

**Chapter 132S-300 WAC
CAMPUS PARKING AND TRAFFIC REGULATIONS**

Last Update: 5/25/16

WAC

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**PART I
TRAFFIC AND PARKING**

WAC 132S-300-100 Introduction. The rules and regulations provided in this chapter have been established by Columbia Basin College to govern pedestrian traffic, vehicular traffic, and parking on its campuses and upon all state lands devoted to the educational, recreational, and research activities of Columbia Basin College.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-100, filed 5/25/16, effective 6/25/16.]

WAC 132S-300-105 Definitions. The words used in this chapter shall have the meaning given in this section, unless the context clearly indicates otherwise.

(1) "Board" shall mean the board of trustees of Columbia Basin College.

(2) "Campus" shall mean any or all real property owned, operated, or maintained by Columbia Basin College.

(3) "College" shall mean Columbia Basin College.

(4) "Faculty members" shall mean any employee of Columbia Basin College who is employed to teach at Columbia Basin College.

(5) "Campus security officer" shall mean an employed security officer, security guard or communication officer of the college.

(6) "Staff" shall mean the classified, exempt and administrative employees of Columbia Basin College.

(7) "Vehicle" shall mean an automobile, truck, motor driven cycle, scooter, or any vehicle powered by a motor.

(8) "Visitors" shall mean any person or persons, excluding students as defined in WAC 132S-100-030, who come upon the campus as guests, and any person or persons who lawfully visit the campus for the purposes which are in keeping with the college's role as an institution of higher learning in the state of Washington.

(9) "Employee parking permits" shall mean permits which are valid annually and shall be obtained from the plant operations office at the fee set by administration.

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

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-105, filed 5/25/16, effective 6/25/16.]

WAC 132S-300-110 Purposes of regulations. The purposes of the rules and regulations established by this chapter are:

- (1) To control parking on college owned parking lots;
- (2) To protect and control pedestrian and vehicular traffic;
- (3) To assure access at all times for emergency equipment;
- (4) To minimize traffic disturbance during class hours;

(5) To expedite Columbia Basin College business, protect state property and to provide maximum safety and convenience.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-110, filed 5/25/16, effective 6/25/16.]

WAC 132S-300-115 Applicable rules and regulations. The traffic and parking regulations which are applicable upon state lands devoted to the educational, recreational and research activities of Columbia Basin College are as follows:

(1) The motor vehicle and other traffic laws of the state of Washington;

(2) The traffic code of Pasco and Richland; and

(3) Special regulations set forth in this chapter.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-115, filed 5/25/16, effective 6/25/16.]

WAC 132S-300-120 Special traffic and parking regulations and restrictions authorized. Upon special occasions causing additional heavy traffic, during emergencies or construction of campus facilities, the vice president of administrative services or designee is authorized to impose additional traffic and parking regulations or modify the existing rules and regulations for the achievement of the general objectives provided in WAC 132S-300-110.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-120, filed 5/25/16, effective 6/25/16.]

WAC 132S-300-125 Exceptions from traffic and parking restrictions. These rules and regulations shall not apply to city, county, or state-owned emergency vehicles.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-125, filed 5/25/16, effective 6/25/16.]

WAC 132S-300-130 Regulatory signs and directions. The vice president of administrative services or designee is authorized to erect signs, barricades and other structures and to paint marks or other directions upon the entry ways and streets on campus and upon the various parking lots owned or operated by the college. Such signs, barricades, structures, markings, and directions shall be so made and placed to best effectuate the rules and regulations contained in this chapter. Drivers of vehicles shall observe and obey the signs, barricades, structures, markings and directions erected pursuant to this section. Drivers shall also comply with the directions given them by campus security officers in the control and regulation of traffic.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-130, filed 5/25/16, effective 6/25/16.]

WAC 132S-300-135 Speed limit. No vehicle shall be operated on the campuses at a speed in excess of fifteen miles per hour in parking lots; or such lower speed as is reasonable and prudent in the circumstances. No vehicle of any type shall at any time use the campus parking lots for reckless or negligent driving or unauthorized activities.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-135, filed 5/25/16, effective 6/25/16.]

WAC 132S-300-140 Pedestrian's right of way. (1) The operator of a vehicle shall yield the 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 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) Every pedestrian crossing at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right of way to all vehicles.

(4) Where a sidewalk is provided, pedestrians shall proceed upon such a sidewalk.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-140, filed 5/25/16, effective 6/25/16.]

WAC 132S-300-145 Report of accidents. The operator of any vehicle involved in an accident on campus resulting in injury to or death

of any person or claimed damage to either or both vehicles shall immediately report such accident to the campus security office.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-145, filed 5/25/16, effective 6/25/16.]

WAC 132S-300-150 Liability of college. The college assumes no liability under any circumstances for vehicles driven or parked on campus.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-150, filed 5/25/16, effective 6/25/16.]

WAC 132S-300-155 Severability. If any provision of this chapter shall be adjudged by a court of record to be unconstitutional, the remaining provisions of this chapter shall continue in effect.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-155, filed 5/25/16, effective 6/25/16.]

PART II ENFORCEMENT

WAC 132S-300-200 Enforcement authority. The authority and powers conferred upon the vice president of administrative services by these regulations shall be subject to delegation to appointed designees, including campus security officers or other designated subordinates.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-200, filed 5/25/16, effective 6/25/16.]

WAC 132S-300-205 Enforcement. (1) Enforcement of the parking rules and regulations will begin the first day of the first week of full classes of the fall quarter and will continue until the end of summer quarter. These rules and regulations will not be enforced on Saturdays, Sundays, and official college holidays.

(2) The vice president of administrative services or designee shall be responsible for the enforcement of the rules and regulations contained in this chapter. The vice president of administrative services is hereby authorized to delegate this responsibility to the campus security officers or other designated subordinates.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-205, filed 5/25/16, effective 6/25/16.]

PART III PARKING PERMITS

WAC 132S-300-300 Issuance of parking citations. Citations and fines may be levied for parking violations that occur on Columbia Basin College (CBC) campuses. A schedule of fines shall be published on the college's web site located at www.columbiabasin.edu. A copy of the fine schedule shall also be available in the campus security office. Upon the violations of any of the rules and regulations contained in this chapter, the vice president of administrative services, and campus security and staff, including student workers, may issue a warning, summons or citation setting forth the date, the approximate time, permit number, license information, infraction, officer, and fines as appropriate. Such warnings, summons or traffic citations may be served by attaching or affixing a copy thereof in some prominent place outside such vehicle or by personally serving the operator.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-300, filed 5/25/16, effective 6/25/16.]

WAC 132S-300-305 Authorization for issuance of parking permits. The plant operations office or designee is authorized to issue annually parking permits to faculty, staff members, employees of private parties and students using college facilities pursuant to regulations and the payment of appropriate fees as determined by the college.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-305, filed 5/25/16, effective 6/25/16.]

WAC 132S-300-310 Valid parking permits. A valid parking permit is:

- (1) A current parking permit issued by plant operations office and properly displayed;
- (2) A temporary or visitor's parking permit from the sponsoring department and properly displayed;
- (3) A special parking permit and properly displayed;
- (4) A shop permit authorized by a vocational-technical instructor and properly displayed; or
- (5) A carpool permit authorized by college security and properly displayed.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-310, filed 5/25/16, effective 6/25/16.]

WAC 132S-300-315 Display of parking permit. (1) All annual parking permits shall be properly displayed and viewable from the front windshield of the vehicle. Temporary, special, visitor, carpool, or shop permits shall be placed in a visible position on the dashboard of the automobile. Additionally, for a vehicle utilizing a carpool space, two or more carpool permits must be displayed on the dashboard in a manner that is visible to campus security officers (e.g., cannot be stacked or overlapping, etc.).

(2) Permits not displayed pursuant to the provisions of this section shall not be valid and the vehicle may be subject to parking violation.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-315, filed 5/25/16, effective 6/25/16.]

WAC 132S-300-320 Transfer of parking permit. Annually issued parking permits purchased by individuals stated in WAC 132S-300-305 are transferable.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-320, filed 5/25/16, effective 6/25/16.]

WAC 132S-300-325 Parking permit revocation. Parking permits are the property of the college and may be recalled by the vice president of administrative services 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 by an unregistered vehicle or by an unauthorized individual;
- (3) Falsification on a parking permit application;
- (4) Continued violations of parking regulations; or
- (5) Counterfeiting or altering a parking permit.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-325, filed 5/25/16, effective 6/25/16.]

WAC 132S-300-330 Parking permit revocation—Hearing provided. Cancellation or revocation of any parking permit because of any of the causes stated in WAC 132S-300-325 (2) through (5) may be appealed to the vice president of administrative services. The decision of the vice president for administrative services or designee may be appealed to the college president.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-330, filed 5/25/16, effective 6/25/16.]

WAC 132S-300-335 Allocation of parking space. The parking space available on campus for annually issued parking permits shall be designated and allocated by the plant operations office or designee in such a manner as will best effectuate the objectives of the rules and regulations in this chapter.

- (1) Parking spaces will be designated for use of visitors on campus.
- (2) Parking spaces for persons with disabilities will be designated pursuant to RCW 46.61.581. The allocated parking spaces are exclusively for use by those designated, provided that appropriate state of Washington "disabled permit" are displayed properly within their vehicles.
- (3) Parking spaces will be designated for use by carpool vehicles.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-335, filed 5/25/16, effective 6/25/16.]

WAC 132S-300-340 Parking within designated spaces. (1) All vehicles shall follow traffic arrows and other markings established for the purpose of directing traffic on campus.

(2) In areas marked for diagonal parking, vehicles shall be parked at a forty-five degree angle with the vehicle facing head in.

(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 parked to occupy a portion of more than one space or stall shall not constitute an excuse for a violation of this section.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-340, filed 5/25/16, effective 6/25/16.]

WAC 132S-300-345 Day parking. The rules and regulations pertaining to the use of certain parking permits in specific areas as contained in WAC 132S-300-340 shall be in force during the hours from 6:00 a.m. to 10:00 p.m.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-345, filed 5/25/16, effective 6/25/16.]

PART IV FINES, PENALTIES AND APPEALS

WAC 132S-300-400 Fines and penalties. The vice president of administrative services or designee is authorized to impose fines and penalties for the violation of the rules and regulations contained in this chapter.

(1) **Fines.** A schedule of fines shall be published online at the college's web site located at www.columbiabasin.edu. An individual receiving a parking citation must pay fine(s) imposed in accordance with the schedule of fines. Visitors who have received citations for parking violations may return the citation to the campus security office with name, address, and a brief explanation. The campus safety and security supervisor may void the citation as a courtesy notice. Any individual may file an appeal for any parking citation under the appeals section of this subchapter and as described in further detail on the college's web site.

(2) **Unpaid fines.** If any parking citation remains unpaid eight days after issuance on the citation or after appeal of the citation, Columbia Basin College may take actions including, but not limited to:

(a) Initiate collection action;

(b) Make collections from funds received from or on behalf of a student;

(c) Deny or withhold admission to or registration with the college, conferral of degrees or certificates, and/or issuance of academic transcripts;

(d) Refer the matter for discipline under chapter 132S-100 WAC;

(e) Deny any other provisions or other services, including refunds.

(3) **Student conduct referral.** An accumulation of unpaid citations or traffic offenses by a student may be referred to the chief student conduct officer for initiation of disciplinary proceedings under chap-

ter 132S-100 WAC as the chief student conduct officer deems appropriate. No disciplinary action for unpaid citations shall be taken until the student has completed the appeal process or waived his or her appeal rights.

(4) **Impoundment.** Vehicles parked on a Columbia Basin College campus in violation of any of the regulations contained in this chapter may be impounded at the discretion of the vice president of administrative services or the campus safety and security supervisor. If a vehicle is impounded, it may be taken to such place for storage as the vice president of administrative services or designee selects. The expenses of such impounding and storage shall be charged to the owner or operator of the vehicle and paid by him or her prior to its release. The college and its employees shall not be liable for loss or damage of any kind resulting from such impounding and storage.

(5) **Appeals.** Any fines and penalties for citations under the rules and regulations of this chapter must be appealed in writing, stating fully all grounds for appeal, within five days from the date of the citation, to the campus safety and security supervisor or designee who will:

(a) First level appeal. After review of the appeal the campus safety and security supervisor or designee may uphold, reduce or waive the fine(s) associated with the citation. Any fine(s) still levied against the appellant must be paid in accordance with the schedule of fines unless appellant wishes to pursue a second-level appeal. If the citation remains unpaid thereafter, the college may take actions stated above and/or in chapter 132S-100 WAC. The campus safety and security supervisor will advise the appealing party in writing as soon as practicable of his or her decision, along with second-level appeal rights and location of the appeal form.

(b) Second-level appeal. If the appealing party is dissatisfied with the campus safety and security supervisor's decision, the appealing party may submit the same appeal to the citation review committee within five days of receipt of the campus safety and security supervisor's decision. Failure to appeal in writing within the five-day period constitutes a waiver of right of appeal. The written appeal form completed by the appealing party must either request an appearance before the citation review committee or include a written appeal for the citation review committee to consider. Upon receipt of a request to appear before the committee, the appealing party will be notified in writing of the next scheduled committee meeting at which the appealing party can present his or her appeal. The citation review committee will review the second-level appeal and advise the appealing party as soon as practicable of the committee's decision. The citation review committee hears appeals of citations issued pursuant to the regulations of this chapter and using the following criteria:

(i) Did an institutional error occur?

(ii) Were there extenuating circumstances that caused the error to occur?

(iii) Did the appealing party make a good faith effort to comply with the parking rules?

The campus security department is permitted to provide responsive information for the appeal and/or to provide rebuttal during the appealing party's presentation to the committee. The decision of the citation review committee will be final.

(6) **Composition of citation review committee.** The college president shall appoint no less than eight members to the citation review committee. The committee will be composed of at least one faculty mem-

ber, one exempt staff, one classified staff and one student with the remaining from the same group type in equal numbers. Each timely filed appeal will be reviewed by a minimum of three available members of the committee and in odd numbers thereafter to avoid a tie for decision making purposes. This composition of the committee will be expected whether the appeal is for the appealing party's presentation or review of the appealing party's written appeal.

(7) **Applicability.** These appeal procedures will be applicable to all students, faculty and staff or other persons utilizing college facilities who receive fines for violations of these rules and regulations.

[Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-300-400, filed 5/25/16, effective 6/25/16.]