

# Chapter 132V-116 WAC

## PARKING AND TRAFFIC RULES AND REGULATIONS

### WAC

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**WAC 132V-116-010 Authority.** Pursuant to the authority granted by RCW 28B.50.140(10), the board of trustees of Community College District 22 empowers the president of the college district to make on-campus parking available for visitors, faculty, students and staff at a fee established and approved by the board. The board further authorizes the president to formulate rules and regulations which ensure the safety of operators of vehicles and pedestrians using the college's streets, crosswalks and paths.

[Statutory Authority: RCW 28B.50.140(10). WSR 12-21-097, § 132V-116-010, filed 10/23/12, effective 11/23/12; Order 77-2, § 132V-116-010, filed 6/3/77.]

**WAC 132V-116-020 Purpose.** The rules and regulations contained herein are established for the following purposes:

- (1) To protect and control pedestrian and vehicular traffic on property owned, operated and maintained by the college district.
- (2) To assure access at all times for emergency equipment.
- (3) To minimize traffic disturbances.
- (4) To facilitate the operation of the college by assuring access for vehicles.
- (5) To regulate the use of parking spaces.

[Order 77-2, § 132V-116-020, filed 6/3/77.]

**WAC 132V-116-030 Definitions.** For the purposes expressed in this document, the following definitions and terms shall apply:

(10/23/12)

(1) **College:** Tacoma Community College, or any additional community college hereafter established within Community College District 22, state of Washington, and those individuals responsible for its control and operation.

(2) **College community:** Trustees, students, employees, and guests on college-owned or controlled facilities.

(3) **College facilities:** Any or all property controlled or operated by the college.

(4) **Student:** Any person enrolled at the college.

(5) **Public safety officer:** An employee of the college accountable to the vice-president for administrative services and responsible for campus security, safety, parking and traffic control.

(6) **Vehicle:** Any conveyance which can be legally operated on the streets and highways of the state of Washington, or whose primary purpose is recreational.

(7) **Visitors:** Persons who come upon the campus as guest, and persons who lawfully visit the campus for purposes which are in keeping with the college's role as an institution of higher learning in the state of Washington.

(8) **Permanent permit:** A permit which is valid for a college quarter, year or portion thereof.

(9) **Temporary permit:** A permit issued in lieu of a permanent permit for a period designated on the permit.

(10) **Disabled permit:** A permit issued to a person with a physical, mental or sensory impairment.

(11) **College term:** Unless otherwise designated, the time period commencing with the summer quarter of the calendar year and extending through the subsequent fall, winter, and spring quarters. The summer quarter shall be considered the first quarter of the college year for parking and traffic control purposes.

(12) **Campus:** The grounds and buildings of the college.

[Statutory Authority: RCW 28B.50.140(10). WSR 12-21-097, § 132V-116-030, filed 10/23/12, effective 11/23/12; Order 77-2, § 132V-116-030, filed 6/3/77.]

**WAC 132V-116-040 Applicable traffic rules and regulations.** The traffic rules and regulations which are applicable for the college are:

- (1) The motor vehicle and traffic codes of the state of Washington.
- (2) The traffic ordinances of the city of Tacoma.
- (3) The other rules and regulations hereinafter described in this chapter.

[Order 77-2, § 132V-116-040, filed 6/3/77.]

**WAC 132V-116-050 Parking and traffic responsibility.** The vice-president for administrative services is responsible for parking and traffic management on campus. In general, the responsibility is delegated to the college's public safety supervisor, who is authorized to coordinate directly

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with the vice-president for administrative services and others on campus as required by his/her duties.

[Statutory Authority: RCW 28B.50.140(10). WSR 12-21-097, § 132V-116-050, filed 10/23/12, effective 11/23/12; Order 77-2, § 132V-116-050, filed 6/3/77.]

**WAC 132V-116-060 Permits required for motor vehicles on campus.** No student or employee shall stop, park, or leave a motor vehicle, whether attended or unattended, upon the campus without first being issued a temporary, permanent, or disabled parking permit, except that:

(1) Any student parking on campus will be given ten calendar days from the first day of each quarter to obtain a permit from the office of public safety.

(2) Any employee parking on campus must obtain a permit within ten calendar days after commencing employment with the college, and where applicable, will renew the permit within ten days after its expiration.

[Statutory Authority: RCW 28B.50.140(10). WSR 12-21-097, § 132V-116-060, filed 10/23/12, effective 11/23/12; Order 77-2, § 132V-116-060, filed 6/3/77.]

**WAC 132V-116-070 Registration of vehicles.** All students and employees who operate motor vehicles, including motorcycles, on the campus will register them with the office of public safety.

[Statutory Authority: RCW 28B.50.140(10). WSR 12-21-097, § 132V-116-070, filed 10/23/12, effective 11/23/12; Order 77-2, § 132V-116-070, filed 6/3/77.]

**WAC 132V-116-080 Authorization for issuance of permits.** The office of public safety is authorized to issue parking permits to members of the college community pursuant to the following regulations:

(1) Students may be issued parking permits upon the registration of their vehicles with the office of public safety pursuant to this subsection (1).

(2) Employees may be issued parking permits pursuant to WAC 132V-116-060(2).

(3) Public safety officers may issue temporary parking permits when such permits are necessary to conduct the business or operation of the college.

(4) Public safety officers may issue temporary parking permits, not to exceed a period of five working days, for the use of an additional vehicle whenever the registered vehicle is being repaired.

[Statutory Authority: RCW 28B.50.140(10). WSR 12-21-097, § 132V-116-080, filed 10/23/12, effective 11/23/12; Order 77-2, § 132V-116-080, filed 6/3/77.]

**WAC 132V-116-090 Parking fees.** Fees for parking in designated areas will be established by the board of trustees.

[Order 77-2, § 132V-116-090, filed 6/3/77.]

**WAC 132V-116-100 Valid permits.** The following are valid permits when they are properly displayed and unexpired:

- (1) A permanent permit.
- (2) A temporary permit.
- (3) A disabled permit.

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(4) Carpool permit issued by the city of Tacoma, transit agencies.

[Statutory Authority: RCW 28B.50.140(10). WSR 12-21-097, § 132V-116-100, filed 10/23/12, effective 11/23/12; Order 77-2, § 132V-116-100, filed 6/3/77.]

**WAC 132V-116-110 Display of permit.** (1) A permanent parking permit shall be affixed to the lower left inside corner of the vehicle windshield.

(2) A temporary permit shall be placed within the vehicle on the left side of the dashboard where it can be plainly observed.

(3) Permits for motorcycles shall be retained by the motorcycle rider who must provide the permit upon request. Permits should not be affixed to motorcycles.

[Statutory Authority: RCW 28B.50.140(10). WSR 12-21-097, § 132V-116-110, filed 10/23/12, effective 11/23/12; Order 77-2, § 132V-116-110, filed 6/3/77.]

**WAC 132V-116-120 Transfer of permits.** A parking permit is not transferable from person to person. A permit is transferable from vehicle to vehicle as long as the vehicles are registered with the office of public safety.

[Statutory Authority: RCW 28B.50.140(10). WSR 12-21-097, § 132V-116-120, filed 10/23/12, effective 11/23/12; Order 77-2, § 132V-116-120, filed 6/3/77.]

**WAC 132V-116-130 Permit revocation.** Parking permits are the property of the college and may be revoked for any of the following reasons:

(1) When the purpose for which the permit was issued changes or no longer exists; or

(2) When a permit is used for an unregistered vehicle or by an unauthorized individual; or

(3) When it is determined that an application has been falsified; or

(4) When it is determined that a permit has been altered.

[Order 77-2, § 132V-116-130, filed 6/3/77.]

**WAC 132V-116-140 Right to refuse permit.** The college reserves the right to refuse the issuance of a parking permit when it is deemed to be in the best interests of the college.

[Order 77-2, § 132V-116-140, filed 6/3/77.]

**WAC 132V-116-150 Responsibility of permit holder.** The permit holder is responsible for all violations of the parking and traffic rules and regulations involving the vehicle for which the permit was issued and to which it was affixed; provided, that such responsibility shall not relieve the operator of the vehicle who violates the rules and regulations. In the event that a vehicle in violation is not registered with the college, the current registered owner will be responsible for the violation(s) of the college regulations.

[Order 77-2, § 132V-116-150, filed 6/3/77.]

**WAC 132V-116-160 Designation of parking spaces.** Parking spaces shall be designated for the following categories:

- (1) Students;
- (2) Employees;

- (3) Disabled persons;
- (4) Visitors;
- (5) Other business purposes;
- (6) Carpool.

[Statutory Authority: RCW 28B.50.140(10). WSR 12-21-097, § 132V-116-160, filed 10/23/12, effective 11/23/12; Order 77-2, § 132V-116-160, filed 6/3/77.]

**WAC 132V-116-170 Parking within designated spaces.** All vehicles must be parked in designated spaces only.

(1) No vehicle may be parked in any undesignated area except the following:

- (a) Approved maintenance vehicles.
- (b) Emergency vehicles.
- (c) Approved construction vehicles.
- (d) Approved delivery vehicles.

(2) Unless prior arrangements have been made, no vehicle shall be parked on campus for a period in excess of forty-eight hours. Vehicles which have been parked in excess of forty-eight hours may be impounded and stored at the expense of the owner.

(3) No vehicle shall be parked so as to occupy any portion of more than one parking space. Vehicles may be towed and impounded for this violation.

(4) Parking in designated areas will be strictly enforced between the hours of 7:00 a.m. and 8:00 p.m., Monday through Friday.

[Statutory Authority: RCW 28B.50.140(10). WSR 12-21-097, § 132V-116-170, filed 10/23/12, effective 11/23/12; Order 77-2, § 132V-116-170, filed 6/3/77.]

**WAC 132V-116-180 Regulatory signs and directions.** The office of public safety is authorized to erect signs, barricades, and other structures and to paint marks or other directions upon the entry ways, streets, and parking areas of the campus. Vehicle operators shall observe and obey all regulatory signs and directions and shall comply with traffic control.

[Statutory Authority: RCW 28B.50.140(10). WSR 12-21-097, § 132V-116-180, filed 10/23/12, effective 11/23/12; Order 77-2, § 132V-116-180, filed 6/3/77.]

**WAC 132V-116-190 Speed limit.** No vehicle shall be operated on the campus at a speed in excess of fifteen miles per hour or as posted. No vehicle shall use the campus parking areas for unauthorized activities.

[Order 77-2, § 132V-116-190, filed 6/3/77.]

**WAC 132V-116-200 Movement of vehicles.** Except as authorized by the office of public safety, movement of motor vehicle traffic is limited to entrances, drives and parking areas.

[Statutory Authority: RCW 28B.50.140(10). WSR 12-21-097, § 132V-116-200, filed 10/23/12, effective 11/23/12; Order 77-2, § 132V-116-200, filed 6/3/77.]

**WAC 132V-116-210 Operation of bicycles.** Bicycle and nonengine cycle operators shall observe the following rules and regulations:

- (1) They shall be operated in a responsible manner.

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(2) They shall not be parked inside a building or block a building entrance.

(3) They should be secured to racks as provided so as not to endanger pedestrian traffic.

(4) Operators will observe traffic rules and regulations when operating on entrances, drives, and parking areas.

(5) Bicycles and nonengine cycles that have been parked in excess of forty-eight hours may be turned over to lost and found for thirty days. If unclaimed they will be donated to charity.

[Statutory Authority: RCW 28B.50.140(10). WSR 12-21-097, § 132V-116-210, filed 10/23/12, effective 11/23/12; Order 77-2, § 132V-116-210, filed 6/3/77.]

**WAC 132V-116-220 Report of accident.** The operator of any vehicle involved in an accident on campus resulting in injury to or death of any person or total or claimed damage to either or both vehicles of any amount shall within twenty-four hours report such accident to the college's office of public safety. This does not relieve any person so involved in an accident from his responsibility to file a state of Washington motor vehicle accident report within twenty-four hours after such accident.

[Statutory Authority: RCW 28B.50.140(10). WSR 12-21-097, § 132V-116-220, filed 10/23/12, effective 11/23/12; Order 77-2, § 132V-116-220, filed 6/3/77.]

**WAC 132V-116-230 Special traffic and parking regulations and restrictions authorized.** Upon special occasions causing additional and/or heavy traffic and during emergencies, the college's public safety supervisor is authorized to impose special traffic and parking regulations and restrictions for the achievement of the objectives specified in WAC 132V-116-020.

[Statutory Authority: RCW 28B.50.140(10). WSR 12-21-097, § 132V-116-230, filed 10/23/12, effective 11/23/12; Order 77-2, § 132V-116-230, filed 6/3/77.]

**WAC 132V-116-240 Enforcement.** (1) All parking and traffic rules and regulations shall be enforced throughout the calendar year.

(2) The vice-president for administrative services or designee shall be responsible for the enforcement of the rules and regulations contained in this document.

[Statutory Authority: RCW 28B.50.140(10). WSR 12-21-097, § 132V-116-240, filed 10/23/12, effective 11/23/12; Order 77-2, § 132V-116-240, filed 6/3/77.]

**WAC 132V-116-250 Issuance of traffic citations.** Public safety officers or their subordinates will issue citations for any violations of these rules and regulations. Such citations will include the date, approximate time, vehicle identification number, infraction, name of the officer and schedule of fines. The traffic citations may be served in person, via mail, or by attaching a copy outside the vehicle.

[Statutory Authority: RCW 28B.50.140(10). WSR 12-21-097, § 132V-116-250, filed 10/23/12, effective 11/23/12; Order 77-2, § 132V-116-250, filed 6/3/77.]

**WAC 132V-116-260 Fines and penalties.** Fines and penalties may be assessed for all violations of these rules and regulations.

(1) The vice-president for administrative services, or designee, is the only college employee authorized to impound vehicles parked on college property.

(a) Vehicles wrongfully parked in designated areas or parked in undesignated areas are subject to impound.

(b) Impound and storage expenses shall be the responsibility of the owner of the impounded vehicle.

(c) The college shall not be liable for loss or damage of any kind resulting from such impound and storage.

(d) Impound of a vehicle does not remove the obligation for any fines associated with the citation.

(2) An accumulation of traffic citations by a student in excess of thirty dollars or the failure by a student to satisfy any traffic fines, regardless of the amount thereof, by the end of the academic quarter may result in disciplinary action initiated by the vice-president for student services against the student.

(3) The vice-president for administrative services shall direct all citations to the office of business services for collection or paid at the cashier's station.

(4) A schedule of fines shall be set by the board of trustees and published on the public safety web site and on the portal.

(5) In the event a student fails or refuses to pay a fine, the following may be initiated by the vice-president for student services:

(a) Student may not be eligible to register for any more courses until all fines are paid;

(b) Student may not be able to obtain a transcript of his grades or credits until all fines are paid;

(c) Student may not receive a degree until all fines are paid;

(d) Student may be denied future parking privileges;

(e) Student's vehicle may be impounded.

(6) Upon failure of an employee or student to appeal any fine or penalty as set forth herein, or upon a decision by the vice-president for administrative services affirming the employee's or student's debt to the college, whichever is applicable, the amount of the fine will be set-off against and deducted from any present or future salary or other financial obligation owed to the employee or student by the college.

[Statutory Authority: RCW 28B.50.140(10). WSR 12-21-097, § 132V-116-260, filed 10/23/12, effective 11/23/12; Order 77-2, § 132V-116-260, filed 6/3/77.]

**WAC 132V-116-270 Appeal of fines and penalties.** Any fines and penalties levied against a violator of the rules and regulations set forth herein must be appealed in writing, stating fully all grounds for appeal, within five days from the date of the citation, to the public safety supervisor who will:

(1) After notice to the appealing party, confer with said party and review the appeal to determine whether a satisfactory solution can be reached without further administrative action. The public safety supervisor will advise the appellant, as soon as practicable, of his proposed decision.

(2) If the appellant is dissatisfied with the public safety supervisor's proposed decision, the appeal will be forwarded

to the parking appeals committee. The decision of the parking appeals committee will be final.

[Statutory Authority: RCW 28B.50.140(10). WSR 12-21-097, § 132V-116-270, filed 10/23/12, effective 11/23/12; Order 77-2, § 132V-116-270, filed 6/3/77.]

**WAC 132V-116-280 Liability of college.** Except for the college owned and/or operated vehicles, the board assumes no liability under any circumstances for vehicles on campus.

[Order 77-2, § 132V-116-280, filed 6/3/77.]