

Policy No. 4-9

Subject: Parking and Campus Traffic

Last Revised: 06/07/2023

Historical Status: 11/23/1999, 07/01/2006

| Division | Policy Manager | Administrative Supervisor | Reference |
|-------------------------------|---------------------|---|-----------|
| Finance and Campus Operations | Campus Police Chief | Vice President of Financial and Administrative Services | |

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to provide and maintain vehicle parking for College functions, including classes and special events.

II. PERTINENT INFORMATION

- A. As a commuter campus open to the public, VHCC will make every reasonable effort to provide adequate parking capacity for students, employees, and guests of the College in accordance with applicable laws and regulations.
- B. In accordance with applicable laws and regulations, VHCC will designate certain parking spaces for specific functions, including handicap/disabled, service vehicles, loading zones, or emergency vehicles.
- C. VHCC may designate and/or reserve additional spaces for certain functions or stakeholders, such as visitor parking or temporary VIP.
- D. The area surrounding the Mechanical Education Center (MEC) Building is reserved strictly for use as a loading zone, for emergency and delivery vehicles, and for the physically handicapped who are unable to negotiate steps.
- E. VHCC Campus Police is responsible for parking and traffic enforcement.

III. DEFINITIONS

- A. Abandoned vehicle: any vehicle left unattended on VHCC property for more than 48 hours without permission.

IV. GENERAL GUIDELINES

- A. Vehicles on the VHCC campus should observe all traffic laws, including posted speed limits, signage, and lane markings.
- B. Vehicles should be parking in designated spaces only. Parking is prohibited on roadways, streets, or any area not designated for parking.
- C. VHCC parking lots are intended for temporary parking only and should not be

used for long-term storage or vehicle maintenance.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority and delegates to the Campus Police Chief the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

Washington County Code, codified through Ord. No. 2004-08, enacted July 1, 2006 (Supplement No. 5, Update 3), as it applies to Virginia Highlands Community College and regulating the parking of motor and other vehicles on the College campus (Code 1997, § 38-3; Ord. No. 99-5, § 3(38-69), 11-23-1999).

VII. OPERATING REQUIREMENTS

- A. Parking Permits and Placards
1. Vehicles parked in designated handicap spaces must display appropriate handicap credentials.
 2. In accordance with the Virginia Department of Motor Vehicles, it is unlawful to:
 - a. park in a space reserved for disabled individuals without displaying your disabled placard or plates. A conviction of this offense could result in fines.
 - b. park in a space designated for the disabled unless you are transporting the person to whom the disabled placard or plates have been issued. A conviction of this offense could result in fines and/or the revocation of disabled parking privileges.
- B. Traffic Control
1. VHCC Campus Police is responsible for the permanent and temporary control of campus traffic, including signage, temporary barriers, and lot access.
 2. Unauthorized alteration, destruction, or removal of VHCC traffic control devices is subject to applicable discipline or penalty.
- C. Students in violation of campus parking regulations may be subject to fines or student discipline; employees in violation of campus parking regulations may be subject to fines or employee discipline.
- D. Unregistered or abandoned vehicles may be removed from campus at the owner's expense.