

SECTION: ADMINISTRATION

SUBJECT: PARKING REGULATIONS

Background: The regulations listed below apply to all vehicles parked on Lewis-Clark State College campus by faculty, staff, students, and visitors. These regulations shall apply to both private and official vehicles. The purpose of Policy 4.113 is to explain the general parking policies on campus as governed by the Vice President for Finance and Administration who delegates the authority to the Security Department to sell permits and enforce parking regulations including assessing penalties and collecting fines.

Point of Contact: Director of Security

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Administrative Services, Cashier, and Events and Campus Card Services

Date of approval by LCSC authority: February 4, 2016

Date of State Board Approval: N/A

Date of Most Recent Review: 02/2016

Summary of Major Changes incorporated in this revision to the policy: No major substantive changes, only minor revision for clarity and accuracy.

1. Introduction

- A. The parking regulations establish standards for the administration and enforcement of all campus parking at Lewis-Clark State College under the authority of the State Board of Education and in accordance with the Idaho Vehicle Code.
- B. City streets are under the jurisdiction of the City of Lewiston.
- C. For current staff, faculty, and students, not being familiar with parking regulations, shall not constitute a defense for the violation of a regulation.
- D. These regulations and fees shall be reviewed and updated annually.

2. Purpose of the Regulations

- A. To regulate parking on the campus of Lewis-Clark State College.
- B. To provide maximum safety and convenience for faculty, staff, students, and visitors, to protect college property and to expedite college business.

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C. Priority is given to:

- (1) Access for emergency equipment.
- (2) Services to the college.
- (3) Parking for those who have valid parking permits.

3. General Regulations

- A. The Motor Vehicle Laws of the State of Idaho, the Traffic Ordinances of the City of Lewiston, and the following parking regulations of Lewis-Clark State College shall apply.
- B. Parking regulations will be enforced 7 a.m. to 5 p.m., Monday through Friday. Fire zones, handicapped zones, and no parking zones will be enforced at all times.

4. Parking Permit Information

- A. All vehicles parked on the Lewis-Clark State College campus must obtain and display a valid parking permit.
- B. Parking permit fees shall be determined each year by the Vice President for Finance and Administration and are subject to the President's approval. Current parking regulations can be found at <https://www.lcsc.edu/security/parking-services> and are updated annually.
- C. Special one-day visitor permits are available in the Security Office or the Administrative Services Office.
- D. Parking permits are not transferable from one vehicle to another or from one owner to another. Failure to obey this rule will constitute a violation and make the operator subject to a citation.
- E. For more detailed parking regulations, including fines and penalties, contact the Security Department or visit their website at: <http://www.lcsc.edu/security/home/>.
- F. Parking privileges may be recalled, revoked or suspended by the Vice President for Finance based on recommendations made by the Director of Security for any of the following reasons:
 - (1) Three or more citations within a school year.
 - (2) Using a permit on a vehicle that it is not registered to.
 - (3) Falsification of permit application.

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- G. All penalties are due and payable to the Security or Controller's Office within ten working days of issuance of the citation. Failure to comply may constitute an additional violation with a minimum penalty of \$25.00 in addition to the original penalty.
- H. The Ticket Appeal Committee is comprised of professional and classified staff, faculty and students. They meet once a week or as needed to review and decide parking ticket appeals. Information on appealing a ticket can be found in the Parking Regulations. A Vice President or the President may grant an appeal of a parking citation.
- I. Temporary Handicap Permits are available dependent on need. Parking in Handicap zones requires a Handicap Permit and a valid LCSC Parking Permit.

5. Visitors

- A. Visitors are welcome on the Lewis-Clark State College campus. Visitor parking spots can be found in various lots and metered spots are available by the Administration Building, Williams Conference Center and Sam Glenn Complex.
- B. Visitors to Lewis-Clark State College are expected to respect all signs concerning parking permits and parking areas. Visitors may be given some leniency for the first parking offense, depending upon the circumstances.
- C. Day passes for special event parking are available for a nominal fee and are available at the cashier's window in the Administration Building or the information desk in the Student Union Building. Advanced arrangements can be made by contacting Security. More information on Special Event Parking is available at <https://www.lcsc.edu/event-services/prepare-for-your-event/event-parking>.
- D. Faculty, staff, and students are not eligible for a visitor's permit.