

**Motor Vehicle Parking and Vehicle Operation Regulations**

Parking, vehicle & Pedestrian operations, rules and regulations are provided to ensure safe and efficient vehicular movement, vehicular parking and pedestrian traffic on Clovis Community College parking lots and property.

**Policy**

- Students, faculty and staff are expected to be familiar with and abide by these Parking rules and regulations, and New Mexico Criminal and Motor Vehicle Laws.
- Clovis Community College parking rules and regulations will be in effect on the campus of Clovis Community College property 24 hours a day and seven days a week.
- Strict adherence to all regulations is required to protect pedestrians and vehicles, and to provide access for emergency vehicles.
- Clovis Community College has the jurisdiction to enforce the parking rules and regulations and the right to remove or impound any vehicle operated or parked in violation of the rules and regulations.
- The vehicle's owner will be required to pay applicable towing and storage fees due to a violation of the Clovis Community College rules and regulations violations.
- The Director of Campus Security has discretionary powers to enforce a policy or traffic control on the campus when not specifically covered by these parking rules and regulations.
- The fact that a violation notice is not issued to a vehicle that is illegally parked or in violation of the rules and regulations, does not mean or imply that the rule, regulation or law is no longer in effect.
- The foregoing purposes and policies are implemented by the following Regulations and Procedures.

**Administration**

These policies, rules, regulations and procedures shall be administered by the Office of the Vice President for Administration, with assistance from the Office of Campus Security. The office of campus security is located in Room 134 of the main building and the contact information for the security office is 575-769-4143 or 575-769-4144.

## Parking Regulations

### A. Vehicle Registration

- All motor vehicles, including motorcycles, are highly encouraged to register with the Office of Campus Security; however a parking permit is not required to park on campus at any time.
- Although there are no posted speed limits signs on CCC parking lots, as a general rule, parking lot speeds are not to exceed 15 MPH while operating a motor vehicle.
- Permits are reflective and self-adhering and are numbered with a unique CCC number.
- A vehicle that is registered will properly display the sticker on the lower right corner of the vehicle's front windshield (passenger side) or the left corner of the rear window.
- Motorcycle, motor scooter and motor bike decals will be placed on the front sprocket.
- Students, faculty and staff may obtain parking permits at the Security Office or the Information Desk.
- There is no charge for registering vehicles, or bicycles
- The permit authorizes a vehicle to be parked on Clovis Community College Campus property, but it does not guarantee a specific parking place.
- If an employee or student has more than one vehicle that might be driven on campus, the additional vehicle should be registered as well.
- The purpose of obtaining a parking permit is to enhance the chance of recovery if the vehicle is stolen, notify owners if there is vandalism to a vehicle and to notify owners if there is a motor vehicle accident involving their vehicle.
- Also, to avoid towing vehicles left in the parking lots for extended periods of time.
- Bicycles do not require a permit; however, it is recommended that bicycles be registered with the Security Office in order to enhance the chance of recovery if the bicycle is stolen, or to notify owners if there is vandalism to their bicycle while on CCC property.
- Visitor parking permits, special parking permits and temporary parking permits are not available; however, visitors to the campus will have the same parking privileges as faculty, staff and students and shall abide by the same rules and policies governing this policy.

### B. Where to Park and Not Park

- Painted Curbs
- Red curbs. Do not park—fire lanes (subject to being impounded at the owner's expense)
- Yellow curbs, Do not park, yellow curbs are for campus maintenance vehicle and temporary loading and unloading areas.
- Blue curbs. Do not park, except with official New Mexico ADA/handicap decal or permit.
- Unpainted curbs, general faculty, staff, student and visitor parking.

**C. Parking Lots**

- General use: All Clovis Community College parking lots are open at all times for parking to students, faculty and staff.
- Special events: For special events (i.e., theatre events, community sponsored events, rented community events etc.) parking lots may be opened for general use for the duration of any such event.
- Curbs and signs: Regulations regarding curb markings and signs are in effect in parking lots.
- Warning Parking Violations can and shall be issued for the following violations: however, there are no monetary fines/fees assessed for any of the violations listed below:
  - Tow Zone or Improper Zone and Subject to Citation
  - Blocking or obstructing Roadway
  - Parking on Sidewalk or Lawn
  - Red, Blue, Yellow, or designated parking without proper permit
  - Occupying more than one parking stall
  - Parked on white stripe
  - Handicapped space or area
  - No Parking Zone
  - Parking in Reserved Parking Space
  - Parking too Close to Fire Hydrant
  - Parking in loading or Unloading Zone
  - Other Parking violations that could be considered a safety and security concern or protection of campus property

**D. General Regulations**

- Registered owners are responsible for proper parking of a vehicle, regardless of who may be operating the vehicle.
- Vehicles shall not be washed or repaired anywhere in campus parking areas.
- Mobile washing companies are not permitted to bring mobile washing equipment on campus and wash cars.
- For curb parking, vehicles must be parked no more than eighteen (18) inches from the curb.
- Vehicles shall not be parked on vegetation, grass or sidewalks.
- The responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered an excuse for violation of any parking regulation.
- When parallel parked, the vehicle must be parked facing the same direction as the traffic flow.
- Any person who repeatedly violates the parking regulations of Clovis Community College is subject to revocation of parking privileges or from use of any of the parking lots within the campus.
- Failure to comply with the regulations may result in loss of driving privileges on campus or vehicle impoundment.
- The registered owner is responsible for paying all costs and any fines levied as a result of vehicle impoundment.
- Clovis Community College assumes no responsibility for damage or theft to a motor vehicle or any loss while it is operated or parked on campus.

**E. Suspension of Privilege to Drive and Park on Campus.**

- When a permit holder or any member of the Clovis Community College has accumulated three or more parking violations, the Security Office may prohibit the habitual violator from driving or parking on campus for a period of thirty (30) days.
- At the end of said period he/she will be eligible to apply for reinstatement of all driving privileges.
- Any person who drives or parks on campus while on suspension may have his/her vehicle impounded.

**F. Regulations for the Use of Motor Bikes, Motorcycles and Motor Scooters on Campus:**

- These vehicles are subject to the same regulations as four-wheeled motor vehicles.
- These vehicles may not be parked in entryways, on sidewalks or pedestrian paths, and must not be stored in University buildings.
- These vehicles may not be driven on any walkway, road or driveway not authorized for use by a four-wheeled vehicle.
- The Security Office personnel and the Security Work-study Student employees are authorized to issue parking warnings for violations of campus parking rules and regulations.

**G. Rules and Regulations for the use of bicycles, skateboards, roller blades and roller skates on campus**

- Due to the high volume of pedestrian traffic inside buildings, offices, classrooms, and common areas, bicycles, skateboards, roller blades, and roller skates are not permitted to be used inside buildings, hallways, classrooms, offices and common use areas by any student, or campus employee
- For pedestrian safety, bicycles, skateboards, roller blades and roller skates are also not permitted on sidewalks, walking ramps or the walking track.
- Bicycle racks are provided throughout the campus for security of bicycles and therefore, bicycles are not permitted inside buildings for storage.

**H. Motor Vehicle Accidents on Campus Property (injury & non-injury)**

- If a motor vehicle accident occurs on Clovis Community College parking lots or property, involving injury to a person(s), 9-1-1 will be called as well as the Clovis Police Department to investigate the accident.
- If a motor vehicle accident occurs on CCC property involving CCC owned and operated property, Clovis Police Department will be dispatched to investigate the accident
- The CCC Security Team will also be dispatched to the scene of the accident and generate an internal report of the accident.

### I. Pedestrian Traffic on Campus

- Pedestrian Traffic on campus is expected to abide by the general rules of traffic safety and not walk in the middle of the drive ways and roadways and to utilize the sidewalks and other walking areas when feasible.
- Pedestrian traffic is encourage to utilize safety when crossing roadways and driveways and to utilize crosswalks and sidewalks and adhere to caution flashing lights when crossing streets and driveways where applicable
- Pedestrian traffic is expected the yield to motorized vehicles, golf carts, and bicycles when these vehicles on legally on the roadways and thorough fares.
- By the same rules, motorized traffic is expected to yield to pedestrian traffic when utilizing crosswalks and sidewalks.
- Motorized and Pedestrian traffic is encouraged to use caution and safety while on CCC property.

### J. Service Animals and Pets on Campus

- As a general rules animals are not allowed on campus facilities, including classrooms, common use areas and offices.
- Pet are not allowed to be housed in vehicles while a student is attending classes or while an employee is at work during normal business hours
- An exception of an animal inside the campus facilities, would be a service animal on a leash and with some type of an identifier such as a vest or card credentials or medical statement from a physician.
- Another exception would be a pet and or service animal on the campus grounds such as the walking track or campus perimeter as long as the animal is on a leash
- Aggressive animals and animals not on a leash will be subject to having animal control services respond for appropriate actions to secure the animal.

### K. Vehicle Towing

Clovis Community College has the authority to tow vehicles without the consent of the registered owner in the following circumstances but not limited to only these circumstance:

- Abandon or disabled vehicles
- Motor Vehicles identified as habitual violators of campus parking rules and regulations
- Motor Vehicles left unattended in a drive thoroughfare, thus creating a hazard
- Motor Vehicle left in a no parking zone or handicap zone without the proper permit
- Motor vehicles parked on landscaping or other unauthorized parking areas

## MOTOR VEHICLE PARKING AND VEHICLE OPERATION REGULATIONS

### LOADING AND UNLOADING ZONE(S)

- No loading/unloading through any door that is not designated a loading zone.
- Any loading/unloading must be handled through the designated loading/unloading zone.
- Any loading/unloading would have to be through the rear of the building where food vendors deliver, or through the rear door by Automotive for events at Town Hall or the loading dock by the shipping and receiving area.
- No parking allowed on sidewalks or grassy areas to load or unload.
- Vehicles are prohibited to pull up to any door and block the entrance for loading/unloading.
- Vehicles not meeting these criteria are subject to being towed at the expense of the owner.
- Posted signs advise of designated loading areas.

### GENERAL INFORMATION

The Clovis Community College Administrative Council has adopted these Rules and Regulations for the control of vehicles (motorized and non-motorized) on the Clovis Community College facilities and adjoining properties, including parking lots, grassy areas and walking track. As part of the mission of the Clovis Community College Security Department, the security team will assist to promote the safety and convenience for faculty, staff, students and visitors, while operating a motor vehicle on campus as well as for safety of pedestrian traffic. These regulations shall apply to all property owned, operated and controlled by the Clovis Community College and shall be enforced and regulated by the Clovis Community College Security Department. Parking rules and Regulations are subject to change at the discretion of the Clovis Community College Administration without prior notice. Clovis Community College will not be held liable for motor vehicle accidents on CCC property and will not be held liable for thefts of motor vehicles, or theft, vandalism or damage to motor vehicles while on CCC property, whether on official or unofficial business on campus.