

MOTOR VEHICLE PARKING AND PARKING PERMITS

Area: Student Affairs / Police
Location: Administrative Services Manual
Revision Date: 03/24/2009

Purpose

This procedure defines vehicle parking regulations and certain dedicated parking areas necessary for the safe, orderly and efficient parking of motor vehicles at Harper campuses and events.

This procedure designates the Police Department as the responsible unit for enforcement and other issues related to parking on Harper campuses or at Harper College events.

Authority

(110 ILCS 805/3-42.2) (from Ch. 122, par. 103-42.2)

"To establish parking regulations, to regulate, and control the speed of, travel on all paths, driveways and roadways which are owned and maintained by, and within the property of, the community college district, to prohibit the use of such paths, driveways and roadways for racing or speeding purposes, to exclude therefrom traffic and vehicles, and to prescribe such fines and penalties for the violation of such traffic regulations as cities and villages are allowed to prescribe for the violation of their traffic ordinances."

Fines and Penalties

(110 ILCS 805/3-42.2) (from Ch. 122, par. 103-42.2)

..."Fines and penalties recovered under this Section shall be paid, collected and used in accordance with the policy of the local community college board"...

Fines for violation of designated Handicapped Parking restrictions shall be \$250. Fines for all other parking regulation violations shall be \$20.

Enforcement

(110 ILCS 805/3-42.2) (from Ch. 122, par. 103-42.2)

"The local community college board may enforce the provisions of this Section by use of members of the Security Department of the community college or by agreeing in writing with a municipality, county or the State for its law enforcement officers to provide such enforcement"...

Procedure

- A. All motor vehicles entering upon the premises of Harper College or at Harper College events shall be operated in accordance with applicable rules and regulations, ordinances and laws.
- B. All applicable rules and regulations, ordinances and laws are in effect and enforceable at all times on all days.

- C. All parked vehicles must be within a designated parking space. Designated parking spaces are outlined in colored lines on three sides of the space.
- D. Parking Rules and Regulations
1. Prohibited:
 - a. Improper Parking – Handicapped Parking
 - b. Improper Parking – Loading Zone
 - c. Improper Parking – One-Way Road
 - d. Improper Parking – Roadway
 - e. Improper Parking – Bus Stop
 - f. Improper Parking – Crosswalk
 - g. Improper Parking – Intersection
 - h. Improper Parking – Yellow Curb
 - i. Improper Parking – Permit Required
 - j. Improper Parking – Striped Area
 - k. Improper Parking – Fire Lane
 - l. Improper Parking – Fire Hydrant
 - m. Improper Parking – Landscaped Area
 - n. Improper Parking – Sidewalk or Driveway
 - o. Improper Parking – Curb
 - p. Improper Parking – Two-Hour Limit
 - q. Improper Parking – Improper Use Of Designated Visitor Parking
 - r. Improper Parking – Not in a designated parking space
 - s. Improper Parking – Outside lined parking space
 - t. Improper Parking – No valid registration
 - u. Improper Parking – Parking in prohibited lot
- E. All parking permits shall be issued upon proper application by the Police Department or their designee.
- F. Only motor vehicles displaying appropriate permits are permitted to park in dedicated parking spaces/lots.
- G. Dedicated parking is available as follows:
 1. Administrator – white on blue background permit, hang tag or decal
 2. Faculty/Staff – white on red background permit, hang tag or decal
 3. Dental Hygiene – black on yellow background permit, dashboard placard
 4. Temporary “All Campus” parking – black on green background permit, dashboard placard
 5. Visitor – black on red background permit, dashboard placard
 6. Special Parking Permit – black on orange background permit, dashboard placard
 7. Special Events Permit – black on yellow background permit, dashboard placard
- H. No permit is required for public parking areas

I. No permit is required for "VISITOR" designated parking spaces

J. Appeal of citation(s)

Citation appeals must be filed within 14 calendar days inclusive of the date of issuance. Citation appeals must be in writing and filed in an authorized manner.

The preferred method of citation appeal is on-line at www.scapay.com. In lieu of on-line appeal, the appellant must obtain a Police Department approved Citation Appeal form from the Police Department and return it to the Police Department within 14 calendar days inclusive of the date of issuance.

No other forms of citation appeal, verbal or written will be accepted.

Citation appeals will be adjudicated within three (3) business days of receipt. The appellant will be notified, in writing, of the appeal decision. Appeal decisions are final.

K. Payment of fines

Payment is due within fourteen calendar days, date of issuance inclusive. Payments received on the fifteenth day through the thirtieth day, inclusive of 15th and 30th, will be assessed an additional \$10 late fee. Payment received more than thirty days from the citation issuance date will be assessed an additional \$30 late fee.

Payment will be accepted on-line at www.scapay.com and the Harper College Cashier's Office. www.scapay.com accepts credit card transactions only. The Harper College Cashier's Office will accept credit card, check or cash.

Only United States currency will be accepted as cash payment. No portion of any cash payment shall contain more than one dollar in coin.