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**Purpose**

The purpose of this procedure is to establish the processes to ensure the orderly control of vehicles including registration, parking, citations and towing.

**Procedure**

A. Motor Vehicle Registration

1. Students

a. All students using parking areas on Florida State College at Jacksonville (FSCJ) property must register any motor vehicle used on campus with the Security Department. This includes Continuing Workforce Education (CWE) and Post-Secondary Adult Vocational (PSAV) students.

2. Employees - All employees using parking on FSCJ property must register their motor vehicle(s) with the Security Department.


3. College motor vehicle registration forms for student and employee parking decals are available on-line by following the link found on the Public Safety and Security webpage. Students and employees will need to complete the on-line registration form in order to be issued a parking decal. They will need access to information contained on their driver's license, vehicle registration and insurance card in order to complete the on-line registration process. Once completed they will need to bring their valid driver's license, vehicle registration, insurance card and College issued student or employee identification card to any Security Department Office on campus to obtain their parking decal. Static-cling type decals with control numbers will be issued to full-time and part-time employees. Students will be issued self-adhesive decals.

4. Students will be allowed ten (10) business days beginning with the first day of the new term in which they enrolled to register their motor vehicle and obtain a parking decal. All new employees will be allowed ten (10) days beginning from their start date with the College to register their vehicle. No citations, if issued will be counted for further action during this time frame.

5. There may be certain times, as determined by the Director of Security that motor vehicles will not be required to display a current parking decal (e.g., holidays, special events with high attendance, other times when the College is closed).

B. Decals

1. Decals are not transferrable. Students will be issued self-adhesive decals that affix to the lower left corner of the rear windshield (outside, driver side). A new parking decal will be required each academic year (issued at fall term). Static-cling decals must be affixed to the interior of the vehicle's front windshield on the lower corner of the passenger side. Self-adhesive decals will be displayed in a conspicuous place (windshield or left front fork) on motorcycles.

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### C. Parking


1. Parking on FSCJ property is permitted in marked parking spaces in authorized parking areas. All College parking lots are marked with signage designating parking authorization.
2. All visitors shall park in designated VISITOR PARKING ONLY areas.
3. The College assumes no responsibility for damage to or loss of any motor vehicle or its contents at any time it is operated or parked on campus.
4. Parked motor vehicles must not obstruct access ramps, loading zones, traffic or obstruct access by any emergency vehicle. Parked motor vehicles cannot interfere with normal college operations or create a hazard. Motor vehicles parked in such a manner are subject to being issued a citation for the violation or being towed.

### D. Citations

1. Motor vehicles subject to citation include the following violations:
  - a. Vehicle Not Registered;
  - b. Expired Decal on Vehicle;
  - c. Vehicle Parked in Restricted Area; and/or
  - d. Unauthorized Vehicle in Handicapped Parking
2. A ten (10) business day grace period occurs at the beginning of each Term. During the grace period, vehicle citations will not be issued. Citations will not be issued during holidays, special events or College and campus events drawing a large attendance.
3. If it is determined a vehicle has received two (2) previous citations within the same academic year a self-adhesive warning notice will be affixed to the driver's door window of the vehicle and will serve as notification that the vehicle will be towed if a third violation occurs. Officers shall document this action ensuring to record the date, time, location of vehicle, license plate number and previous violations (citations issued). Officers shall include a photograph of the warning notice once affixed on the window of the vehicle.
4. The citation count starts over every academic year.

### E. Towing

1. Pursuant to Florida Statutes, vehicles may be subject to towing under certain circumstances. Vehicles found in violation of FSCJ parking rules and regulations will be issued a parking citation. The third subsequent parking citation issued to the same vehicle within the same academic year will result in the vehicle being towed by the College's contracted vendor at the owner's expense. Vehicle owners who receive a citation after their vehicle has been towed will be designated as a habitual violator.

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2. For the purposes of towing, citation forgiveness will occur at the beginning of each term.

#### F. Citation and Towing Appeals

1. Individuals who have received a College motor vehicle citation or had their vehicle towed may appeal by completing and submitting a [Parking Citation Appeal Form](#) within fifteen (15) calendar days of the date the citation was issued or the vehicle was towed. Appeal forms can be completed on-line and submitted to any Campus Security Office. Forms are also available at Campus Security Offices. An Appeals Committee comprised of the appropriate Campus Security Chief, a member of Student Services and the Director of Campus Operations, Events and Special Projects will review the appeal and submit a decision within ten (10) business days upon receipt of the Citation Appeal Form. If a student wins an appeal their citation count will be reduced to the previous amount and if towing was involved, a refund of the towing cost will be paid to the student.

**NOTE: Appeals will only be reviewed for registered students and employees of the College.**

2. The College is not empowered to review appeals or take any action on citations issued by the City of Jacksonville, Office of Public Parking or the Jacksonville Sheriff's Office. Persons receiving a citation issued by these entities will need to follow instructions printed on the citation.

#### G. Non-Motorized Vehicles

1. Those who operate or use a non-motorized vehicle, including but not limited to; bicycles, skates, in-line skates, hoverboards, scooters and skateboards (includes motorized versions of bicycles or skateboards) must adhere to the following regulations:
  - a. Operators must yield to pedestrian traffic;
  - b. These types of vehicles may not be operated within ten (10) feet of doorways or stairways, and in areas congested with pedestrians or vehicles.
  - c. Any careless, reckless or unsafe use of non-motorized or motorized vehicles, as described above, or operation in a manner that has the potential to cause harm to the operator, members of the College community, or damage to College property is prohibited.
  - d. Bicycle racks are provided on each campus and center. Bicycles may not be taken into buildings or parked anywhere other than in these racks.

REFERENCES: F.S. 316.1955, 715.07, 1001.64, 1001.65, 1009.22, 1009.23

Adopted Date: June 9, 2015

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