

FORM OF ORDER AND TRANSMITTAL BY BOARD, COMMISSION, OR COUNCIL

State of Washington
BOARD OF TRUSTEES

(name of governing body)

COMMUNITY COLLEGE DISTRICT 12

(name of institution)

Resolution No. 80-20

Administrative Order No. 80-20

(1) Be it resolved by the board of trustees
of the Community College District 12
(institution)
acting at Olympia Technical Community College, Olympia, WA
(place)
that it does promulgate and adopt the annexed rules relating to:

PARKING & TRAFFIC REGULATIONS (WAC 132L-30-010 through 300)

(2) ALTERNATIVE A. Use only for Adoption of Permanent Rules.

This action is taken pursuant to Notice No. 80-02-046 filed with the code reviser on 1/14/80. Such rules shall take effect:

X pursuant to RCW 28B.19.050(2).
at a later date, such date being _____.

(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules.

We, _____, find that an emergency exists and that the foregoing order is necessary for the preservation of the public health, safety, or general welfare and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to public interest. A statement of the facts constituting such emergency is:

Such rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of WAC 1-13-040¹ that each order shall set forth an appropriate statement of state statutory authority (fill in statement (a), (b), or (c) as appropriate):

(a) This rule is promulgated pursuant to RCW _____ and is intended to administratively implement that statute.

(b) This rule is promulgated pursuant to RCW _____ which directs that the

(institution)

has authority to implement the provisions of

(name of act or RCW citation)

(c) This rule is promulgated under the general rule-making authority of the
Community College District 12

(institution)

as authorized in RCW Chapters 25B.50 and 28B.10

(4) The undersigned hereby declares that he has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Administrative Procedure Act (chapter 34.04 RCW) or the Higher Education Administrative Procedure Act (chapter 28B.19 RCW), as appropriate, and the State Register Act (chapter 34.08 RCW).

STATE OF WASHINGTON

(5) This order after being first recorded in the order register of this governing body is herewith transmitted to the Code Reviser for filing pursuant to chapter 28B.19 RCW and chapter 1-13 WAC.

APPROVED AND ADOPTED March 13 19 80

MAR 24 1980

By Harold W. Lanson

CODE REVISER'S OFFICE
WSR 80-04-059

District President
Title

Chapter 132L-30 WAC

PARKING AND TRAFFIC REGULATIONS
OLYMPIA TECHNICAL COMMUNITY COLLEGE

NEW SECTION

WAC 132L-30-010 PURPOSE FOR ADOPTING PARKING AND TRAFFIC REGULATIONS. Pursuant to the authority granted by RCW 28B.50.140(10), the Board of Trustees of Community College District 12, on behalf of Olympia Technical Community College is granted authority to adopt rules and regulations for pedestrian and vehicular traffic upon public lands devoted to, operated by or maintained by the college district. The objectives of these regulations are:

- (1) To protect and control pedestrian and vehicular traffic.
- (2) To assure access at all times for emergency traffic.
- (3) To minimize traffic disturbances during class hours.
- (4) To facilitate the work of the College by assuring access to its vehicles and by assigning limited parking space for the most efficient use by all.
- (5) To regulate the use of parking spaces.
- (6) To protect state owned property.

NEW SECTION

WAC 132L-30-020 APPLICABLE PARKING AND TRAFFIC REGULATIONS. The other rules and regulations which are also applicable upon the campus include:

- (1) The Motor Vehicle and Traffic Laws of the State of Washington. These shall be applicable upon all lands located within the State of Washington.
- (2) The Traffic Code of the City of Olympia. This code applies upon all lands located within the City of Olympia.
- (3) The OTCC Parking and Traffic Regulations. These shall be applicable to all state lands which are or may hereafter be devoted mainly to educational, recreational, or parking activities of the college. In case of conflict between the provisions of the Motor Vehicle and other Traffic Laws of the State of Washington and OTCC Parking and Traffic Regulations, the provisions of the State of Washington Motor Vehicle Laws shall govern.

NEW SECTION

WAC 132L-30-030 DEFINITIONS. As used in this chapter, the following words and phrases shall mean:

- (1) "Administration" shall mean those employees whose job duties are administrative by job description and who exercise supervisory or other managerial responsibilities over other employees.
- (2) "Board" shall mean the Board of Trustees of Community College District 12.
- (3) "Campus" shall mean any or all lands and buildings devoted to, operated by, or maintained by Olympia Technical Community College, District 12, State of Washington.

(4) "Campus Patrolman" shall mean a contracted or salaried employee of the college who is responsible to the Dean of Administrative Services for campus traffic control, parking and security.

(5) "College" shall mean Olympia Technical Community College, District 12, State of Washington and the personnel thereof.

(6) "Dean of Administrative Services" shall mean the Dean of Administrative Services for Olympia Technical Community College, District 12, State of Washington.

(7) "Faculty members" or academic employees shall mean any employee of Olympia Technical Community College, District 12, State of Washington, who has employment as a teacher, counselor, librarian, or other position where the training, experience, and responsibilities are comparable as determined by the appointing authority, except administrative appointments.

(8) "Guests/Visitors" shall mean any person or persons who come upon the campus as guests and person or persons who lawfully visit the campus.

(9) "Annual permits" shall mean permits which are valid September 15 through September 14. Annual permits are sold through the first ten days of fall quarter.

(10) "Staff" shall mean the contracted or classified employees of Olympia Technical Community College, District 12, State of Washington.

(11) "Temporary permits" shall mean permits which are valid for a specific period designated on the permit.

(12) "Vehicle" shall mean an automobile, truck, motor-driven cycle, scooter or any vehicle otherwise powered.

(13) "Full-time student" shall mean any person who is enrolled for 10 credit hours or more in any community college operated by Community College District 12.

(14) "Part-time student" shall mean any person who is enrolled for 9 credit hours or less in any community college operated by Community College District 12.

(15) "Full-time employee" shall mean any administrator, classified staff, faculty, counselor, librarian, or District 12 officer employed 20 hours or more per week on a permanent regular basis.

(16) "Part-time employee" shall mean any administrator, classified staff, faculty, counselor, librarian, or District 12 officer employed 19 hours or less per week.

NEW SECTION

WAC 132L-30-040 AUTHORIZATION FOR ISSUANCE OF PERMITS. The Dean of Administrative Services, or designee, is authorized to issue parking permits to students, administrators, faculty, staff, guests and visitors to the college, pursuant to the following regulations:

(1) A person may be issued a parking permit upon the proper registration of his/her vehicle with the college.

(2) The Dean of Administrative Services, or designee, may issue temporary, permanent or special parking permits when such permits are necessary to enhance the business or operation of the college.

(3) Additional permits are available at the current fee schedule to individuals who may be registered to drive any one of several vehicles. Only one vehicle registered to an individual under one permit fee shall be permitted to park on campus at any one time.

(4) Persons who pay the current fee for parking permits and who later request a refund shall receive refunds according to the refund policy published in the college catalogues and bulletins.

NEW SECTION

WAC 132L-30-050 PARKING FEES FOR VEHICLE PERMITS. All part-time and full-time employees and District officers of Community College District 12 shall obtain and display valid parking permits on all vehicles driven or parked upon the Olympia Technical Community College campus in accordance with WAC 132L-30-040.

All part-time and full-time students of Community College District 12 shall obtain and display a valid parking permit on all vehicles driven or parked upon the Olympia Technical Community College campus in accordance with WAC 132L-30-040.

All persons parking on the campus shall secure and display a valid parking permit within five (5) academic days from date of registration.

NEW SECTION

WAC 132L-30-060 PARKING FEE EXCEPTIONS. All guests/visitors (including salespersons, maintenance or service personnel) will park in designated parking areas without paying a fee. These include but are not limited to:

(1) Federal, state, county, city, school district and similar governmental personnel on official business in vehicles with tax exempt licenses.

(2) Vehicles owned by contractors and their employees working on campus construction may be parked within available construction sites or areas.

(3) Members of the press, television, radio and wire services, on official business.

(4) Taxis and commercial delivery vehicles for the pick up and delivery of passengers, supplies and equipment.

(5) Persons attending special college events.

(6) Guests/visitors invited to the campus for the purpose of rendering services to the college.

(7) Persons holding emeritus or similar appointments shall park in designated areas.

(8) Students and faculty participating in Friday evening (after 4:30 P.M.) and/or weekend classes only.

NEW SECTION

WAC 132L-30-070 RESPONSIBILITY OF PERSON TO WHOM PERMIT IS ISSUED. The person to whom a parking permit is issued shall be responsible for all violations of said rules and regulations involving the vehicle; however, such responsibility shall not relieve said driver of the responsibility for violations of the regulations established by this chapter. In the event that a vehicle in violation is not registered with the college, the current registered owner will be responsible for the violations of the campus regulations.

NEW SECTION

WAC 132L-30-080 DISPLAY OF PERMITS. The vehicle permit issued by the College shall be permanently and visibly affixed on the left rear bumper of the vehicle. Permits not displayed in accordance with provisions of this section shall not be valid and vehicles displaying an improperly placed permit shall be subject to citation. Permits will be displayed on the front forks of a motorcycle.

NEW SECTION

WAC 132L-30-090 TRANSFER OF PERMITS. Parking permits are not transferable. If a vehicle is sold or traded, a new permit will be issued to the permit holder.

NEW SECTION

WAC 132L-30-100 PERMIT REVOCATION. Permits are licenses and the property of the College, and may be recalled for any of the following reasons:

- (1) When the purpose for which the permit was issued changes or no longer exists.
- (2) When a permit is used on an unregistered vehicle or by an unauthorized person.
- (3) Falsification on a vehicle registration application.
- (4) Continued violations of parking regulations.
- (5) Counterfeiting or altering of permits.

NEW SECTION

WAC 132L-30-110 RIGHT TO REFUSE PERMIT. The college (Dean of Administrative Services or designee) reserves the right to refuse the issuance of a parking permit to anyone who has had a previous permit revoked or refused or to anyone whose driving or parking record indicates a disregard for the rights or safety of others.

NEW SECTION

WAC 132L-30-120 RIGHT TO APPEAL PERMIT REVOCATION/ REFUSAL. When a parking permit has been recalled pursuant to WAC 132L-30-100 or has been refused in accordance with WAC 132L-30-110 or when a fine or penalty has been levied against a violator of the rules and regulations set forth in this chapter, such action by the Dean of Administrative Services, or designee, may be appealed in accordance with WAC 132L-30-180.

NEW SECTION

WAC 132L-30-130 DELEGATION OF AUTHORITY. The authority and powers conferred upon the Dean of Administrative Services by these regulations shall be subject to delegation to that individual's subordinates.

NEW SECTION

WAC 132L-30-140 ENFORCEMENT.

(1) OTCC Parking and Traffic Regulations will be enforced throughout the calendar year on a 24 hour basis.

(2) The Dean of Administrative Services or designee shall be responsible for the enforcement of the regulations contained in this chapter.

NEW SECTION

WAC 132L-30-150 VIOLATION OF PARKING AND TRAFFIC REGULATIONS.

(1) Operators of illegally operated or parked vehicles which are not subject to impounding under these policies, shall be warned through an appropriate means that they are in violation of these regulations.

(2) In instances where violations are repeated, and in the judgement of the Dean of Administrative Services, with appropriate documented evidence, said vehicle(s) may be impounded and/or operator fined in accordance with the approved fees and fines schedule. All fines are payable at the cashier's office.

NEW SECTION

WAC 132L-30-160 ISSUANCE OF TRAFFIC TICKETS OR SUMMONS.

(1) Upon probable cause to believe that a violation of these regulations has occurred the Dean of Administrative Services or designee(s), may issue a signed summons or citation setting forth the date, the approximate time, permit number, license information and nature of violation.

(2) Such summons or traffic citation may be served by attaching or affixing a copy thereof in some prominent place outside such vehicle or by personally serving the operator.

NEW SECTION

WAC 132L-30-170 FINES AND PENALTIES. The Dean of Administrative Services, or designee, is authorized to impose the following fines and penalties for violation of the regulations contained in this chapter:

(1) Fines may be levied for all violations of the regulations contained in this chapter.

(2) Vehicles parking in a manner so as to obstruct traffic, including access to and from parking spaces and areas may be subject to a fine and may be impounded and taken to such place for storage as the Dean of Administrative Services, or designee, selects. The expenses of such impounding and storage shall be the responsibility of the registered owner or driver of the vehicle.

(3) Vehicles impounded by means of an immobilizing device shall be charged a service fee according to the current fee schedule.

(4) The college shall not be liable for loss or damage of any kind resulting from impounding and storage of vehicles.

(5) At the discretion of the Dean of Administrative Services, an accumulation of traffic citations by a student, staff, administrator or faculty member may be turned over to a private collection agency for the collection of past due fines. Other appropriate

collection procedures may be initiated as deemed necessary.

(6) Vehicles involved in violations of these regulations may be impounded as provided for in these regulations.

(7) A schedule of fines shall be set and reviewed annually by the Board of Trustees. The schedule shall be published in the OTCC Parking and Traffic Regulations and on the traffic citation form.

(8) In the event a person fails or refuses to pay an uncontested fine which has been outstanding in excess of five (5) school days, the Dean of Administrative Services may initiate the following actions:

(a) Student may not be able to obtain transcript of credits.

(b) Student may not receive a degree/certificate until all fines are paid.

(c) Impounding of vehicle.

(9) The following violations will be assessed in accordance with the fees and fines schedules as established by the Board of Trustees:

(a) Permit not displayed.

(b) Occupying more than one parking space

(c) Occupying space not designated for parking

(d) Parking in area not authorized by permit

(e) Parking in reserved staff (after warnings may be towed)

(f) Blocking or obstructing traffic (after warnings may be towed)

(g) Parking adjacent to fire hydrant (after warnings may be towed)

(h) Parking in fire lane (after warnings may be towed)

(i) Parking in zone or area marked no parking

(j) Failure to yield right-of-way

(k) Failure to stop at sign or signal

(l) Reckless or negligent driving

(m) Other violations of college parking regulations and its objectives

(n) Removal of immobilizing device

NEW SECTION

WAC 132L-30-180 GRIEVANCE PROCEEDINGS: APPEAL OF FINES AND PENALTIES. The alleged violator may appeal a citation before the Parking Advisory Committee.

(1) The alleged violator must submit the grievance in writing, giving full particulars, listing witnesses, evidence, etc.

(2) Grievance must be submitted to the Dean of Students within five (5) school days from date of citation.

(3) If grievance is not resolved to the satisfaction of the alleged violator, he/she shall have five (5) additional school days from receipt of decision by the Dean of Students to appeal to the Parking Advisory Committee.

NEW SECTION

WAC 132L-30-190 PARKING ADVISORY COMMITTEE. The Parking Advisory Committee shall be structured and responsible for the

following purposes:

(1) To review and recommend necessary changes to the Olympia Technical Community College Parking and Traffic Regulations annually.

(2) To receive and hear appeals related to parking grievances. All decisions made by the Parking Advisory Committee relative to traffic appeals shall be final.

(3) Membership shall consist of:

Four student representatives (two in student senate) appointed by the ASB President

Two faculty representatives - appointed by faculty president of OTCC

One classified representative - elected by simple majority of voting classified staff

Dean of Administrative Services - Ex Officio

NEW SECTION

WAC 132L-30-200 LIABILITY OF COLLEGE. The college assumes no liability under any circumstances for vehicles on campus.

NEW SECTION

WAC 132L-30-210 DESIGNATION OF PARKING. The parking space available on campus may be allocated and designated by the Dean of Administrative Services in such a manner as will best achieve the objectives of these rules and regulations.

(1) Faculty, staff and student parking shall be limited to spaces so designated.

(2) Special provisions shall be made for physically handicapped students or their designee. Permanently handicapped individuals must display the handicapped sticker issued by the Department of Motor Vehicles, Disabled Parking. Temporarily handicapped permits will be issued on a quarterly basis by the Dean of Administrative Services.

(3) Visitors parking shall be limited to spaces so designated.

(4) Parking spaces shall be designated for special purposes as deemed necessary.

NEW SECTION

WAC 132L-30-220 PARKING WITHIN DESIGNATED SPACES

(1) No vehicle shall be parked on the campus except in those areas set aside and designated for parking.

(2) No vehicle shall be parked so as to occupy any portion of more than one parking space or stall.

NEW SECTION

WAC 132L-30-230 REGULATORY SIGNS, MARKINGS, BARRICADES, ETC. The Dean of Administrative Services is authorized to make and erect signs, barricades, and other structures and to paint marks and other directions upon the streets, entry/exits and roadways for the regulation of traffic and parking upon the various public lands devoted to, operated by, or maintained by the college. Drivers of vehicles shall observe and obey all the signs, barricades, structures, markings and directions given them by the campus patrolman in the control and regulation of traffic.

NEW SECTION

WAC 132L-30-240 SPEED LIMIT. No vehicle shall be operated on the campus at a speed in excess of twenty (20) miles per hour, or such slower speed as is reasonable and prudent to the circumstances. No vehicle of any type shall at any time use the campus parking lots for testing, racing or other unauthorized activities.

NEW SECTION

WAC 132L-30-250 PEDESTRIAN'S RIGHT-OF-WAY.

(1) The operator of a vehicle shall yield right-of-way to any pedestrian. Pedestrians shall not leave a curb or other place of safety and walk or run into the path of an oncoming vehicle.

(2) When a sidewalk or crosswalk is provided, pedestrians shall proceed upon the sidewalk or crosswalk.

NEW SECTION

WAC 132L-30-260 TWO-WHEELED MOTORBIKES OR BICYCLES.

(1) All two-wheeled vehicles powered by an engine may park in areas designated for motorcycles only.

(2) Bicycles and other non-engine powered cycles shall be subject to posted or published regulations as established in this policy.

NEW SECTION

WAC 132L-30-270 REPORT OF ACCIDENTS.

(1) The operator of any vehicle involved in an accident on campus resulting in injury or death of any person or claimed damage to either or both vehicles exceeding \$100 shall immediately report such accident to the Dean of Administrative Services or designee. Operator shall within twenty-four (24) hours after such accident file a State of Washington Motor Vehicle Report.

(2) Other minor accidents may be reported to the Office of Campus Parking and Security for insurance record purposes.

NEW SECTION

WAC 132L-30-280 DISABLED AND INOPERATIVE VEHICLES - IMPOUNDING.

(1) Disabled or inoperative vehicles shall not be parked on the campus for a period exceeding 72 hours, without authorization from the Dean of Administrative Services.

(2) Vehicles parked over 72 hours without authorization may be impounded and stored at the expense of either or both the owner and operator thereof.

(3) Notice of intent to impound will be posted on the vehicle and sent by registered mail to the legal owner 48 hours prior to impound.

NEW SECTION

WAC 132L-30-290 AUTHORITY TO ESTABLISH PARKING FEE. The Board of Trustees for Community College District 12 shall set and review as necessary parking permit fees in accordance with WAC 132L-30-300 and a schedule of fines and penalties in accordance with WAC 132L-30-170.

NEW SECTION

WAC 132L-30-300 PARKING PERMIT FEES. Fees shall be levied in accordance with the following:
Annual permit full-time permanent employees
Quarterly permit full-time employees and students
Quarterly permit part-time employees and students
Second vehicle permits
Replacement permits