

Procedure Manual



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I. General Parking Overview

- A. Students, faculty, and staff must register their vehicles with Broward College. After the registration process, parking permits will be provided to all students, faculty, and staff with instructions for proper display on the vehicle. Students, faculty, and staff must register all vehicles they use on Broward College parking spaces and receive a separate permit for each vehicle.
- B. Students are always prohibited from parking in faculty and staff parking spaces.
- C. Parking violations are the responsibility of the permit holder (or the individual to whom the vehicle is registered).
- D. The drivers of all vehicles shall obey the instructions of all official traffic control devices (to include all signs, signals, markings, and devices for the purpose of regulating, warning, or guiding traffic), unless otherwise directed by an authorized public safety officer.
- E. Towed vehicles can be recovered at the address posted on the signs from the location the vehicle was towed.
- F. Broward College students, faculty, and staff with outstanding parking fine obligations will NOT be able to register additional vehicles or renew vehicle registration(s). Broward College students with outstanding parking fine obligations may have an administrative hold placed on their student account and/or face other administrative sanctions. Broward College faculty and staff with outstanding parking fine obligations may be subject to disciplinary action up to and including termination.
- G. Parking Spaces
 - a. Parking spaces identified for faculty and staff are for use ONLY by faculty and staff members with a properly displayed faculty/staff parking permit on the vehicle.
 - b. Vehicles parked in disabled parking spaces MUST have disabled parking permits in accordance with applicable laws.
- H. Vehicles obstructing the flow of traffic, creating a safety hazard, or parked in a marked fire lane, may be towed at the discretion of the College in accordance with Florida Statutes or applicable municipal and/or county regulations, at the owner's expense.
- I. Vehicles found to have three outstanding parking citations may be towed.

II. Parking Permits

- A. Students, faculty, and staff parking at all campuses, centers, and Broward College owned property must register their vehicle with the College.
- B. Parking permits are obtained by registering a vehicle at broward.edu/parking. Each permit will be numbered and will identify each vehicle as student or employee and will allow the vehicle to park in designated areas.
- C. Temporary parking permits may be obtained through the respective campus safety office.
- D. Students, faculty, and staff not affiliated with Broward College shall follow the permit processes of their respective institution of higher education.
- E. Parking permits on motorcycles must be displayed in a conspicuous place.

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- F. For information about Carpool parking permits, go to www.gogreentobc.com or call 1(800) 234-RIDE.
- G. For information about fuel efficiency designated parking spaces, go to <http://www.usgbc.org/credits/ssc73>

III. Parking Areas

- A. Student Parking:
Parking spaces not specifically designated and/or reserved are considered open parking spaces for use by students, faculty, staff and visitors.
- B. Faculty and Staff Parking:
Members of the faculty and staff may park in faculty/staff designated parking spaces if their vehicle has a valid and properly displayed faculty/staff parking permit.
- C. WHC (Downtown) Parking Garage:
The College, in partnership with Florida Atlantic University, has an agreement with the City of Fort Lauderdale for the use of the 7th floor and designated areas of the 6th floor of the city-parking garage (150 SE 2nd Street) adjacent to the Willis Holcombe Center (WHC). Students, faculty, and staff must have a valid Broward College parking permit properly displayed to park at this location or they will be ticketed by the City of Fort Lauderdale. Students, faculty and staff must follow all Fort Lauderdale Parking Authority (FLPA) regulations and appeal any tickets at the FLPA office location.
- D. Meter Parking:
If available on a campus or center such spaces are reserved for visitors.
- E. Carpool Parking:
Visit www.gogreentobc.com or call one (800) 234-RIDE for more information.
- F. Fuel Efficiency Designated Parking:
Visit <http://www.usgbc.org/credits/ssc73> for more information.
- G. Motorcycle Parking:
Special areas are designated for motorcycle parking.

IV. Violations, Fines and General Descriptions of Violations

- A. Broward College violations and fines:
 - **Parking in a reserved area (\$10.00 fine)** – unauthorized parking, stopping or standing a vehicle in a parking space designated for a select group or individual.
 - **Parked on lawn (\$10.00 fine)** – parking, stopping or standing a vehicle on a grassy area unless signage allows for such parking.
 - **Parking in Driveway (\$10.00 fine)** – parking, stopping or standing a vehicle in an access area to a building.
 - **Parking in Loading Zone (\$10.00 fine)** – parking, stopping or standing a vehicle in designated loading zone.

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- **Parking in No Parking Zone (\$10.00 fine)** – parking, stopping or standing a vehicle in any area in which parking is indicated as unauthorized or the space is not designated for parking.
- **Parking in a Fire Lane (\$10.00 fine)** - parking, stopping or standing a vehicle in any area with signage and striping indicating location is a fire lane.
- **Unauthorized Parking in Disabled Space (\$50.00 fine)** – parking, stopping or standing in a disabled space without an appropriately used and properly displayed valid disabled parking permit issued by the Department of Motor Vehicles.
- **Unauthorized Parking in Faculty/Staff Space – (\$10.00 fine)** – parking, stopping or standing in a faculty/staff parking space with no valid and properly displayed faculty/staff parking permit.
- **Parking in Roadway (\$10.00 fine)** – parking, stopping or standing in any paved or grass thoroughfare except areas clearly marked or signed for parking.
- **Wrong Way Violation – (\$10.00 fine)** - to park in a way in which a vehicle is parked against the flow of traffic.
- **Other Violations (\$10.00 fine)** – Examples include but are not limited to parking, stopping or standing in a manner or situation an officer deems to be a hazard in any way; violating signage for specialized parking accommodations; or violating a verbal or written directive against parking in a specific location such as when it is necessary for the College to make temporary changes in parking configurations to accommodate construction and special events; parking, stopping or standing in an expired parking meter space; and parking, stopping or standing across more than one parking space.

B. Fines for parking and traffic citations issued by a law enforcement agency are determined by Florida State Statutes and/or local ordinance.

V. Payment of Broward College Issued Citations

- A. Fines for violations of Broward College Parking Regulations are due within ten (10) days and may be fully satisfied in person at one of the Cashier’s Offices located at North, Central, or South Campus.
- B. You may also mail payment to: Broward College, North Campus Cashier’s Office, 1000 Coconut Creek Boulevard, Coconut Creek, FL 33066. Please make check or money order payable to Broward College and include the citation number and student or staff ID number if applicable on the check or money order. Funds must be issued in U.S. dollars and drawn on a U.S. bank. No starter (counter) checks are acceptable.
- C. Broward College students may remit payment on-line by visiting <http://www.broward.edu/studentresources/cashier/Pages/default.aspx>

VI. Appealing Broward College Issued Citations

- A. Any person who receives a parking citation and believes there are valid reasons to appeal the citation may file an appeal on-line within ten (10) days. Verbal parking appeals are not accepted.

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- B. Appealing a Tow: Individuals wishing to contest the validity of a tow may, within (10) days, do so by filing an appeal with the Associate Vice President of Safety, Security, and Emergency Preparedness, or his/her designee. His/her decision is final.
- C. Appeals regarding citations issued by a law enforcement agency or parking authority must be made directly to the respective agency or by following the instructions listed on the citation. Once such a citation is issued, the College is not empowered to enter into the appeal process.

VII. Abandoned/Disabled Vehicles

- A. Vehicles shall not be parked at Broward College locations for more than five (5) consecutive days.
- B. After five (5) consecutive days, abandoned and/or disabled vehicles may be towed at the owner's expense.

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