



## TRAFFIC AND PARKING REGULATIONS

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THESE REGULATIONS ARE SUBJECT TO CHANGE BY THE ALLAN HANCOCK COLLEGE BOARD OF TRUSTEES WITHOUT PRIOR NOTIFICATION

The Allan Hancock College Joint Community College District is committed to the active promotion of diversity and equal access and opportunities to all staff, students, and applicants, including qualified members of underrepresented/protected groups. The college assures that no person shall be discriminated against regardless of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a Vietnam-era veteran, marital status, or sexual orientation.



## **SECTION 1: GENERAL INFORMATION**

- 1.0 The responsibility for establishing rules and regulations relating to vehicles on the Allan Hancock College campus 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 the Allan Hancock College campus is vested in the Allan Hancock College Police Department, pursuant to Sections 72330 to 72334 inclusive of the Education Code and 830.32 (a) of the California Penal Code.
- 1.3 Allan Hancock College Police Department officers are instructed 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 has 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 facilities.

## **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 the year.
- 2.2 Violations of the California Vehicle Code not included in the college Traffic and Parking Regulations shall be enforced by the Allan Hancock College Police Department at all times throughout the year.

## **SECTION 3: PARKING PERMITS**

- 3.0 Parking permits are required for all vehicles parked on district campuses between the hours of 8:00 a.m. - 10:00 p.m. Monday through Thursday, and 8:00 a.m. – 4:00 pm. Friday, when classes are in session. **Students may park in white-lined stalls only.** No parking permit is required at the south side of the Columbia Business Center (CBC), at the Workforce Resource Center (WRC), or at the Vandenberg Air Force Base (VAFB) Center.



**3.1 Location for permits:** Parking permits are valid only as directed in this document.

Vehicles – Permit must be displayed on the driver's side lower windshield with permit side facing the front of vehicle. Permit must be visible from the outside front of the vehicle.

One-day parking permits obtained from the parking permit machines must be displayed on the vehicle dashboard with the date and time side facing up making entire permit date and time visible from the outside front of the vehicle. One day permits are valid only on the date of purchase. No change or refunds will be issued.

Motorcycles and mopeds - affixed to either side of front fork.

Staff Member Vehicles:

- a) Management, Confidential, Supervisory, Part-time Faculty, and Temporary 170 day classified employees – Permits must be affixed to the lower left side of the windshield with permit side facing the front of vehicle. Permit must be visible from the outside of the vehicle.
- b) Full-time Classified Staff – Permits must be affixed to the lower left side of the windshield with permit side facing the front of vehicle. Permit must be visible from the outside of the vehicle.
- c) Full-time Faculty – Permit must be hung from the interior rearview mirror with permit side facing the front windshield of vehicle. Permit must be visible from the outside of the vehicle.
- d) Motorcycles and mopeds – affixed to either side of front fork.

**3.2 Parking permits are not valid if:**

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

**3.3 Additional vehicle permit:** Vehicle owners may request additional permits. All requests for additional permits must be approved by the Chief of Police in writing prior to purchase. Vehicle Owners will be charged full price for each additional vehicle.



Staff members can refer to guidelines based on the respected agreements by the Allan Hancock Joint Community College District and the faculty/staff bargaining units.

- 3.4 **Replacement of a current permit:** A current permit will be replaced due to defect only. All duplicate/replacement permit requests must be approved by the Chief of Police.

- 3.5 **Visitor parking:** A limited number of parking spaces have been reserved for visitor parking. Parking in visitor parking is limited to 20 minutes. Visitor spaces are painted green. For extended parking longer than 20 minutes, one-day parking permits must be purchased from the parking permit machines located throughout campus. Visitors staying longer than 20 minutes should obtain a one-day permit immediately to avoid being cited. Your vehicle must be moved to a white (student) parking stall to avoid being cited for exceeding time limit restrictions.

Vehicles with permits shall not park in the green visitor zones exceeding allowed 20 minute limitation or will be subject to citation.

- 3.6 **Parking fees:** A \$20 parking permit fee per fall and spring semesters and \$10 for summer semester will be charged for two- or four-wheel vehicles parked on the Santa Maria Campus and Lompoc Valley Center.

There is no parking fee for parking at the parking lot on the south side of the Columbia Business Center (CBC), at the Workforce Resource Center (WRC), or at the Vandenberg Air Force Base (VAFB) Center.

**Staff parking fee:** The parking fee for all college staff will be as agreed upon by the Allan Hancock Joint Community College District and the faculty/staff bargaining units.

Staff parking permits are not available to student workers.

**One-day parking fee:** A daily parking permit may be purchased for a fee per calendar day from the parking permit machines which are located in various parking lots throughout the campus. The permit is valid only on the date of purchase printed on the permit. No refunds or change.

- 3.7 **Purchase of parking permit:** Student parking permits are to be purchased online through the AHC website or myHancock. See instructions for purchasing parking permits on the AHC website or myHancock.

Applicable staff parking permits may be purchased at any time on the Santa Maria Campus at the district cashier windows or at the Lompoc Valley Center administration office. Cashier hours and locations are set by the Auxiliary Accounts office and are subject to change.



**Staff Annual permits** are valid from Fall semester through Summer session.

**Student Semester Permits** are valid only through the semester of purchase.

Full-time Faculty may refer to Section 11.4 of agreement made by the Allan Hancock Joint Community College District and the faculty bargaining unit. Faculty association members must contact the Allan Hancock College Faculty Association Vice President for guidelines of purchase and issuance.

- 3.8 **Refunds:** Parking fee refunds, except for Daily Permits, will be given up to the first day of the semester to those 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.

*Requests for exceptions to the established refund procedures must be submitted to the Chief of Police, 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.*

#### **SECTION 4: DESIGNATED PARKING AREAS**

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

- 4.0 **Staff parking:** Yellow stalls – district employee parking, non-student only - Monday through Friday, as posted in parking lots.
- 4.1 **General parking:** White-lined stalls - students, visitors, and district employees - Monday through Thursday 8:00 a.m. -10:00 p.m.; and Friday 8:00 a.m. - 4:00 p.m. **Students may park in white-lined stalls only.**
- 4.2 **Disabled parking:** Blue, white, yellow lined stalls and areas authorized by California Vehicle Code Section 22511.5(b). Disabled placard must be properly displayed and visible at all times and a valid AHC parking permit is required. In the event that other accessible parking is unavailable, the driver may park in the nearby staff or time limited (green) parking with a valid permit and a disabled placard properly displayed and visible at all times.
- 4.3 **Loading zones:** Yellow or white curbs, marked "loading zone." Each loading zone has a specific time limit marked on the curb. Vehicles that exceed the time limit will be subject to a citation.



- 4.4 **Visitors:** Green stalls - time limit zones - time period is limited to 20 minutes and are marked on the area signs.
- 4.5 **Motorcycles and mopeds:** Areas marked M/C or areas designated with marked yellow crosshatched lines for motorcycle parking.
- 4.6 **Bicycles:** In racks only.

#### **SECTION 5: TRAFFIC AND PARKING REGULATIONS**

- 5.0 The speed limit within the parking lots on district campuses is 15 miles per hour. The speed limit for college perimeter roads is 25 miles per hour. The speed limit on the Santa Maria South Campus is 15 miles per hour.
- 5.1 All persons driving a vehicle on the campus are required to comply with the traffic laws of the State of California Vehicle Code, including pedestrians and bicyclists. Furthermore, they 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 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. At this point, those vehicles may be 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 a hazardous manner on campus.
- 5.7 Unless specifically authorized by the Allan Hancock College Police Department, motor driven vehicles shall not be driven on sidewalks, or lawns, nor shall they be parked in any areas not zoned for parking.
- 5.8 When parking parallel to curbs, right wheels of vehicles shall be parallel with, and within 18 inches from the curb, except that motorcycles and mopeds shall be parked with at least one wheel or fender touching the right curb.
- 5.9 **Parking in the following areas is prohibited:**



- a. Red zones
  - b. Within 15 feet of a fire hydrant
  - c. On or across any pedestrian crosswalk
  - d. In front of or blocking any driveway
  - e. In time limit zones in excess of 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.
  - h. On or blocking any area of the pavement adjacent to disabled parking stalls that is marked by blue crosshatched lines that is designated for ramp access and/or area of loading and unloading for the vehicles parked in the disabled stall.
- 5.10 All vehicles shall have a valid parking permit to park on District campuses Monday through Thursday; 8:00 a.m. - 10:00 p.m.; and Friday 8:00 a.m. - 4:00 p.m. when classes are in session. **Students may park in white-lined stalls only.**
- 5.11 Parking in a yellow staff stall without an appropriate staff-parking permit Monday through Friday is prohibited when classes are in session, unless otherwise indicated by signage.
- 5.12 Motorcycles and mopeds shall park only in stalls designated for motorcycle parking.
- 5.13 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.
- a. AHC honors special license plates issued by Department of Motor Vehicles for the disabled.
  - b. AHC disabled parking permits may be issued for temporary use of disabled parking stalls from the AHC Learning Assistance Program under the following conditions:
    - 1. The physical handicap must be of sufficient degree to warrant privileged parking as determined by the Learning Assistance Program in accordance with state law.
    - 2. A doctor's statement may be required to verify any disability claimed.



AHC disabled parking permits are valid only between dates listed on the card. Validity will end after the date of expiration. Cards must be properly displayed on the dashboard of the vehicle with the disabled sign and dates facing up and with the entire card visible from the outside front of the vehicle. A valid AHC parking permit is also required.

**5.14 Bicycles shall not**

- a. be ridden or parked in a manner which will interfere with the safety of pedestrians or the normal movement of vehicular traffic, building use, grounds maintenance, or other services.
- b. be ridden at a speed that is unsafe or which is not reasonable under the conditions that exist in the area of travel.
- c. be ridden or taken into any buildings or parked in the area of the swimming pool.

**5.15 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.

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

5.17 The operation of skateboards or rollerblades on any campus is prohibited.

5.18 Overnight parking is prohibited without prior approval from the Allan Hancock College Police Department.

**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 the Allan Hancock College Traffic and Parking Regulations.

**SECTION 7: BAIL AND PARKING PENALTIES**

7.0 Bail for violations of the California Vehicle Code is 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 is established by the Allan Hancock College Board of Trustees.

a. The amount of parking penalties to be posted for violations of the Allan Hancock College Parking Regulations shall be stated on the parking citation.

b. Send payment for parking citation as listed on backside of citation. Payments should be sent to:

Allan Hancock College Parking Administration  
P O Box 25120  
Santa Ana CA 92799-5120

***Do not send cash.*** For payment questions call 1-800-273-6488.

c. Citations may be appealed within 21 days in writing only. The appeal process is initiated by completing a **Request to Appeal Citation** form. The form is available online through the AHC website under Student Services/Campus Police or through the myHancock portal under the Doc/Forms Library. This form can also be obtained during hours of operation from the Allan Hancock College Police Department office located at the Santa Maria Campus or at the Lompoc Valley Center. A copy of the original citation is required for processing. **All citation responses will be via email. Any form submitted without an email address will not be addressed.** For information regarding the appeal process please refer to the Parking/Citations webpage under the Campus Police quicklink by visiting the Allan Hancock College website at [www.hancockcollege.edu](http://www.hancockcollege.edu) or by calling the Allan Hancock College Police Department at (805) 922-6966 extension 3652.

d. Failure to appear or remit parking penalties within the time specified on the parking citation will result in proceedings against the registered owner of the vehicle as required in Vehicle Code Section 4760. A Notice of Delinquent Parking Violation will be sent by mail to the registered owner of the vehicle as required by Vehicle Code Section 40206.



1. Failure to remit parking penalties within the time specified on 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 any unpaid parking citation.

The Department of Motor Vehicles may assess additional administrative fees against the registered owner of the vehicle for not clearing the citation.

### **SECTION 8: SAFETY AND SECURITY PRECAUTIONS**

- 8.0 The Allan Hancock Joint Community College District and the Allan Hancock College Police Department remind motorists of the following:
  - a. Do NOT leave your keys in the vehicle ignition or in plain view.
  - b. Always close all windows and lock all doors, including trunk, before leaving your vehicle.
  - c. Do NOT leave valuables in unoccupied vehicles. If packages or other personal property must be left in a vehicle; they should be locked out of sight.
  - d. If you need assistance with your vehicle, you are welcome to contact the Allan Hancock College Police Department office.
  - e. Report all accidents, losses, and suspicious occurrences to the Allan Hancock College Police Department IMMEDIATELY.

**Santa Maria Campus Allan Hancock College Police Department Telephone: 922-6966, Ext. 3652 Emergencies: Ext. 3911 or Dial 911 from on-campus, non-campus and pay telephones.**

**Lompoc Valley Center Allan Hancock College Police Department Telephone: 735-3366, Ext. 5652 Emergencies: Ext. 5911 or Dial 911 from on-campus non-campus and pay telephones.**