is dissatisfied with the results of the initial review, the person may request an administrative hearing of the violation no later than 21 calendar days following the mailing of the results of the issuing agency's initial review. The person requesting an administrative hearing must pay the penalty in full prior to the request. Administrative hearings may be made by telephone, in writing, or in person. The requestor has the choice of a hearing by mail or in person through an appointed independent Hearing Examiner. Minors (under the age of 18) will be permitted to appear without the necessity of a guardian.

COURT APPEAL (LEVEL THREE)

If the contestant is dissatisfied with the result of the administrative hearing, the contestant may seek review by filing an appeal to be heard by the superior court within 30 calendar days.

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4 VEHICLE IMPOUND AND STORAGE

The University reserves the right to remove and impound abandoned vehicles or any vehicle parked in such a way as to constitute a serious hazard to vehicle or pedestrian traffic, or to the movement or operation of emergency equipment. Vehicles illegally parked may be removed and cited. The owner will be responsible for the costs involved in removing, impounding and storing of such vehicle.

Any vehicle parked without a valid parking permit on the Campus in excess of 72 hours, unless under the direction of the University Police Department, may be towed and stored at the owner's expense.

Any vehicle having five (5) or more outstanding parking citations on file may be impounded in accordance with California Vehicle Code Section 22651.7 and Section 22651.3, respectively. The legal and/or registered owner shall be responsible for payment of all towing and storage costs in addition to the citation bail amounts. The University reserves the right to charge an administrative processing fee for towed vehicles.

Vehicles may also be immobilized and/or towed for violations of other California Vehicle Code sections as detailed in CVC Section 22651.

When a vehicle is stored under the direction of the University Police Department or the Parking and Transportation Services Department, the Department shall provide the vehicle's registered and legal owners of record, or their agents, with the opportunity for a post-storage hearing to determine the validity of the storage, in compliance with California Vehicle Code Section 22852.

ADDITIONAL COMMON PARKING INFRACTIONS

A. California Vehicle Code, Section 21113 (a).

- 1) Illegally parking in an assigned space.
- 2) Illegally parking in a space designated for authorized vehicle only, i.e. service vehicle.
- 3) Blocking a fire road.
- 4) Parking on a flower bed, grass, hillside, etc.
- 5) Parking on a grade and failing to curb the front wheel.
- 6) Parking other than head-in to the stall.
- 7) Parking illegally in a loading zone.
- 8) Parking where a "No Parking" sign is posted.
- 9) Parking in the shuttle lane or at a shuttle stop.
- 10) Violation of a "No Stopping Anytime" zone.

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- 11) Parking in more than one space at a curb.
- 12) Illegally parking overnight.
- 13) Parking for longer than 30 minutes in a green zone.
- 14) Parking for longer than 60 minutes in a 60-minute stall.
- 15) Parking overtime at a short-term parking stall.
- 16) Failure to park parallel to the curb.
- 17) Parking a disconnected trailer.
- 18) Parking outside the marked lines.
- 19) Not displaying a valid permit.
- 20) Display of an altered/lost/stolen permit.
- 21) Parking at a red curb.
- 22) Repairing a vehicle on a roadway.
- 23) Storing a vehicle on the street.
- 24) Washing a vehicle on the roadway.
- 25) Parked on the wrong side of the street.
- 26) Parking an inoperable vehicle (without permit) in excess of 72 hours:
Notice of Parking Violation and Tow.
- 27) Parking an inoperable vehicle (with permit) in excess of 72 hours &
notification: Notice of Parking Violation and Tow.

B. California Vehicle Code, Section 22500-22522

- 1) Parked in or blocking an intersection.
- 2) Parked in or blocking a crosswalk.
- 3) Parked in or blocking a safety zone.
- 4) Parked in or blocking a driveway.
- 5) Parked in or blocking a sidewalk.
- 6) Parked in or next to an excavation.
- 7) Double Parking.
- 8) Parking in a bus zone.
- 9) Parking in a tunnel.
- 10) Parking on a bridge.
- 11) Parking with wheel over 18 inches from the curb.
- 12) Illegally parking in an accessible parking stall.
- 13) Parking within 15 feet of a fire hydrant.
- 14) Parking on a grade without setting the emergency brake.

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- 15) Parking without stopping the motor.
- 16) Parking and leaving a person locked inside the vehicle.
- 17) Parking within three (3) feet of wheelchair access.

Moving violations are enforced by the University Police Department in accordance with the California Vehicle Code.