



TRAFFIC AND PARKING REGULATIONS

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Allan Hancock College Police Department Dispatch
direct line 805-347-7557 or from campus phones Ext:3652 or for Emergencies Ext:3911



SECTION 1: GENERAL INFORMATION

- 1.0 The responsibility for establishing rules and regulations relating to vehicles on Allan Hancock College property is vested in the Board of Trustees of the district, pursuant to Section 21113(a) through (g) of the California Vehicle Code. These provisions include the responsibility for establishing parking ordinances and traffic regulations.
- 1.1 Allan Hancock College assumes no liability or responsibility for any damage or loss caused by fire, theft, accident, or any other cause whatsoever, to any vehicle or contents thereof, driven or parked on any college property.
- 1.2 Law enforcement on Allan Hancock College property is vested in the Allan Hancock College Police Department, pursuant to Sections 72330 to 72334 of the Education Code and 830.32 (a) of the California Penal Code.
- 1.3 Allan Hancock College Police Department officers and Campus Safety Officers are allowed to issue citations based upon the Allan Hancock College Parking and Traffic Regulations and the California Vehicle Code.
- 1.4 The Board of Trustees of the Allan Hancock Joint Community College District have authorized parking fees for Allan Hancock College, pursuant to Board Policy and the Education Code Section 76360. The fees will enable the college to maintain and improve parking services.

SECTION 2: EFFECTIVE DAYS AND HOURS OF ENFORCEMENT

- 2.0 All California Vehicle Code traffic and parking regulations apply on campus at all times.
- 2.1 All provisions set forth in the Traffic and Parking Regulations will apply throughout each calendar year.
- 2.2 Violations of the California Vehicle Code not included in the college Traffic and Parking Regulations shall be enforced by Allan Hancock College Police Department personnel at all times throughout each calendar year.

SECTION 3: PARKING PERMITS

- 3.0 Parking permits are required for all vehicles parked on district property between the hours of 8:00 a.m. - 10:30 p.m. Monday through Thursday, and 8:00 a.m. – 4:30 p.m. Friday, when classes are in session.

Student Parking Fees: A parking permit fee of \$20 per fall and spring semester, and \$10 for the summer semester, will be charged for two or four-wheel vehicles parked at the Santa Maria Campus and Lompoc Valley Center. Student Semester Digital Permits are valid only through the semester of purchase.



CSEA Staff Parking Fee: may refer to section **25.1** of the collective bargaining agreement between AHJCCD and CSEA. Section **25.1** reads, “Annually, bargaining unit employees will receive one virtual parking permit that will be authorized for use at the Santa Maria and Lompoc Campuses. A one-year virtual parking permit will be issued annually to all bargaining unit employees at no cost. Each bargaining unit employee will be issued one permit only and vehicles may be switched using the district's virtual parking system.”

Non-Bargaining Unit Employees Parking Fee (*Short-term, Professional experts, and Substitute Employees*): parking fee of \$10 for one annual staff parking permit.

Full-Time Faculty parking fee: refer to section **11.6** of the collective bargaining agreement between AHJCCD and the Full-Time Faculty Association. Section **11.6** states, "The District shall provide each member of the bargaining unit with two (2) portable parking permits. The parking permits may be used with multiple vehicles for employee use only. The permits may be used in staff or general parking areas.

Part-Time Faculty parking fee: refer to Article **22** of the collective bargaining agreement between AHJCCD and the Part-Time Faculty Association. The district shall provide each bargaining unit member with one virtual staff parking permit for the semester or semesters in which they are currently working. Section **22.2** states, “A one-year virtual parking permit will be issued annually to all bargaining unit members at no cost. Each bargaining unit member shall be issued one permit only, and vehicles may be switched using the district's virtual parking permit system. “

Student workers parking fee: No staff parking permits will be made available to student workers. Student worker parking permits will be available as student parking permits.

No parking permits are required at the south side of the Columbia Business Center (CBC) or at the Workforce Resource Center (WRC).

3.1 **Purchase of parking permit:**

Applicable **student and staff** digital parking permits are to be purchased online through the AHC website or myHancock portal. Parking permits may also be purchased on the Santa Maria Campus at the district cashier windows, and on the Lompoc Valley Center Campus at the administration office at the district cashier window. Cashier hours and locations are set by the Auxiliary Accounts office and are subject to change.



- 3.2 **One-day parking permit:** one-day permits can be obtained for a fee from parking permit kiosks located in or near campus parking lots. One day permits are valid only on the date of purchase. No change or refunds will be issued.
- 3.3 **Additional vehicle permit:** Vehicle owners may register additional or multiple vehicles under one digital permit. It is the driver or owner's responsibility to activate the vehicle being used or parked on property before leaving it parked, as only one vehicle can be active at a time.
- 3.4 **Refunds:** Parking fee refunds, except for Daily Permits, will be given up to the first day of the semester to students who withdraw from all classes. To receive a refund, the student must submit to a district cashier proof of withdrawal, a refund request form, the parking fee receipt, and the original parking permit (if physical).

Requests for exceptions to the established refund procedures must be submitted to the Chief of Campus Police. A refund request form with the reason for the exception must be submitted, along with the parking fee receipt and the original parking permit (if physical). Digital permits will be removed from individual parking accounts once approved.

- 3.5 **Location for permits:** Parking permits are valid only as directed in this document.
- One-day paper permits obtained from a parking permit kiosk must be displayed on the vehicle's driver's side, lower left windshield/dashboard with the permit side facing the front of the vehicle displaying the date and time. The permit must be visible from the outside of the front window of the vehicle.
 - Hanger permits must be hung from the interior rearview mirror with permit side facing the front windshield of vehicle displaying the permit number. All permits and numbers must be visible from the outside of the front window of the vehicle.

3.6 **Paper parking permits are not valid if:**

- a. The permit date has expired.
- b. The permit is not displayed in the proper location facing the front of the vehicle.
- c. The permit is altered in any way.
- d. The permit is covered or not visible from the outside of the front window of the vehicle.

3.7 **Digital parking permits are not valid if:**

- a. The semester date has expired.
- b. Vehicle registration/information is entered incorrectly.
- c. Multiple vehicles are registered, but the active vehicle is not set as active prior to leaving the car parked on property.



- d. Not properly obtained/purchased in the permit system.

SECTION 4: DESIGNATED PARKING AREAS

Parking on district campus lots is authorized in designated parking spaces only. A valid parking permit is required.

- 4.0 **Faculty and Staff parking:** Designated “yellow lined” stalls are available for parking for district employees. **Faculty** or **staff** permits are required Monday through Thursday 8:00am to 5:30pm, and Friday 8:00am to 4:30pm.
- 4.1 **General parking:** Designated “white lined” stalls are available for parking for students, visitors, and district employees Monday through Thursday 8:00 a.m. -10:30 p.m.; and Friday 8:00 a.m. - 4:30 p.m. **Students may park in “white lined” stalls only or as otherwise posted on parking signs in the parking lots.**
- 4.2 **Disabled Parking:** Blue (Disabled), White (Student), Yellow (Staff), and Green (Time-Limited) stalls are eligible for use under California Vehicle Code Section 22511.5 when a valid disabled placard or disabled license plate is properly displayed. A valid AHC parking permit is also required and must always be clearly visible (if physical).

Parking is not authorized in district service vehicle zones (orange-lined stalls), passenger loading zones (white spaces marked as loading zones), special designated parking (black-lined stalls), red zones and bicycle lanes.

Students, staff, faculty, and visitors must display the following to park in Allan Hancock College ADA parking spaces:
 - 1. State ADA placards or ADA plates.
 - 2. Valid Allan Hancock College semester parking permit or daily parking permit.
- 4.3 **Loading zones:** Yellow or white curbs, marked "loading zone or passenger drop off." Each loading or passenger drop off zone has a specific time limit marked on the curb. Vehicles that exceed the time limit will be subject to a citation.
- 4.4 **Timed limit zones:** Green stall time periods are limited to 5, 10, or 20 minutes as indicated on area signs. No permit is required unless the time limit is exceeded. Vehicles that exceed the time limit will be subject to a citation.
- 4.5 **Motorcycles and mopeds:** Areas marked M/C or areas designated with marked yellow or white crosshatched lines for motorcycle parking.
- 4.6 **Bicycles, E-bikes, or electric scooters:** Shall be parked in bike racks or storage pods only. Bicycles, E-bikes, or electric scooters do not require a parking permit. Unlocked bicycles, E-bikes, or electric scooters may be removed for safekeeping to help prevent theft.



- 4.7 **Electric Vehicle Charging Stations:** EV charging stations are open for public use and do **not** require an Allan Hancock College parking permit while actively charging. Any vehicle parked or standing in a charging station without being connected for charging purposes may be cited or towed at the owner's expense, in accordance with California Vehicle Code Section 22511.1(a).
- 4.8 **Overnight parking** is prohibited without prior approval from the Allan Hancock College Police Department.
- 4.9 **Parking in the following areas is prohibited:**
- a. Red zones
 - b. Within fifteen (15) feet of a fire hydrant
 - c. On or across any pedestrian crosswalk
 - d. In front of or blocking any driveway
 - e. In timed limit zones in excess of the posted time limit
 - f. Outside of a designated stall
 - g. In more than one marked stall unless an additional parking permit is purchased and properly displayed (if physical).
 - h. On or blocking any area of the pavement adjacent to disabled parking stalls that is marked by blue crosshatched lines designated for ramp access and/or an area of loading and unloading for vehicles parked in the disabled stall.
 - i. Parked without a valid parking permit.
 - j. Parking in a yellow staff stall without an appropriate Staff/Faculty parking permit.
 - k. Motorcycles and mopeds shall park only in stalls designated for motorcycle parking.
 - l. Parking in a disabled parking stall without a valid disabled parking placard or license plate is prohibited. A valid AHC parking permit is also required.
 - m. AHC honors special license plates issued by Department of Motor Vehicles for disabled people.

SECTION 5: RULES OF THE ROAD

- 5.0 **The speed limit on all district campuses is the following:**
- 1. The district parking lots, and interior interconnecting roads are ten (10) miles per hour.
 - 2. District perimeter roads, within the campus boundary, are twenty-five (25) miles per hour.
 - 3. The speed limit in the Santa Maria South Campus parking lots is ten (10) miles per hour.
 - 4. The speed limit is five (5) miles per hour on campus walkways/sidewalks with prior access authorization. Emergency flashers shall be used if equipped. Unless



arranged otherwise, all vehicles on campus walkways and sidewalks shall be escorted by campus safety.

- 5.1 All individuals driving a vehicle on district property are required to comply with the traffic laws of the State of California Vehicle Code, including pedestrians and bicyclists. Furthermore, motorists and pedestrians shall obey all traffic markings and signs on campus.
- 5.2 Willful failure to obey any lawful order, signal, or direction of any Allan Hancock College Police Department officer(s) or Campus Safety Officers is prohibited.
- 5.3 Persistent violators of parking regulations may be permanently denied permission to park or drive on campus. A persistent violator is defined as any person who has five or more uncleared citations. A persistent violator's vehicle may get impounded or stored at the owner's expense. Vehicles impounded or stored will be released to the registered owner when proof has been shown to the Allan Hancock College Police Department that all uncleared citations have been paid in full.
- 5.4 Parked vehicles left on campus for more than three days (72 hours) shall be considered abandoned and may be towed away at the owner's expense.
- 5.5 Vehicles illegally parked, stopped and/or impeding the normal flow of traffic may be towed away at the owner's expense. Obstructing, blocking, or otherwise barring vehicle access to and from a parking space is prohibited.
- 5.6 Vehicles shall not be operated in an unlawful or hazardous manner on campus.
- 5.7 Unless specifically authorized by the Allan Hancock College Police Department or other executive campus members, motor driven vehicles shall not drive on sidewalks, or lawns, nor shall they be parked in any areas not zoned for parking.
- 5.8 When parking parallel to curbs, the right wheels of vehicles shall be parallel with, and within 18 inches from the curb, except that motorcycles and mopeds shall park with at least one wheel or fender touching the right curb (or parallel with traffic).
- 5.9 **Bicycles shall not:**
 - a. Be ridden or parked in a way that interferes with pedestrian safety on campus or the normal movement of vehicular traffic, building use, grounds maintenance, or other services.
 - b. Be ridden at an unsafe speed or unreasonable under the conditions in the travel area.
 - c. Be ridden or taken into any campus building(s) or parked in any other area not designated for bicycles.



5.10 **Bicycles shall**

- a. be parked in bicycle racks only.
- b. be ridden on the right side of the roadway or walkway in the direction the traffic is traveling and yield the right-of-way to pedestrians.

5.11 Bicycles may be impounded, and/or violators may be cited for violation of the Bicycle Regulations.

SECTION 6: CITATIONS

6.0 Santa Barbara County Superior Court has jurisdiction over citations issued by the Allan Hancock College Police Department for any violations of the California Vehicle Code.

6.1 Allan Hancock College parking citations are issued by the Allan Hancock College Police Department for violations of Allan Hancock College Traffic and Parking Regulations.

SECTION 7: BAIL AND PARKING PENALTIES

7.0 Bail for violations of the California Vehicle Code established by the Superior Court having jurisdiction.

a. **Santa Maria Campus**

Appearance is required and bail is accepted at the Santa Barbara County Superior Court, 312 East Cook Street Santa Maria, CA 93454-5165

b. **Lompoc Valley Center**

Appearance is required and bail is accepted at the Santa Barbara County Superior Court, 115 Civic Center Plaza Lompoc, CA 93436-6967

7.1 Parking penalties for violations of the Allan Hancock College Traffic and Parking Regulations are established by the Allan Hancock College Board of Trustees.

- a. The parking penalty fines for violations of Allan Hancock College Parking Regulations shall be stated in the parking citation.
- b. Payment instructions for parking citations are provided on the citation and should be made online at: hancockcollege.thepermitstore.com.
- c. For payment questions call (Customer Support) 1-805-562-8200 or (Campus Cashier's Office) 1-805-922-6966 extension 3626.
- d. Citations may be appealed within 21 days (about 3 weeks) after issuance of citation or 14 days (about 2 weeks) from the mailing of a notice of delinquent violation. Appeals can be made through the website at hancockcollege.thepermitstore.com. The appeal process is initiated by completing a **Request to Appeal Citation**. Enter the license plate and citation



number in the field entry boxes. **All citation appeal responses will be sent to the email provided by the appealing party at the time of appeal submission.** For information regarding the appeal process please refer to the Parking Citations/Appeals webpage under the Campus Police quick link by visiting the Allan Hancock College website at www.hancockcollege.edu or by calling the Allan Hancock College Police Department at (805)347-7557 or from a campus phone Ext: 3652.

- e. Failure to appear or remit parking penalties within the time specified on the parking citation will result in proceedings against the vehicle's registered owner as required in Ca. Vehicle Code Section 4760. A Notice of Delinquent Parking Violation will be mailed to the vehicle's registered owner as required by Ca. Vehicle Code Section 40206.
- f. Failure to remit parking penalties within the time specified in the Notice of Delinquent Parking Violation will result in additional penalties and fees being assessed, which can include the suspension of vehicle registration by the Department of Motor Vehicles as required by Vehicle Code Section 4760.

NOTE: The Department of Motor Vehicles may refuse to renew the registration of any vehicle whose owner or lessee has failed to clear unpaid parking citation(s). The Department of Motor Vehicles may assess additional administrative fees against the registered owner of the vehicle for not clearing the citation(s).

SECTION 8: SAFETY AND SECURITY PRECAUTIONS

8.0 Campus Safety Tips from Allan Hancock College Police Department

1. **Lock It Up**
Always lock your doors and close all windows, even if you are leaving your car for just a minute.
2. **Do not Leave Valuables Visible**
Store items like laptops, bags, phones, and backpacks out of sight—in the trunk or glove compartment.
3. **Park in Well-Lit Areas**
Choose spots with good lighting, especially at night. Avoid isolated areas when possible.
4. **Use Campus-Designated Parking**
Only Park in authorized student lots or permit areas. Unauthorized parking can result in tickets or towing.
5. **Know Emergency Contacts**
Save the Campus Police number on your phone in case you need assistance. (Campus Police 805-347-7557)



6. **Stay Aware of Your Surroundings**

Be alert when walking to and from your vehicle, especially after dark. Avoid distractions like texting.

7. **Report Suspicious Activity**

If you notice anything unusual—like someone lurking around cars—report it to Campus Police or Security immediately.

8. **Use Security Escorts**

Campus Police offer safety escort services to and from vehicles and classrooms — take advantage of them.

9. **Check Campus Alerts**

Stay informed about any security updates or incidents on campus through text/email alerts by subscribing to our RAVE mobile safety alerts. You can access and sign up for alerts in your MyHancock portal.

10. **Secure Your Bike or Scooter**

If you ride a bike or scooter, always lock it securely with a U-lock to a designated rack—even for short stops.

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