

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. 79 - 63

Administrative Order No.

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

Parking and traffic regulations at Olympia Technical Community College (see attachment for full text of proposed rules)

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

This action is taken pursuant to Notice No. filed with the code reviser on Such rules shall take effect: 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, Community College District 12, 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: Whereas, it is desirable to assure the health, safety, and public welfare of students, faculty, staff and guests on the Olympia Technical Community College campus; and Whereas, emergency adoption of the proposed Olympia Technical Community College Parking and Traffic Rules and Regulations will authorize designated OTCC personnel to implement, administer and manage the policy to accommodate 4 emergency reasons. Such rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of WAC 1-13-040 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)

X (c) This rule is promulgated under the general rule-making authority of the Board of Trustees of Community College District 12 (institution) as authorized in RCW 28B.19.080

(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).

(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 October 11, 1979

OCT 22 1979

By Robert D Jenkins Assistant to the District President Title

STATE OF WASHINGTON FILED CODE REVISER'S OFFICE VSR 79-11-076

Chapter 132L-30 WAC

PARKING AND TRAFFIC REGULATIONS OLYMPIA TECHNICAL COMMUNITY COLLEGE

NEW SECTION

WAC 132L-30-010 PURPOSE FOR ADOPTING PARKING/TRAFFIC RULES. Pursuant to the authority granted by RCW 28B.50.140(10), the Board of Trustees of Community College District No. 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 RULES AND 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 among the provisions of the motor vehicle and other traffic laws of the state of Washington or the traffic code of the city of Olympia and OTCC parking and traffic regulations, the provisions of the state of Washington motor vehicle laws shall govern.

NEW SECTION

WAC 132L-30-030 PERMITS REQUIRED FOR VEHICLES ON CAMPUS. Students, faculty members, staff members, guests or visitors shall not stop, park, or leave a vehicle whether attended or unattended upon the campus without a parking permit issued pursuant to WAC All persons parking on the campus will be given five academic days to secure and display a temporary or permanent permit from the director of administrative services or designee.

NEW SECTION

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

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

(2) The dean/director 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, as published in the OTCC parking rules and regulations and in registration materials, to an individual who may be registered to drive any one of several vehicles. It shall be agreed that only one vehicle registered to an individual shall be permitted to park on campus at any one time.

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

NEW SECTION

WAC 132L-30-050 VALID PERMIT. A valid parking permit is:

(1) An unexpired permanent parking permit registered and properly displayed;

(2) A temporary parking permit authorized by the dean/director of administrative services, or designee, and properly displayed;

(3) A special parking permit authorized by the dean/director of administrative services, or designee, and properly displayed; or

(4) A visitor's permit authorized by the dean/director of administrative services, or designee, and properly displayed.

No permit will be valid for more than one year, and all permits must be properly displayed.

NEW SECTION

WAC 132L-30-060 DISPLAY OF PERMITS. The vehicle permit issued by the college shall be permanently affixed on the rear bumper of the vehicle. Permits not displayed in accordance with the 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 rear of a motorcycle.

NEW SECTION

WAC 132L-30-070 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 at the current fee schedule.

NEW SECTION

WAC 132L-30-080 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 parking permit application;
- (4) Continued violations of parking regulations;
- (5) Counterfeiting or altering of permits.

NEW SECTION

WAC 132L-30-090 RIGHT TO REFUSE PERMIT. The college (director of administrative services, or designee) reserves the right to refuse the issuance of a parking permit to anyone who has had a previous parking permit revoked or refused or to anyone whose driving or parking record indicates a flagrant disregard for the rights or safety of other people.

NEW SECTION

WAC 132L-30-100 RIGHT TO APPEAL PERMIT REVOCATION OR REFUSAL TO GRANT PERMIT. When a parking permit has been recalled pursuant to WAC or has been refused in accordance with WAC 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/director of administrative services, or designee, may be appealed pursuant through the established channels.

NEW SECTION

WAC 132L-30-110 RESPONSIBILITY OF PERSON TO WHOM PERMIT IS ISSUED. The person to whom a parking permit is issued, pursuant to the rules and regulations set forth in this chapter, shall be responsible for all violations of said rules and regulations involving the vehicle; but, such responsibility shall not relieve other persons who by their conduct with vehicles registered with another permit holder violate the rules and 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 violation(s) of the campus regulations.

NEW SECTION

WAC 132L-30-120 DESIGNATION OF PARKING. The parking space available on campus shall be allocated and designated by the dean/director of administrative services, or designee, in such manner as will best

achieve the objectives of these rules and regulations, including the designation of restricted parking areas:

- (1) Faculty and staff parking shall be limited to spaces so designated;
- (2) Student parking will be limited to areas so designated. Special provisions have been made for physically handicapped students or their designee;
- (3) Visitors parking shall be limited to spaces as designated;
- (4) Parking spaces may be designated for special purposes as deemed necessary.

NEW SECTION

WAC 132L-30-130 VISITORS AND GUESTS. All guests, including salespersons, maintenance or service personnel and all other members of the public will park in designated parking areas or in available space as directed by college security officers, traffic guides or parking checkers without paying a fee. These include:

- (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) Taxi's and commercial delivery vehicles for the pick up and delivery of passengers, supplies and equipment;
- (5) Visitors and guests attending special college events will park without charge, including:
 - (a) commencement;
 - (b) Open houses;
 - (c) Symposiums;
 - (d) Social and cultural events;
- (6) Visitors invited to the campus for the purpose of rendering services to the college;
- (7) Persons holding emeritus or similar appointments will park in designated areas without charge.

NEW SECTION

WAC 132L-30-140 PARKING WITHIN DESIGNATED SPACES. (1) All vehicles shall follow traffic arrows and other markings established for the purpose of directing traffic on campus.

- (2) All vehicles must be parked within designated, marked stalls.
- (3) No vehicle shall be parked so as to occupy any portion of more than one parking space or stall as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parking to occupy a portion of more than one space or stall in order to park, shall not constitute an excuse for a violation of this section.
- (4) No vehicle shall be parked on the campus except in those areas set aside and designated for parking.

NEW SECTION

WAC 132L-30-150 REGULATORY SIGNS, MARKINGS, BARRICADES, ETC. The dean/director of administrative services, or designee, is authorized to 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 land devoted to, operated by, or maintained by the college. Such signs, barricades, structures, markings and directions shall be so made and placed as in the opinion of the dean/director of administrative services, or designee, will best effectuate the objectives of these regulations. Drivers of vehicles shall observe and obey the signs, barricades, structures, markings and directions given them by the campus patrolmen in the control and regulation of traffic.

NEW SECTION

WAC 132L-30-160 SPEED LIMIT. No vehicle shall be operated on the campus at a speed in excess of fifteen 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-30-170 PEDESTRIAN'S RIGHT OF WAY. (1) The operator of a vehicle shall yield right of way, slowing down or stopping, if need be, to so yield to any pedestrian, but no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close that it is impossible or unsafe for the driver to yield.

(2) Whenever any vehicle slows or stops so as to yield to pedestrian traffic, the operator of any other vehicle approaching from the rear shall not overtake and pass such a vehicle which has slowed or stopped to yield to pedestrian traffic.

(3) When a sidewalk is provided, pedestrians shall proceed upon such a sidewalk.

NEW SECTION

WAC 132L-30-180 TWO-WHEELED MOTORBIKES OR BICYCLES. (1) All two-wheeled vehicles powered by an engine shall park in a space designated for motorcycles only. No unauthorized vehicles shall be ridden on the sidewalks on campus at any time unless authorized by the dean/director of administrative services, or designee.

(2) Bicycles and other nonengine powered cycles shall be subject to posted or published regulations as established.

NEW SECTION

WAC 132L-30-190 REPORT OF ACCIDENTS. The operator of any vehicle involved in an accident on campus resulting in injury or death of any person or total of claimed damage to either or both vehicles exceeding one hundred dollars shall immediately report such accident to the dean/director of administrative services, or designee and shall within twenty-four hours after such accident, file a state of Washington motor vehicle accident report. Other minor accidents may be reported to the office of campus parking and security for insurance record purposes.

NEW SECTION

WAC 132L-30-200 DISABLED AND INOPERATIVE VEHICLES--IMPOUNDING. No disabled or inoperative vehicle shall be parked on the campus for a period in excess of seventy-two hours, without clearance from the dean/director of administrative services, or designee. Vehicles which have been parked for periods in excess of seventy-two hours and which appear to be disabled or inoperative may be impounded and stored at the expense of either or both the owner and operator and thereof. Notice of intent to impound will be posted on the vehicle and sent by registered mail to the legal owner forty-eight hours prior to impound.

NEW SECTION

WAC 132L-30-210 ENFORCEMENT. (1) Parking and traffic rules and regulations will be enforced throughout the calendar year on a twenty-four hour basis.

(2) The dean/director of administrative services, or designee shall be responsible for the enforcement of the rules and regulations contained in this chapter. The dean/director of administrative services, or designee is hereby authorized to delegate this responsibility to the campus patrolmen or other subordinates.

NEW SECTION

WAC 132L-30-220 ISSUANCE OF TRAFFIC TICKETS OR SUMMONS. Upon probable cause to believe that a violation of these rules and regulations has occurred the dean/director of administrative services, or designee or subordinates, may issue a summons or citation setting forth the date, the approximate time, permit number, license information and nature of violation signed by the attendant officer. 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-30-230 VIOLATION OF PARKING AND TRAFFIC REGULATIONS. Operators of illegally operated or parked vehicles which are not subject to impounding under these policies, shall be:

(1) Warned through an appropriate means that they are in violation of these regulations;

(2) In instances where violations are continually repeated, and in the judgment of the dean/director of administrative services, or designee with appropriate documented evidence, said vehicle(s) may be impounded and/or fined in accordance with approved fees and fines schedule. All fines are payable to the cashiers office.

NEW SECTION

WAC 132L-30-240 DELEGATION OF AUTHORITY. The authority and powers conferred upon the dean/director of administrative services, or designee by these regulations shall be subject to delegation to that individual's subordinates.

NEW SECTION

WAC 132L-30-250 FINES AND PENALTIES. The dean/director of administrative services, or designee, is authorized to impose the following fines and penalties for violation of the rules and regulations contained in this chapter:

(1) Fines will 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, will be subject to a fine and may be impounded and taken to such place for storage as the dean/director of administrative services, or designee, selects. The expenses of such impoundings and storage shall be the responsibility of the registered owner or driver of the vehicle. Vehicles impounded by means of an immobilizing device shall be charged a service fee according to the current fee schedule. The college shall not be liable for loss or damage of any kind resulting from such impounding and storage;

(3) At the discretion of the dean/director of administrative services, or designee, an accumulation of traffic violations by a student, staff, administrator or faculty member will be cause for disciplinary action, and the dean/director of administrative services, or designee shall initiate disciplinary proceedings against such a violator;

(4) At the discretion of the dean/director of administrative services, or designee 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 fines not previously received by the dean/director of administrative services, or designee. Other appropriate collection procedures may be initiated as deemed necessary;

(5) Vehicles involved in violations of these regulations may be impounded as provided for;

(6) A schedule of fines shall be set and reviewed annually by the parking advisory committee. The schedule shall be published in the OTCC parking rates and regulations and on the traffic citation form;

(7) In the event a student fails or refuses to pay a fine the dean/director of student services may initiate the following disciplinary action:

- (a) Student may not be eligible to register for classes;
- (b) Student may not be able to obtain transcript of credits;
- (c) Student may not receive a degree/certificate until all fines are paid;
- (d) Impounding of vehicle;
- (8) Offense and fine:
- (a) Permit not displayed..... \$3.00
- (b) Occupying more than one parking space..... \$3.00
- (c) Occupying space not designed for parking..... \$3.00
- (d) Parking in area not authorized by permit..... \$3.00
- (e) Parking in reserved stall (after warnings may be towed)..... \$3.00
- (f) Blocking or obstructing traffic (after warnings may be towed)..... \$3.00
- (g) Parking adjacent to fire hydrant (after warnings may be towed)..... \$3.00
- (h) Parking in fire lane (after warnings may be towed)..... \$3.00
- (i) Parking in zone or area marked no parking..... \$5.00
- (j) Failure to yield right of way..... \$5.00
- (k) Failure to stop-/signal..... \$5.00
- (l) Reckless or negligent driving..... \$15.00
- (m) Other violations of college parking regulations and its objectives..... \$3.00

NEW SECTION

WAC 132L-30-260 GRIEVANCE PROCEEDINGS--APPEAL OF FINES AND PENALTIES. The alleged violator may elect to waive his/her right to appear before the parking advisory committee and pay the appropriate fine or appeal the violation. To appeal fines and penalties levied against violator of the rules and regulations set forth herein, the alleged violator must submit the grievance in writing, giving full particulars listing witnesses, evidence, etc. Grievance must be submitted within five school days from date of citation to the director of student services, who will cause a review to be made of the appeal to determine whether a satisfactory solution to both parties can be reached without further administrative action. If not resolved the alleged violator may appeal within fifteen school days to the parking advisory committee consisting of three student members, two faculty members and one administrator. The dean/director of administrative services, or designee shall be ex officio.

NEW SECTION

WAC 132L-30-270 LIABILITY OF COLLEGE. The college assumes no liability under any circumstances for vehicles on campus.

NEW SECTION

WAC 132L-30-280 DEFINITIONS. As used in this chapter, the following words and phrases shall have the following meanings:

(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 No. 12;

(3) "Campus" shall mean any or all lands and buildings devoted to, operated by, or maintained by Olympia Technical Community College District No. 12, state of Washington;

(4) "Campus patrolman" shall mean a contracted or salaried employee of the college who is responsible to the dean/director of administrative services, or designee for campus traffic control, parking and security;

(5) "College" shall mean Olympia Technical Community College, District No. 12, state of Washington and the personnel thereof;

(6) "Dean/director of administrative services" shall mean the dean/director of administrative services, or designee for Olympia Technical Community College, District No. 12, state of Washington;

(7) "Faculty members" or academic employees shall mean any employee of Olympia Technical Community College, District No. 12, state of Washington who has employment as a teacher, counselor, librarian, or other position for the training, experience, and responsibilities are comparable as determined by the appointing authority, except administrative appointments;

(8) "Guests" shall mean any person or persons who come upon the campus as guests and person or 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;

(9) "Permanent permits" shall mean permits which are valid for a school term or a portion thereof;

(10) "School term" shall mean, unless otherwise designated, the term period commencing with the summer quarter of a community college calendar year and extending through the immediately subsequent fall, winter, and spring quarters. The summer school session shall be considered the first quarter of the college calendar year for parking and traffic control purposes;

(11) "Staff" shall mean the contracted or classified employees of Olympia Technical Community College, District No. 12, state of Washington;

(12) "Student" shall mean any person who is enrolled in any community college operated by Washington State Community College District No. 12;

(13) "Temporary permits" shall mean permits which are valid for a specific period designated on the permit or application up to a maximum of one month;

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

PARKING FEE SCHEDULE

(1) Automobile Permit:

(a) Annual - Faculty/Staff Only.....	\$15.00
(b) Quarterly - Faculty/Staff Full-time.....	5.00
(c) Quarterly - Faculty/Staff Part-time.....	3.00
(d) Quarterly - Student - Full-time.....	5.00
(e) Quarterly - Student - Part-time.....	3.00

(2) Motorcycle Permit:

(a) Annual - Faculty/Staff only.....	9.00
(b) Quarterly - Faculty/Staff/Student Full-time.....	3.00
(c) Quarterly - Faculty/Staff/Student Part-time.....	2.00

(3) Miscellaneous Permits:

(a) Second car permit (and each additional car) Quarterly - Faculty/Staff/Student.....	2.00
(b) Replacement permit (per vehicle)	

- (i) With signed certificate of destruction,
theft or sale of vehicle..... 1.00
- (ii) Without certificate of destruction,
theft or sale of vehicle..... 2.00
- (c) Temporary permit..... No charge