



Campus Safety Services

General Regulations

- A. *California Vehicle Code*
1. Section 21113 empowers the University to establish parking and traffic regulation on University property.
 2. All persons driving or parking on the University campus are required to obey applicable provisions of the California Vehicle Code, the Santa Clara Municipal Code, and University regulations.
 3. Unless otherwise provided for by these regulations, all provisions of the California Vehicle code relating to traffic on the highways are applicable on all parking and traffic regulations. This includes failure to obey posted speed limits, stop signs, and other traffic control devices.
 4. Vehicles include: Automobiles, trucks, motorcycles, motor-scooters, electric carts, bicycles, mopeds, and skateboards.
- NOTE:** The University reserves the right to move/tow any vehicle from any part of the campus or off campus facilities under its control to meet its needs for access for emergencies, maintenance, construction, and/or special events. Vehicles that are parked in violation of posted notices will be towed and stored at the owner's expense.
- B. *Loss, Damage or Theft*
1. The University is not responsible or liable for damage or loss to any vehicle or its contents while on campus.
 2. The University assumes no liability for damage to persons or property arising from the issuance of any parking permit.
- C. *Speed Limit on Campus and all SCU properties*
1. Maximum of 15 mph for all vehicles; 5 mph in parking lots.
 2. Vehicles must be driven at a safe speed at all times consistent with road conditions, pedestrian traffic, and other prevailing conditions.
- D. *Vehicle Operations*
1. Vehicles, including mopeds, motor-scooters (motorized skateboards/scooters, and motorcycles may only be operated on roadways and in parking lots.
 2. Driving and parking is specifically prohibited on pedestrian paths, sidewalks, landscaped areas, construction areas, and in any other area that would constitute a safety hazard or interfere with the use of or access to university facilities. (University-owned vehicles operated by Facilities Landscape Maintenance personnel and vehicles responding to an emergency are exempt from this prohibition).
 3. Pedestrians will be given the right of way at all times.
 4. Permission to enter the campus may be revoked by the University at any time.
 5. Removal or tampering with any barrier, fence, post, cone, sign, or other item placed for control of traffic or parking is prohibited.
 6. Bicycles, skateboards and roller blades may **not** be ridden within the Missions Gardens at any time, on the ramps within the Parking Structure, at Benson Center (Near Donohoe Fountain, the Plaza, or outside the bookstore) or anywhere on campus where signs are posted prohibiting their use.



Campus Safety Services

- E. *Enforcement*
 - 1. University traffic and parking regulations are enforceable through citation and/or towing in accordance with the penalty schedule published and enforced at the time of the violation.
 - 2. The Director of Campus Safety is responsible for enforcement of all University traffic and parking regulations, the issuance of all permits, and the allocation of all parking spaces.
- F. *Other Requirements: Registration, Licensing, Insurance*
 - 1. All vehicles parked on campus must display evidence of current registration, either in the State of California, or in the state where the Registered Owner resides. Vehicles with expired registration may be subject to removal from the campus, or other action by law enforcement authorities as authorized by the California Vehicle Code.
 - 2. All operators of any vehicles (as described in Section A. 4. above, excluding bicycles and skateboards) on the campus, or any property owned/maintained by the University must possess a valid vehicle operators license issued either by the State of California DMV or by the equivalent Department in their State of Residence.
 - 3. Vehicle Owners, Operators, or SCU Parking Permit holders are required to carry evidence of financial responsibility (proof of insurance) in their vehicles at all times, when operating or parking a vehicle on the campus or any property owned/maintained by the University. Failure to maintain liability insurance as required by the CA Vehicle Code may result in the suspension or revocation of parking privileges.

Parking Permits

- A. Parking at Santa Clara University (SCU) and on lands owned or controlled by the University is regulated by this Parking and Traffic Plan and is enforced through the issuance of parking permits.
- B. During permit hours (Monday through Friday, 6 AM to 8 PM, excluding school holidays *), all vehicles on campus are to have a parking permit visible from outside the vehicle. Issued permit **stickers** are to be displayed within a 7 inch square in the **lower corner of the front windshield farthest removed from the driver** [26708(b)(3)] CVC. **This is the lower right corner of the front windshield on most vehicles.**

The permit sticker must be positioned so that the type of permit and permit number are clearly visible from outside the vehicle. Daily Permits, or other special hang tags (contractors, visitors, graduate students, etc.) are required to be attached to the vehicle's rearview mirror and must be readable from outside the vehicle. Enforcement officers are not required to search a vehicle's interior (seat, dashboard, etc) in an attempt to locate a parking permit.

Motorcycle Permits are to be displayed on the right front fork area of the vehicle

Expired permit stickers shall not be displayed on vehicles.

Possession of a parking permit is a privilege that allows the permit holder to park in an available space in a designated lot that corresponds with their permit category.



Campus Safety Services

- C. A "Permit": Not a "Reservation"
An SCU parking permit is just that; permission to park in designated areas on campus and on University lands. It is not a guarantee that you will always be able to find a space in a specific location.
- D. Permit Purchasers may not sell, transfer, or assign their issued permit without the approval of the Director of Campus Safety or his/her designee. The temporary use of a permit by an immediate family member is allowable as long as the family member would qualify to purchase the permit on their own.

It is the Permit Purchaser's responsibility to update the information on their Parking Permit Application in a timely fashion when changes occur. This includes permanent replacement of a permitted vehicle, new license plate issuance, etc. Failure to do so may result in a citation being issued for improper display of a parking permit.

* See Page 15 for a list of SCU School Holidays

- E. The University reserves the right to revoke permits if use of such is abused and/or if continued violations occur.
- F. The University reserves the right to withhold issuance of a parking permit to a person who is associated with a vehicle for which there are unpaid parking citations on file; or whose vehicle has been in violation of campus parking regulations on an ongoing basis.

Permit Categories



Special Permit

1. Parking spaces and areas designated for special vehicles with a valid permit.
2. Special vehicles include:
 - a. University-owned vehicles.
 - b. Contractor or vendor services vehicles
 - c. Other vehicles which display an A Permit issued by Campus Safety
3. Service spaces are reserved for service vehicles displaying an "A" Permit.
4. Service Spaces are designed to temporarily accommodate vendors/contractors and University service vehicle for limited periods, not to exceed two (2) hours at any location, unless approved by Campus Safety.
5. Consultants and Vendors that have an extended presence on campus may be required to purchase parking permits.
6. Parking in Service spaces is enforced 24 hrs a day, if so indicated in the space.



Faculty/Staff

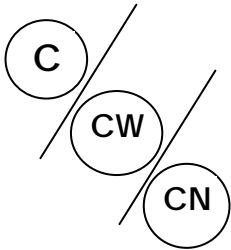
1. Parking lots or spaces designated for faculty/staff with a valid permit.
2. These lots are reserved for faculty/staff during permit hours only.
3. Parking permits issued to faculty/staff are intended to allow their holders the ability to park a vehicle while they are **present** on-campus. Parking permits are not a license to park or store a vehicle when they are away from



Campus Safety Services

campus for business or personal reasons.

4. Students with Graduate Permits are allowed to park in these lots after **4:00 PM** if a full-fee E permit has been purchased.



On Campus Resident

1. A parking space for on-campus residents with a valid permit.
2. Because of limited availability, On-Campus Resident parking permits will be selected by lottery following start of the Fall Quarter. Priority for issuance of On-Campus Resident Parking Permits will be in the following order: Seniors, Juniors, Sophomores. Unsuccessful applicants are not eligible to purchase any other class of permit. Exceptions: First year on-campus resident students who can demonstrate a compelling need or who would suffer undue hardship under this restriction can apply for a waiver. Waivers will be reviewed by committee (including student representative(s), and will be kept to an absolute minimum. Permits obtained through the waiver process will be issued only for one academic Quarter per application.

NOTE: Resident parking permits:

C are valid **only** in Resident "C" lots and in a reduced fee (F) lot/area;

CN are valid **only** in Resident "CN" and "C" lots; and in a reduced fee (F) lot/area;

CW are valid only in Resident "CW" and "C" lots: and in a reduced fee (F) lot/area;

3. Resident parking is enforced 24 hours a day.



Apartment Resident—On- Campus (Sobrato RLC)

1. Reserved parking garage for residents at on-campus apartments with a valid permit.
2. Apartment resident parking permits (Sobrato) will be selected by lottery following the start of the Fall Quarter. Priority for issuance for Sobrato residents will be in the following order: Seniors, Juniors, Sophomores. Unsuccessful applicants are not eligible to purchase any other class of permit. Exceptions: First year Sobrato residents who can demonstrate a compelling need or who would suffer undue hardship under this restriction can apply for a waiver. Waivers will be reviewed by committee (including student representative(s), and will be kept to an absolute minimum. Permits obtained through the waiver process will be issued only for one academic Quarter per application.

NOTE: Apartment Resident parking Permit are not valid in any other on-campus parking lots. Exception: D permit holders may temporarily park in an F Permit area whenever an unauthorized vehicle is being removed from their reserved space.

3. Apartment resident parking is enforced 24 hours a day.



Apartment Resident—Off Campus

1. Reserved parking lot for apartment residents at **off-campus** apartments with a valid permit.
2. Off-Campus Apartment resident parking permits are distributed through Housing & Residence Life.
NOTE: Apartment resident parking permits are not valid in any **on-campus** parking lots.
3. Off-Campus Apartment resident parking is enforced 24 hours a day.



Campus Safety Services

E

Non-Resident Student

1. On-campus parking lots for non-resident students only.
2. Parking permits issued to non-resident students are intended to allow their holders the ability to park a vehicle while they are **present** on-campus. Parking permits are not a license to park or store a vehicle when they are away from campus for any reason.

F

Reduced Fee Lots

1. Reduced fee lots are open to those who purchase a reduced fee permits and all faculty/staff, resident and non-resident student, graduate students and visitor's possessing a valid parking permit.
2. Reduced fee permits are valid only in reduced fee lots or spaces. Holders of this permit are not allowed to park in any other lot. **Exception:** F permit holders may park in a "B" or "E" lot if, after purchase of their permit, they are issued a temporary or permanent disabled placard by DMV. However, F permit holders must contact Campus Safety prior to parking in these lots.
3. Alumni that are not faculty or staff, non-resident undergraduates and graduate students are the only persons eligible to purchase Reduced-Fee Permits. Exception: Faculty & Staff that have been issued a Permanent Disabled Placard by CA DMV may still purchase a Reduced-Fee Permit.

M

Motorcycle Permits

Motorcycle Permits must be displayed on all two-wheel motor vehicle parked on campus. Motorcycles may not be parked outside of designated "Motorcycle Parking" areas when they are provided at a parking venue.

N

Evening Parking Permit

Valid in B, E, & F Permit areas **only** after 5 pm.

Graduate" Permits" Hang Tag

Fee: \$2.00

Issued by Campus Safety to individual Departments who have graduate programs, to Students participating in such programs who have already purchased a **full-fee E** Permit. Graduate Permits allow parking in B lots after 4:00 PM.

Visitor Pass

Fee: None for first two hours

- ◆Valid for 2 hours from time of issuance
- ◆Parking is limited to designated visitor spaces. If no visitor spaces are available during the hours of enforcement, the visitor must purchase a daily permit at Campus Safety and park in the reduced fee lot, or as directed by Campus Safety.
- ◆University affiliates, including currently employed faculty and staff and enrolled students, who are eligible to purchase a parking permit, are not considered as "visitors" to the campus.

Invited Guest Pass

Fee: None

Parking is limited to designated visitor spaces, or as directed by Campus Safety.



Campus Safety Services

Bicycles: Licensing, Storage, Operation, Enforcement

1. **Licensing** of all bicycles is recommended.

Campus Safety Services recommends all bicycles on the SCU campus and on property owned or operated by Santa Clara University that the bicycle display a valid State of California Bicycle License sticker pursuant to City of Santa Clara Municipal Code Section 10.35.020 and Sec 21113(a) CVC.

State of California Bicycle License stickers are available from the Santa Clara Fire Department, Main Station, 777 Benton St. Santa Clara between 3:30 and 6:30 PM daily; at any other Santa Clara Fire Station during those hours. There is a \$2.00 charge (cash only) to license a bicycle.

Bicycle owners should keep a readily accessible record of their bike's information: (Make, Model, Type, Color(s), frame size, Serial Number, Value, Accessories/modifications for quick retrieval in the event it is stolen

2. **Storage**

Bicycles may be parked only in those areas which have been specifically designated for this purpose. A bicycle parking area is indicated by the presence of bicycle racks. All bicycles must be parked in bicycle racks.

Bicycles may not be parked in a way which would block or impede the access to a building entrance or exit. Bicycles may not be left within six feet of an entrance or exit unless the area is designated for bicycle parking by racks. Additionally, no bicycle may be parked in any entrance, exit or access ramp to any building on campus.

Bicycles may not be parked in a manner which would impede the normal access to ramps designated for wheelchair or handicapped access to facilities.

Bicycles may not be parked or left on any lawn or landscaped area except those which have been designated for bicycle parking by the placement of racks.

Bicycles may not be chained or attached to shrubbery, trees, plants, guide rails, posts, doors, lamps, telephone poles or other objects which are not designated for the purpose of securing bicycles.

Bicycles may not be parked or left standing in any lobby, hallway or room of any building. This regulation does not include any area or room which has been assigned as that person's office or place of residence, e.g., a residence hall room.

Bicycles should be secured by means of a rigid U-style lock; and the wheel(s) should be secured to the frame with this device as well. The use of chains, padlocks, and cable locks are **not recommended**.



Campus Safety Services

Care must be used when securing a bicycle to a rack so as not to inadvertently (or intentionally) secure a neighboring bicycle with your lock. CSS will respond to complaints where another's bicycle lock prevents the removal of a bicycle from a campus bicycle rack. CSS personnel will remove the lock at the request of the "trapped" bicycle's owner. CSS will not be responsible for the cost of replacement of the responsible lock and/or the cost to repair the bicycle to which it was secured.

3. **Operation**

Any bicycle riding that endangers the safety of pedestrians, damages University property, or creates a noise nuisance is prohibited under this policy. Tricks, stunts, acrobatic actions, or other actions likely to cause personal injury or damage to University property are specifically prohibited

Bicycles may not be operated at a speed which exceeds the university speed limit for vehicles (15 miles per hour on streets and 5 miles per hour in parking lots or mall areas.

Bicycles may be operated on the streets and malls on campus. Extreme care must be exercised when a bicycle is ridden on a campus sidewalk.

Bicycles must always yield to pedestrians anywhere on malls, sidewalks, or in crosswalks.

When operating a bicycle, bicyclists must remain to the far right of the street or paved area.

Bicycles shall not be ridden in the area of the University's Mission Gardens

4. **Enforcement**

A Campus Safety Officer or other individual specifically authorized by CSS may relocate or impound a bicycle which:

- a. is in violation of any regulation stated in Section 2; or
- b. appears to have been abandoned; or
- c. has been reported stolen by its owner.

CSS may remove the securing mechanism of the bicycle by whatever means are necessary for the purpose of impounding a bicycle. The Campus Safety officer is authorized to remove the device and impound the bicycle in this manner, and the University shall not be liable to the owner of the securing device or bicycle for the cost of repair or replacement of such securing device and/or bicycle.

Any bicycle which has been impounded will be secured at its location or in the impound area of CSS. Persons retrieving an impounded bicycle may be required to show proof of ownership (with complete description: manufacturer, model, color, size and serial numbers) and must provide his/her picture identification (student ID or appropriate state driver's license).



Campus Safety Services

Bicycles are not to be left on campus for storage during summer breaks. Bicycles considered abandoned will be tagged and issued a warning period of three days. If no action is taken within 5 days, these bicycles will be considered abandoned and impounded.

Bicycles that remain unclaimed for a period of 90 days shall be disposed of by Campus Safety Services. Unclaimed bicycles are not available for purchase by, or donations to the SCU community.

Freshman Resident Parking Policy

Resident Santa Clara University students are not permitted to bring cars to campus for the duration of their freshman year (Fall through Spring quarters). This includes students who have enough credits to be considered sophomores at any time during their first academic year at Santa Clara University. Transfer students are not affected by this policy.

Affected students who can demonstrate a compelling need or who would suffer undue hardship under this policy can apply for a waiver. Waivers will be reviewed by committee (including student representative(s) chosen by the ASSCU), and will be kept to an absolute minimum. **Applications are on a quarter-by-quarter basis and committee decisions regarding issuance are final.** After the submission deadline, the application process is closed until the next quarter. To obtain a copy of the Application for a Waiver, visit www.scu.edu/studentlife/ or Campus Safety's webpage www.scu.edu/cs/. For a complete discussion of this policy visit www.scu.edu/cs/parking

Parking Permits: Fees And Charges

A. *Automobile parking for faculty/staff (B), resident (C), apartment resident (D), non-resident (E), law student (E-Law):*

1. **Annual permit**

Fee: \$250

◆Valid thru: July 1 through June 30

◆Date of issue: June 15 to Oct 30. Valid after July 1

2. **Semi-annual permits**

Fee: \$ 175

◆valid for Two Quarters only

1st Term (SUMMER & FALL QUARTERS)

◆Valid from: July through December

◆Date of issue: June 15 to Aug 30. Valid when issued.

2nd Term (FALL & WINTER QUARTERS)

Fee: \$175

◆Valid from: October through March

◆Date of issue: Sept. 15 to Nov. 30. Valid when issued.

3rd Term (WINTER & SPRING QUARTERS)

Fee: \$175

◆Valid from: January through June

◆Date of issue: Dec 15 to Feb 15. Valid when issued.

3. **Quarterly permit**

Fee: \$100

◆Valid for ¼ year

1st Quarter



Campus Safety Services

- ◆Valid from: July 1 to September 30
- ◆Date of issue: June 15 to July 31
- 2nd Quarter
- ◆Valid from: October 1 to December 31
- ◆Date of issue: Sep 15 to Oct 31
- 3rd Quarter
- ◆Valid from: January 1 to March 31
- ◆Date of issue: Dec 15 to Jan 31
- 4th Quarter
- ◆Valid from: April 1 to June 30
- ◆Date of issue: March 15 to April 30

4. **Monthly permit**

Fee: \$50

- ◆Valid for 1 month
- ◆Valid from: The day of purchase to the same day of the following month
- ◆Date of issue: 1st to the end of the month

B. ***F (Reduced fee) parking lot permits*** (effective dates and issue dates same as above.)

Note: Reduced fee permits are valid only in reduced fee parking lots.

Fees:

- | | |
|----------------|--|
| 1. Annual | \$ 165 |
| 2. Semi-Annual | \$ 115 |
| 3. Quarterly | \$ 75 |
| 4. Monthly | \$ 35 (Issued Monday through Wednesday) |
| 5. Daily | \$ 6 (Issued Daily at Campus Safety & Main Gate) |
| | \$ 5 (After 5 PM) |

C. ***N (Evening) Parking Permit***

Valid in B, E, & F lots after 5 pm.

Fees:

- | | |
|----------------|-------|
| 1. Annual | \$125 |
| 2. Semi-Annual | \$ 88 |
| 3. Quarterly | \$ 50 |

D. ***Reduced Fee for Disabled Parking***

Persons with permanent disabilities that have been issued a distinguishing placard pursuant to 22511.55 CVC or whose vehicle displays a special identification license plate pursuant to 5007 CVC are eligible to purchase a parking permit at the reduced fee rate; and when the placard or license plate is displayed in conjunction with their permit, they may park in any disabled space or in any marked stall to which their permit entitles them to park.

Persons with temporary disabilities that have been issued a distinguishing placard Pursuant to 22511.59 CVC are eligible to purchase a permit at the reduced fee rate; and when a valid placard is displayed in conjunction with the permit, they may park in any disabled space, or in any other marked stall.

No refunds or pro-ration of fees will be made for persons who become temporarily disabled more than 60 days after purchase of a full-fee permit.



Campus Safety Services

- E. **Motorcycle Permits**
Fee: \$60 Annually. (Free if purchased in conjunction with an annual full-fee vehicle permit)
- F. **Replacement Permit**
Fee: \$30.00
Proof of destroyed permit, or a signed affidavit stating that the original permit was lost or stolen is required.
- G. **Temporary Permits**
Valid permit holders that are unable to display their permit as required under these rules must obtain a one-day parking pass before parking on campus. These passes are available at Campus Safety upon verification of a current permit. A \$5.00 service fee will apply.
- H. **Immobilization Fee**
A \$50.00 service fee will be charged to remove any locking device used to immobilize a vehicle for violations of applicable provisions of the Parking & Traffic Plan.
- I. **Refunds**
No refunds of any parking permit fees will be granted after 30 days from the date of purchase.
- J. **Additional Information pertaining to parking fees:**
Regular faculty and staff are eligible to have their parking fee paid on a Pre-Tax or After-Tax basis through salary reduction. Information is available through campus mail, email, or check the CSS website www.scu.edu/cs/
- K. **Alternative Modes of Transportation Incentive Programs**
Mass Transit Discount on mass transit tickets. Purchase a mass transit ticket and receive (5) free daily parking passes per month. Parking passes are only for use during month of issuance, and must be **validated on day of use** by Campus Safety at the University's Main Gate.
- L. **Registered Carpool/Program**
Carpools are vehicles that arrive on campus with two (2) or more persons. To participate in the Carpool Program you must:
 1. Register all participants in the carpool at the Campus Safety office. There is no fee associated with the Carpool Program.
 2. Receive a Carpool sticker that must be displayed in the vehicle that is brought to campus.
 3. Upon arrival on campus, the carpool participants must be verified by Campus Safety at the Main Gate. Upon verification, the vehicle will be issued a daily parking pass. This pass, coupled with the Carpool sticker, will entitle the vehicle to park on campus.
 4. Each Carpool will receive five (5) daily parking passes per month for participant's use during the month of issuance, and must be **validated on day of use** by Campus Safety at the University's Main Gate.

Parking Restrictions

- A. ALL vehicles entering the Campus during parking permit hours are required to have a valid parking permit visible on their vehicle.



Campus Safety Services

- B. **Permit Parking Hours** are defined as the hours between **6 am to 8 pm, Monday through Friday, except SCU Holidays *** .
Exceptions where parking permits are enforced for extended times:
1. Resident (C) spaces, Apartment (D spaces), and Service (A) parking spaces where indicated by pavement markings are **enforced 24 hours per day**, seven days a week.
 2. Certain spaces marked "Reserved" or "Tow-Away" are subject to vehicle removal at the owner's expense.
- C. Storage of a vehicle for more than 72 hours is prohibited in any B or E permit parking area; or where signs have been posted. Vehicles in violation of this provision are subject to citation and/or removal at the owner's expense.
- D. Overnight camping in vehicles is prohibited on the campus and on property owned/maintained by the University. While R/V type vehicles or trailers may be allowed to be parked on the campus, subject to the payment of the appropriate amount of fees based upon the size/combination of vehicle(s), permission is only granted for the parking of the vehicle and no overnight occupancy is allowed.
- E. All vehicles parked on University-controlled property must be in an operable condition. Only "emergency repairs" (such as jump starting a battery or fixing a flat tire) are allowed to take place on this property. Inoperable vehicles may be removed and stored at the owner's expense.
- F. The University reserves the right to temporarily suspend the parking regulations for special events. The announcements will be issued by the Campus Safety Services Office under the authority from the Vice President of Administration and Finance.
- G. The University reserves the right to change the parking regulations at any time. All changes will be posted on the Campus Safety Services website: www.scu.edu/cs, and will supersede the printed version of the Parking Plan.
- See Page 15 for a list of SCU School Holidays

Parking Violations and Penalties

The following violations are subject to citation and/or removal:

1. Parking without a permit (includes failure to display a permit, failure to properly display a valid permit, and displaying an expired permit) Fine: \$50
2. Red zones (including fire lanes) Fine: \$75
3. Loading zones (yellow) Fine: \$50
4. Disabled Parking without a DMV placard displayed (includes parking in marked stalls or adjacent access areas) Fine: \$280
5. Overtime Parking (Visitor, Service, Green Zone 30 Min) Fine \$50
6. Parking in two spaces Fine: \$50
7. Parking outside space markings (T marks) Fine:\$50.
8. Failure to obey signs, marking, or any traffic control device Fine: \$50
9. Parking in unauthorized areas (Pedestrian Walkways & Service Spaces) Fine: \$75

Page 11 of 15



Campus Safety Services

10. Any parking that creates a hazard or is an obstruction to traffic. Fine: \$75
11. Storage of a vehicle in B or E lot; or where posted (72 hours) Fine: \$50
12. Display of out-of-date permit on vehicle. Fine: \$25
13. Display/use of fraudulent/lost/stolen permit. Fine: \$100

Operators of vehicles receiving three (3) or more violations may be subject to further penalties including revocation of all parking privileges for the school year. Vehicles belonging to persons whose parking privileges have been revoked will be subject to immediate removal if found unattended on campus.

Persons wishing to inquire about any unpaid parking citations issued to a vehicle may log to www.ezpaycorp.com at any time for an up-to-date listing of outstanding SCU parking citations. They may also clear these citations via credit card payment at this site. A convenience fee is required for each citation paid.

See Immobilization and Impound of Vehicles on Page 13 for more information

Additional Violations

Misuse of Disabled Parking Placard

Pursuant to 22511.56 CVC, the following applies to a disabled placard used in conjunction with the issuance of a parking permit or its use while parked on grounds owned or controlled by Santa Clara University:

1. Any person using a disabled placard issued pursuant to 22511.55 or 22522.59 CVC for parking shall, upon request of any Campus Safety Officer, present identification and evidence of the issuance of that placard to that person;
2. Failure to present the requested identification and evidence of the issuance of that placard shall be a refutable presumption that the placard is being misused and that the associated vehicle has been parked in violation of Section 22507.8 CVC (Parking in a Disabled Space without a DMV placard)
3. A Campus Safety Officer may confiscate a placard being used for parking purposes that benefit any person other than the person whom the placard was issued by DMV.
4. The improper use of a disabled placard in connection with the purchase of a parking permit is fraud, and a violation of these rules, punishable by loss of all parking privileges and/or disciplinary action up to and including expulsion from Santa Clara University.

Reproducing a parking permit is considered fraud and is a copyright infringement. Any or all of the following penalties will be enforced:

1. Persons who reproduce the permit and those in possession of the fraudulent permit will be prosecuted to the fullest extent provided by law.
2. Persons who reproduce the permit and those in possession of the fraudulent permit will have ALL parking privileges revoked.
3. Persons who reproduce the permit and those in possession of the fraudulent permit may be subject to disciplinary action up to and including expulsion from Santa Clara University.



Campus Safety Services

Improper use of "lost or stolen" permit

1. Permits reported to Campus Safety as being "lost or stolen" become the property of Santa Clara University, and must be returned to this Department if later Found or returned.
2. Any person who knowingly provides a permit reported as "lost or stolen" to another, with or without compensation, for the purpose of parking on campus; or any person who accepts and/or display a permit that has been reported as "lost or stolen" for the purpose of parking on campus is committing a fraudulent act.
3. Persons in violation of this provision are subject to disciplinary action, up to and including expulsion from Santa Clara University.
4. Persons in violation of this provision are responsible for the cost of the equivalent full-fee parking permit which would have been required at the time of the reported lost/theft.

Falsification of Information and Improper Purchase

Persons who obtain a parking permit by providing falsified information will have current and future parking privileges revoked, referral to the Office of Student Life as appropriate and may face judicial action. All fees paid will be forfeited.

Campus Safety Services will not sell parking permits to freshmen except upon approval of a Waiver; and other members of the SCU community who are eligible for a parking permit will not be permitted to purchase one for a resident freshman. Attempts to do so will result in having any future parking privileges of both parties revoked.

Immobilization and Impound of Vehicles

A. Immobilization (Booting):

Campus Safety officers are authorized to immobilize ("boot") a vehicle if it is found parked and unattended on University owned or operated facilities and it is known that at least three (3) or more notices of parking violations are delinquent because the owner or person in charge of the vehicle has not responded to the Parking Enforcement Center within 21 days of the notice of parking violation.

Vehicles so immobilized shall only be released upon a showing of proof of ownership or responsibility for the vehicle and providing payment* for all delinquent notices of parking violations. A services fee will be charged for removal of all locking devices used to immobilize the vehicle. Unauthorized Removal of an immobilization device will result in the loss of all parking privileges for the school year.

B. Impound:

Campus Safety officers are authorized to remove a vehicle pursuant to 22658(a) CVC if it is found parked and unattended on University owned or operated facilities and it is known that at least five (5) or more notices of parking violations are delinquent because the owner or person in charge of the vehicle has not responded to the Parking Enforcement Center within 21 days of the notice of parking violation. Upon removal, the Santa Clara Police Department will



Campus Safety Services

impound the vehicle pursuant to 22651 (j) CVC, requiring payment* of all delinquent notices of parking violation to SCU before the vehicle will be released.

Vehicles with five (5) or more notices of parking violations as described above that are parked on any public property are subject to immediate removal and impound by the Santa Clara Police Department pursuant to 22651(i) CVC.

* Cash, cashier's check or money order only.

Holds on Student Accounts

Persons who are SCU Students or former students (including graduates) that own or are associated with vehicles that have unpaid parking violations issued to them, are subject to having a Hold placed on their Student Account. While such Hold is in effect, the person can not register for a class, add or drop a class, receive their diploma, be certified to the State of California for the practice of law, or have transcripts sent at their request. Once applied, the Hold will **only** be released upon payment at the Campus Safety office of **all** delinquent notices of parking violations issued to their vehicle(s). Payment must be either cash, a cashier's check, or a money order made payable to "SCU Parking." Partial payments are not allowed once a Hold is applied. Release of a Hold is not immediate, but generally can be accomplished on the next business day following payment.

Currently-enrolled students may check the status of their Student Account at any time by logging into **ecampus**, at SCU's Home Page, www.scu.edu to determine if any Holds have been placed. For further information, contact Student Accounting at (408) 554-4412.

Citation Appeals Process

- A. Citations may be appealed in writing to the Parking Enforcement Center, P.O. Box 5010, San Ramon, CA 94583.
 1. An explanation of any violations and copies of all documents/permits should be included.
 2. The appeal must be filed within 21 calendar days of the issuance of the citation to be eligible to request an administrative review.
 3. A copy of the citation must accompany the appeal.
If no appeal has been filed within the 21 DAYS of the notice of parking violation, NO FURTHER APPEAL WILL BE CONSIDERED.
 4. Level I Appeals are not accepted at Campus Safety. The Appeal and all related documents must be mailed to the above address.
 5. Parking Appeal Forms may be downloaded at:
<http://facilities.scu.edu/campus-safety/parking-information/enforcement/>
- B. Administrative Review
 1. The appeal will be reviewed by the Parking Enforcement Center and a determination made based upon the information submitted.
 2. If the appeal is denied, an Administrative Hearing may be requested. This must be done in writing & submitted to the Parking Enforcement Center within 10 working



Campus Safety Services

days of the date of denial for review by an independent party. Payment of bail must accompany this request.

3. If the appeal is again denied, a civil court hearing may be requested.

Citations may be contested in Civil Court ONLY AFTER the SCU appeal process has been exhausted. For further information contact the Parking Enforcement Center at 1-800-281-7275.

Processing of Unpaid Parking Citations

Parking citations that remain unpaid after thirty days from the date of issuance are processed as follows:

The Department of Motor Vehicles for the state in which the cited vehicle is registered is contacted to provide Registered Owner name and address information. Upon receipt of this information a notice is mailed to the registered owner of record providing fifteen (15) days in which to either pay the associated fine, or to request an appeal. If after 21 days neither payment is received nor an appeal filed, a Penalty Fee is added to the amount due.

NOTE: It is the vehicle owner's responsibility by law to notify DMV of any address changes.

Parking citations that remain unpaid after the Penalty Date are referred to a collections agency. California DMV does not accept requests for registration holds from Santa Clara University for unpaid citations. Therefore unpaid SCU parking citations will not appear on a Vehicle Registration Renewal Notice from the California Dept. of Motor Vehicles.

SCU School Holidays

New Year's Day

Martin Luther King, Jr. Day

President's Day

Good Friday

Memorial Day

Independency Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

New Year's Day

Other Administrative Closure Days as determined by the President.

Breaks between Quarters and during the Summer are not School Holidays for the purposes of these Rules.