

# DCTC Procedure 6.11.1 Parking and Traffic Regulations

## Chapter 6 – Facilities Management

### Part 1. General Information

Parking and driving on campus are permitted in accordance with these regulations which are designed to control movement of vehicles. A map is published which indicates the areas of campus that available for parking and the areas where general parking is prohibited. All vehicles must be registered. Anyone operating a vehicle on campus is responsible for being familiar with and complying with all traffic and parking regulations. Responsibility for finding a legal parking space rests with the vehicle operator. Lack of space is not considered a valid excuse for violation of these regulations.

Dakota County Technical College (DCTC) assumes no responsibility for care of, damage to, and/or protection of any vehicle or its contents at any time while it is operated on or parked on campus. All vehicles should be locked when left unattended. It is the policy of DCTC that no children or pets may be left in a vehicle on campus unless they are supervised by an adult.

Drivers shall observe the college traffic and parking regulations and drive safely, giving pedestrians the right of way at all times.

Dakota County Technical College reserves the right to ticket, and/or tow any vehicle in violation of established parking regulations at the owner's risk and expense. In addition, persistent violators may have their parking privileges revoked.

The northwest parking lot in the front of the building has been designated as the Visitor's parking lot and is reserved for visitors to the campus. No staff, faculty, or students attending classes are permitted to park in this lot.

The Director of Operations is authorized to make all necessary operational decisions affecting parking regulations. The Security Department shall frequently consult with the Director to determine what, if any, enforcement problems may occur.

### Part 2. Registration and Fees

Registration is mandatory for all motor vehicles parked on the DCTC campus by faculty, staff, and students, regardless of ownership of the vehicle. Students and employees holding state handicapped certificates or having state-issued handicapped plates also are required to register their vehicle. The fees paid for parking do not reserve or guarantee a specific parking stall/lot.

#### Subpart A. Types of Permits

1. College Parking Permit. College parking stickers are not lot specific and can be used in either the east or west DCTC staff/student lots. They may not be used to park in the District 917 lot on the east side of the building. The color is changed each academic year.
2. District 917 staff/student. Hang tags are lot-specific and cannot be used in lots other than the one designated for District 917 which is located in the far east campus parking lot.

3. Card Lot. Hang tags are issued to college or district staff who are selected in a lottery process to park in the northeast front gated lot.

**Subpart B. Parking Fee (these fees are subject to change)**

College Staff - \$75.00 per year.

College Student - \$2.50 per credit, per semester

District 917 Staff/Student - As per arrangement with District 917

Card Lot - \$200.00 per year if selected.

No hang tag or sticker will be issued to anyone who has an outstanding parking fine with the college.

**Subpart C. Process to Obtain a Parking Permit for DCTC Students**

Step 1 - Pay your tuition/parking fees at the tuition window.

Step 2 - Enter your vehicle information online at <http://parking.dctc.mnscu.edu> (This must be entered on a computer on campus.) You will need your student ID number, license plate number, and the make and model of your car.

Step 3 - Go to the Student Services Office and a sticker will be issued to you. One permit will be allowed per vehicle.

Step 4 - Place the sticker on the lower left driver's side of windshield. The numbers must be visible.

**Subpart D. District 917 Employees and Students**

District 917 employees and students should follow the directions from their administration.

**Part 3. Regulations**

A. Stall Definition: A legal parking stall consists of painted lines on the curb, street, or lot, designating a single parking area.

B. Displaying the Hang Tag or Sticker:

1. The hang tag must be displayed from the inside rearview mirror so as to be visible from the rear of the vehicle. NOTE: By law hanging tags must be removed from the rearview mirror when the vehicle is being driven or operated.

2. The sticker must be displayed on the lower left corner of the vehicle front windshield with numbers visible.

3. Motorcycles do not require a hang tag or sticker.

C. Failure to properly display the hang tag or sticker (such as on the dash, front seat, visor, floor, or not properly hung, etc.) will result in the vehicle being ticketed and will not be considered a valid excuse for dismissal of the citation.

D. Hang Tag/Permit/Resale/Prohibition of Transferring: Hang tags/permits may only be sold by the college and not offered for resale or exchange between, among, or by individuals. Each vehicle using a hang tag/permit must be registered with DCTC Security Office.

E. Parking for the Handicapped: In compliance with M.S. 169.346, use of handicapped parking stalls is restricted only to those vehicles with state-issued handicapped license plates or displaying a state-issued certificate. Quick errands, deliveries, or drop-offs are not valid excuses for parking in or obstructing handicapped stalls. Minnesota state law requires that handicapped

parking be enforced on a 24-hour basis, seven days a week, including holiday periods. Violators will be ticketed and towed or immobilized. DCTC is committed to providing access to the campus parking areas in accordance with the spirit and intent of Minnesota law.

F. Repairs/Maintenance of Personal Vehicles: Repair/maintenance of personal vehicles is prohibited on DCTC grounds because of hazardous waste concerns and regulations. Repair and/or maintenance (e.g., changing oil, engine repairs, etc.) of personal vehicles on college property subjects any offender to paying DCTC for cleanup costs and penalties.

G. Bicycles: All bicycles brought on campus must be secured to designated bike racks only. Any bicycle found in any unauthorized location may be removed by DCTC security or maintenance. DCTC may cut locks if necessary to move bikes from unauthorized locations. DCTC is not responsible for the replacement of any missing/damaged items.

#### **Part 4. Enforcement and Penalty**

##### **Subpart A. Warning Ticket/Ticketing/Towing**

The college reserves the right to ticket and/or tow vehicles at the owner's expense which are parked on campus in violation of any established parking and traffic regulation. Any vehicle ticketed for violation with a current DCTC permit displayed will have the citation fine charged to the permit holder. Consistent with the towing guidelines followed by DCTC Security Office, should a decision to tow be made for a "no hang tag violation," a check of existing permit records shall be made prior to authorization to tow.

1. Vehicles which have three (3) outstanding citations or have accumulated in excess of \$30.00 in fines which are not in appeal status and are not paid by the due date may be towed. Notice of the decision to tow a vehicle with outstanding parking citations will be sent to the violator through the U.S. registered mail and will include the following information:

- a. The vehicle license number and amount due.
- b. The date on which the sanctions become effective, provided the citation amount due has not been paid.

Vehicles on which three outstanding tickets have been issued or on which in excess of \$30.00 in fines is owed and whose owner is not identifiable through DCTC Security Department may be towed at the owner's risk and expense without notice. Notice is only required to be sent by the college if the vehicle is registered through the security department.

2. The indicated vehicle will be towed at the owner's expense each time it is found parked on the college campus. A financial hold will be placed on the operator's student records until all outstanding amounts are paid.

3. Generally vehicles are subject to towing and/or fines for the following violations:

- a. Illegal parking.
- b. Three or more outstanding citations.
- c. Outstanding fines in excess of \$30.00.
- d. Revoked permit.

- e. Not moving a vehicle when snow is being removed from a lot and/or when lot repairs are being undertaken.

### **Subpart B. Persistent Violators**

Persistent violators may have their parking privileges revoked for up to one year.

1. In cases of flagrant disregard for college parking rules and regulations, a decision to revoke may be made by the Director of Operations. An example of flagrant disregard would be accumulating three or more violations in a twelve month period.
2. Parking privileges may be reinstated at the discretion of the Director of Operations following payment of all outstanding fines and registration for a valid parking hang tag/permit.
3. The violator will be notified of the decision through the U.S. mail.
4. A vehicle with a revoked parking hang tag or sticker will be towed at the owner's expense each time it is found parked on the college campus.
5. Persistent violation of the college parking rules and regulations by employees may also result in discipline.

### **Subpart C. Effectiveness**

The fact that a person parks in violation of any law, policy, or regulation and does not receive a citation does not mean that the law, policy, or regulation is no longer in effect.

### **Subpart D. Emergency Flashers**

Using emergency flashers does not allow drivers to illegally park their vehicles, particularly in handicapped spaces, fire lanes, yellow curbs, etc.

### **Subpart E. Interim Periods**

During interim periods when classes are not in session, overnight parking is not permitted between 10 p.m. and 6 a.m. in any lot, unless otherwise designated, without special permission from DCTC Security Office.

### **Subpart F. Loading and Unloading**

Vehicles may pull up to a convenient door on east, west or front entrances and unload equipment, supplies, etc. The vehicle must be moved within 10 minutes or it will be ticketed/towed. (You cannot park in handicapped spaces to unload.)

### **Subpart G. Emergency Parking and Abandoned Vehicles**

In the event of vehicle breakdown, flat tires, or a severe weather situation, parking penalties may be waived subject to the approval of the DCTC Security Department. To obtain such short-term exceptions to parking prohibitions, individuals shall immediately notify DCTC Security concerning their particular emergency (phone 651-423-8388.)

DCTC Security cannot authorize a vehicle to remain illegally parked in handicapped stalls, double parked on the street, etc. Vehicles parked in lots MUST be moved within two calendar days or shall be deemed abandoned vehicles and may be ticketed and/or towed.

### **Subpart H. Violations & Fine Amounts**

1. A vehicle may be penalized by ticketing or towing at the owner's expense for any violation. It is unlawful for any person as driver or operator of a vehicle or as the registered owner of a vehicle to be parked, stopped, or left standing, or to cause, allow, or permit a vehicle to be

parked, stopped, or left standing, whether knowingly or unknowingly, under any of the following circumstances or places:

- a) Hang tag or sticker not visible. \$20.00
- b) Improper display of hang tag or sticker. (The hang tag is not hanging on the rearview mirror or sticker is not affixed to the lower left front windshield of the vehicle or numbers not visible. \$20.00
- c) Expired hang tag or sticker. \$20.00
- d) Overnight parking that is not approved by the Security Department. \$20.00 and tow
- e) Parking where prohibited. \$20.00
- f) Parking on sidewalk, lawn, or boulevard. \$50.00
- g) Parking along yellow curb. \$40.00
- h) Parking within four feet of curb cut, twenty feet of crosswalk, or thirty feet of traffic sign. \$20.00
- i) Parking in South Lot or Southeast Lot without proper ID in vehicle. \$20.00
- j) Parking in loading or building service zone. \$20.00
- k) Parking in traffic lane, being double parked, or parking in a driveway, with the vehicle obstructing the driveway. \$40.00
- l) Parking over or outside stall lines. Parking over a stall line because of other illegally parked vehicles is not considered a valid excuse and the vehicle will be ticketed/towed. \$20.00
- m) Use of stolen/fraudulent/lost/altered/revoked parking permit. \$75.00
- n) Parking over 24 hours. \$20.00 and tow
- o) Parking within ten feet of hydrant. \$40.00
- p) Parking in fire lane. \$40.00
- q) Parking in or obstructing posted handicapped stall (Violation: MS 169.34). \$100.00
- r) Hang tag/sticker for wrong lot. \$20.00
- s) Parking in a bus lane. \$20.00
- t) Drive/Park on sidewalk. \$20.00
- u) Not using designated bike storage area. \$20.00

2. Second offense for same violation doubles the fine amount.

3. All fines and penalties are to be paid to the DCTC tuition cashier within 30 days of the violation.

4. Those refusing to pay in a timely manner for citations of parking violations are subject to the following sanctions:

- a) If the violator is a student, a financial hold will be placed on his/her academic records.
- b) Violator's vehicle may be towed.
- c) The college may, after a written warning to the delinquent party, refer the collection of citation fines to a private firm.

5. Note: Suspected violators of handicap parking, fire lane or other state law violations may be reported to the Dakota County Sheriff's Department or the Rosemount Police Department.

### **Subpart I. Warning Citations**

The DCTC Security Department is authorized to issue warning citations. These citations carry no fine penalty, and are issued in those situations where, in the opinion of the DCTC Security Department, through no fault of the driver, a technical violation occurs, e.g., snow covering stall lines.

### **Subpart J. Motorcycles**

Motorcycles are not required to have a parking hang tag or sticker, but must adhere to all parking rules and regulations. The motorcycle parking area is in the west parking lot in the bottom tier at the north side.

**Subpart K. Speed Limit:**

The speed limit in all DCTC parking lots is 10 miles per hour.

**Part 5. Appeals**

A Parking Appeals Board has been established to review written appeals from individuals challenging citations received for campus parking violations. This board shall be appointed by the Director of Operations and will consist of a least, one faculty member, the Secretary of Operations, a Student Advisor and the DCTC Security Department, who is not a voting member but will be present for informational purposes only. The Parking Appeals Board shall adhere to all the procedures and responsibilities described herein.

An appeal should be based on the fact that the violation was issued contrary to the DCTC Parking Regulations or in error. The appeals procedure follows:

- A. The appeals form and citation must be received by the Security Department within five (5) working days of the date the citation was issued. The appeals form must be filled out in its entirety.
- B. The payment of the citation under appeal is suspended with penalty during the appeals process.
- C. Upon affirmative vote of a majority of the members of the Appeals Board voting, the appeal will be upheld and the citation canceled.
- D. A vote to deny the appeal requires that the appellant pay the citation within seven (7) working days after the notification of the denial is made.
- E. Decisions of the Appeals Board are final.
- F. Once the appeal is denied, failure to pay the issued citation within seven days from the date of the notice will result in a tuition hold being placed on the student's grades.
- G. Students should check at the tuition window for appeal disposition.
- H. An appeal should be based on the fact that the violation notice was issued contrary to the DCTC Parking Rules and Regulations. Appeals forms and parking information may be obtained from Student Services. Decisions from the Appeals Board are final. The Security Department is not involved in the decisions made by the Parking Appeals Board.

Note: The Deputy Sheriff shall meet on an as-needed basis with the Appeals Board to answer questions on appeals being considered.

**Related Documents:**

- Minnesota State Procedure 5.11.1
- M.S. 169.966
- DCTC Policy 6.11

**Procedure History:**

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