



## **517 POLICY – Parking Decals**

### **517.1 Statement of Policy**

Parking decals are required on all vehicles that are parked on college property. There is no charge for parking decals, but they are required. The parking decals for students, faculty and staff are available in the Student Services office area. A parking permit form must be completed which lists the operator's name, vehicle make, model and year as well as the tag number of the vehicle. A decal should be obtained for each vehicle driven to the campus. Reserved parking areas are set aside for faculty, staff or students with disabilities and visitors to the College. Special parking permits for vehicles transporting permanently or temporarily disabled persons may be obtained from the Oklahoma Department of Public Safety. Students and Staff are required to have a valid driver's license and proof of insurance to receive a parking decal.

### **517.2 Compliance**

All parking decals are to be displayed on the lower left side of your rear window of the vehicle, unless you purchase a placard decal that hangs from the vehicle's rear view mirror. The forms for both style parking decals are available in the Student Services Office. Every owner of a motor vehicle registered in the State of Oklahoma shall, at all times, maintain liability insurance on such vehicles in compliance with Oklahoma Statutes, Title 47, Section 7-601.

### **517.3 Related Procedure**

The Procedures section of the Policies and Procedures Manual contains a procedure related to this policy, with definitions, general guidelines, and information on distracted driving, and prevention. The definitions in the related procedure are incorporated by reference into this policy.

Adopted September 2017  
Revised March 2021



## 517 PROCEDURE – Parking Decals

### 517.1:1 Statement of Procedure

Redlands Community College advocates a safe environment to protect the welfare not only of our students, but also any faculty/staff and guest who come to our campus. Everyone is expected to adhere to traffic laws, speed limits, and have a proper parking permit displayed on their vehicle.

### 517.3:1 Traffic and Parking Regulations

- A. All vehicles must have a current Redlands Community College parking decal on display on their vehicles. Student decals must be renewed annually. Faculty/Staff decals are permanent decals.
  - a. All decals must be affixed to the lower left corner of the rear window of the vehicle and must not be obstructed from view or if using a placard style decal, it will hang from the vehicles rear view mirror.
  - b. The form for the parking decal is available in the Student Services Offices.
  - c. Decals are not transferrable to other vehicles. Individuals who try to transfer a decal to a non-registered vehicle will be fined \$100.00.
  - d. Placards that hang from the mirror of the vehicle may be purchased if individuals do not wish to affix a decal to their car window. Placards can only be used on the vehicle they were purchased for and are not transferrable to other vehicles. Individuals who use a placard on a non-registered vehicle will be fined \$100.00. Failure to properly display the placard is a violation.
  - e. Parking decals are only available to currently enrolled students, faculty, and staff. Anyone who obtains a parking decal under false pretenses will lose all parking privileges for the remainder of the academic year in which the violation occurred.
  - f. There is a \$25.00 fee for each placard to be purchased and picked up in the Business Office.
- B. Decals which are faded, cracked, peeling, or otherwise unreadable, must be replaced. Failure to do so could result in a fine.
- C. Parking is allowed only in designated areas. Parked vehicles must occupy only one parking space.
- D. No parking or driving is allowed on grass areas.



- E. Students, Faculty, Staff and guests shall not park in areas marked handicapped parking without an official state-issued handicap permit.
- F. Loading and unloading zones are limited to ten (10) minutes parking.
- G. Traffic flow directions must be followed.
- H. The speed limit on all campus property is ten (10) miles per hour.
- I. Inoperable vehicles left unattended on campus property for five (5) business days may be towed at the owner's expense.

### **517.3:2 Violations**

- A. Fines may be assessed for violations of Redlands Community College traffic and parking regulations.
- B. Vehicles found in violation of the parking regulations may receive a parking ticket.
- C. Fines are based upon the severity of the infraction and the repetitive nature of the offenses.
- D. For the 3<sup>rd</sup> and all subsequent violations, the vehicle may be towed at the owner's expense.
- E. All parking tickets must be paid in the Redlands Community College Business Office.
- F. Redlands Community College reserves the right to revoke any issued parking permit.

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