



## CAMPUS PARKING RULES AND REGULATIONS

### **Parking**

The authority for administering and enforcing traffic and parking regulations on the Albany Technical College campus rests with the Campus Operations Department. The administration reserves the authority to make changes as needed in parking areas, traffic flow, and other changes related to traffic conditions.

The purpose of these regulations is to facilitate safety, maintain orderly conduct of the college's business, and provide parking facilities in support of this function within the limits of available space.

These regulations are intended only to supplement the State of Georgia Motor Vehicle Laws, all provisions of which apply to this campus. These rules and regulations apply to all vehicles, which are self-propelled.

The owner or person to whom the vehicle is registered is ultimately responsible for the safe operation and proper parking of the vehicle, regardless of who the operator may be. "ATC shall have no responsibility for loss or damage to any vehicle or its contents while operated or parked on college property".

### **Who must register their motor vehicle?**

Each student (including full-time, part-time, and evening) taking courses; and each member of the faculty, staff, and administration of Albany Technical College must register any motor-driven vehicle operated on campus. During the first five (5) days of each semester, it is expected for decals to be obtained and properly displayed.

### **To register a motor vehicle**

Vehicles may be registered during the official days of registration at the beginning of each semester either in registration or at the Business Office. A vehicle registration card will be provided at the time of registration.

All motor vehicles operated by students in connection with their attendance at Albany Technical College must properly display the required current decal. Parking Guides are available at the reception desk in the Kirkland Building, Building F, or in the Business Office where decals can be purchased.

To secure an ATC parking permit the following information is required at the time of registration.

1. State license number
2. Descriptive vehicle information (year, model, and color)
3. Drivers license number
4. Date of birth and social security number
5. Address (present and home)
6. Valid registration schedule

**Vehicles**

1. Student decals are \$8.00 at the beginning of the Summer Semester. Decals are valid for the current academic year (July 1-June 30).

<b>Fall Semester</b>	<b>Spring Semester</b>	<b>Summer Semester</b>
Students \$6.00	Students \$4.00	Students \$8.00

2. Decals are non-transferable and must be removed before the sale of the vehicle.
3. In order for a registered vehicle to be in compliance, the cling parking decal must be affixed to the inside of the back windshield on the driver’s side. Violators will be cited.
4. Parking decals allow the operator to park only in specified parking areas during the hours of 7:00 a.m. – 10:00 p.m. daily during scheduled classes and examinations. Parking is relaxed on weekends with the exception of ADA and yellow-curbed areas, which will be strictly enforced.
5. The replacement fee for decals is \$2.00.
6. Temporary permits will be issued at no charge when a registered vehicle is out of order and another vehicle must be used for a period of time not to exceed five days.
7. Employees or students with handicaps, either permanent or temporary, who operate a motor vehicle registered with the College, must display a handicap permit/license plate as issued by the Georgia State Patrol.

**Parking Rules**

1. No parking is permitted within fifteen (15) feet of fire hydrants or street entrances to sidewalks or buildings.
2. Parking on the lawn or driving on campus where campus streets are not provided is forbidden.
3. All ADA parking spaces must be observed and are subject to state enforcement.
4. Littering violations will be enforced.
5. All Business and private vendors must have permission to conduct business on our campus from the campus police Chief of Police.
6. Parking in service drives is not permitted. (Rear access to Conference Center)
7. The speed limit for the campus is 15 mph / 10 mph for parking lots.
8. Visitors’ parking spaces will be strictly enforced.
9. Motorcycles are not to be driven or parked on the sidewalks.
10. Disabled vehicles are to be removed within seven (7) days after notification from the Campus Operations Department.
11. No backing in or pulling through a parking space.

12. No animals are allowed on the campus grounds allowed

Persons enrolled in Continuing Education or Business & Industry training programs will be required to obtain a special parking permit through Continuing Education/Economic Development offices.

**Note:** *It is the responsibility of the motor vehicle operator to find a legal parking space. Lack of convenient space is not considered a valid excuse for violation of any parking regulations. Rain or inclement weather will not alter any of the provisions of these regulations.*

### **Vehicle Operation**

All persons operating a vehicle on ATC property must be properly licensed at all times.

ATC identification and driver's license (if available) must be presented when requested by ATC Campus Operations Department.

Pedestrians have the right-of-way on campus except where traffic is regulated by mechanical devices.

Under normal conditions the maximum speed limit on campus is 15 mph; however, vehicles may not be operated at any speed, which is excessive for the conditions, which may exist as a result of weather, traffic, congestion, pedestrians, etc.

Traffic control signals, devices, and directions of Albany Technical College shall be obeyed.

All persons operating vehicles are responsible for maintaining control and safe operation of their vehicle and observance of traffic control signs, barriers, and devices.

All accidents occurring on campus shall be reported to the Campus Operations Department before the vehicles are moved. There is a charge for copies of accident reports.

### **Enforcement and Appeals**

Albany Technical College parking citations should be paid at the Business Office (cashier's window) located in the Administration / Kirkland Building within five business days after issuance. Failure to comply will result in a one-time \$10.00 late fee added to the citation.

All persons receiving a parking citation are entitled to appeal the citation within the same 5-day time period of receiving the citation. The appeal should be submitted in writing to the Business Office. If an appeal is granted for a citation no payment is required. If the appeal is denied the fine is to be satisfied in the Business Office. Persons submitting appeals will be notified within five working days of the outcome. Failure to file an appeal within the five days forfeits all rights of appeal.

In general, such circumstances as ignorance of the law, inability to find a proper parking space, late to class or appointment, or financial hardships caused by fines do not constitute a sufficient basis for the approval of an appeal.

All fines not paid within the specified time become financial obligations payable to Albany Technical College. Persons who display a pattern of disregard for parking regulations are subject to having their parking privileges revoked for one calendar year.

Persons arrested for operating a motor vehicle under the influence of alcohol or other drugs will be towed and stored with a local towing service.

Operators of vehicles that have been towed should contact the Campus Operations Office for information to assist with the release of the vehicle by the towing company.

Excessive noises from car radios, loudspeakers, faulty mufflers, or cut mufflers are prohibited on campus.

### **Towing Policy**

Certain areas on campus are designated as TOW ZONES. These areas include handicap parking spaces and parking along the curb. Parking in an area where the curb is painted yellow and the words “no parking” are labeled, a vehicle is subject to immediate tow. All vehicles towed from campus are towed at the expense of the owner. The Campus Operation Office will have the towing information on file.

### **Special Events**

On special occasions, emergency parking and traffic limitations may be imposed by the Campus Operations Department.

### **Restrictions**

Campus streets may not be used by any group, corporation, or persons for commercial use or advertising without proper authorization.

### **Student Identification Card**

Identification Cards are provided to students at no charge; replacement ID badges may be obtained for a fee of \$5.00, All students are required to wear ID badges on the outside and visible, at all times while on campus. ID badges are required to participate in student activities and may be used to obtain discounts in some businesses.

### **Immediately Identify Staff Members to Increase Safety**

If emergencies ever arise on campus, it is important that the students are able to quickly identify staff members who are qualified to help and assist with the situation as soon as possible. School

ID cards can help play an important role in speeding up the identification process when it matters most when the time is of the essence.

### **Distinguish Faculty members And Students from Visitors**

With students and faculty members coming through our doors year after year, being able to distinguish staff and students from guests isn't always easy. Identifying visitors in our institution is critical for taking action if problems ever arise. School ID cards also assist you in ensuring that all individuals on campus have been clearly identified and are accounted for.

In an attempt to facilitate parking on campus, color-coded parking has been instituted to correctly direct faculty, staff, students, and visitors to appropriate parking areas. Listed below are the color assignments for parking decals on campus.

### **Color-Coded Parking**

The color-coding is indicated by decal, signage, and parking space.

- White** - Indicates Visitors Parking only.
- Light Blue** - Indicates Handicap Parking only.
- Blue** - Indicates Students Parking only.
- Red** - Indicates Faculty/Staff Parking only.
- Yellow** - Indicates No Parking.

Listed below are the designated parking areas on campus. *Please adhere to the assigned areas for your color-coded decal.*

<b>Building A Parking Area</b>	Handicap-Visitors
<b>Building B Parking Area</b>	Handicap-Students
<b>Building C Parking Area</b>	Handicap-Faculty/Staff-Students
<b>Building D Parking Area</b>	Handicap-Faculty/Staff-Students
<b>Building E Parking Area</b>	Visitors-Handicap-Faculty/Staff-Students
<b>Building F Parking Area</b>	Visitors-Handicap-Faculty/Staff
<b>Building G Parking Area</b>	Handicap-Visitors-Faculty/Staff-Students
<b>Building I Parking Area</b>	Handicap-Visitors-Faculty/Staff-Students
<b>County Ag Building</b>	Student parking as indicated

## CAMPUS PARKING VIOLATIONS/PENALTIES

PERMIT/DECAL VIOLATIONS	FINES
Parking decal or tag not properly affixed	\$10.00
Failure to display current parking permit.	\$10.00
Decal displayed on vehicle other than vehicle for which it is authorized	\$10.00
Alteration or reproduction of parking decal	\$10.00
Knowingly falsifies information on parking permit application	\$10.00
Unauthorized possession of an ATC parking permit	\$10.00

PARKING VIOLATIONS	FINES
Parking in a no-parking zone, service and delivery zone, yellow curb areas, and crosswalks	\$10.00
Parking in wrong direction on any street	\$10.00
Not parked within a marked space	\$10.00
Blocking or obstructing traffic, street, dumpster, sidewalk, building entrance or exit, or another vehicle.	\$10.00
Double parking or backing into a space. The rear of the vehicle must face the driving lanes of the parking area for the decal to be visible to the parking monitors.	\$10.00
Parking in unauthorized areas.	\$10.00
Students parking in faculty/staff or visitor parking areas	\$10.00
Occupying more than one space	\$10.00
Stopping, standing, or parking where prohibited	\$10.00
Littering violations will be enforced for dropping litter in parking areas and on the campus grounds	\$10.00
Handicapped areas	\$100.00

## PROPERTY VIOLATIONS

Defacing, altering, knocking down, or removing any parking or traffic signal, sign, or structure	\$10.00
Littering violations will be enforced for dropping litter in parking areas and on the campus grounds	\$10.00

## Equipment used for Parking Violation

Car boot: Vehicle booting is used as a last resort in the collection of unpaid citations. This equipment is a large heavy metal device that clamps onto one of the wheels of a vehicle with the intent of preventing the vehicle from driving away. This equipment will be used in the following conditions:

1. For parking in the faculty/staff parking area \$25.00
2. Repeated parking violations 1<sup>st</sup> offense \$25.00 2<sup>nd</sup> offense \$50.00 3<sup>rd</sup> offense \$100.00

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| 3. Improper parking | \$25.00 |
| 4. No parking zones | \$25.00 |