

**ADMINISTRATIVE PROCEDURE 6750 PARKING**

District parking procedures are intended to promote safe and orderly movement of traffic within District property for parking of motor vehicles and bicycles.

All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways. Any individual or group utilizing district or college facilities must be legally parked and properly displaying a valid parking permit issued by the College/District.

Parking of motor vehicles and bicycles is limited to specially designated areas. Parking permits are required for motor vehicles. Vehicles or bicycles parked in violation of the provisions of this procedure are subject to fines, towing, or impoundment.

All persons who enter onto the District/colleges premises are charged with knowledge of the provisions of this procedure and are subject to the penalties for violation of such provisions. Information on Parking is provided in class schedules, college catalogs, and on the college web sites. Students should reference the material for the college they are attending.

The following provides additional information regarding parking on District property.

**Student Parking:** Students are required to complete a Peralta District Parking Permit Request Form (College of Alameda, Laney, and Merritt). Parking permits are required for Fall Semester, Spring Semester, and Summer Session. Students can also obtain daily permits at the parking lot tellers. The prices for parking permits are listed on the request form.

The parking permit request form is filed at the Cashier's Office at the student's home college.

Parking Permits are not provided to those:

- (1) Who are not enrolled in classes for the term specified; or
- (2) Who have unpaid balances on their student account and do not have a fee waiver in their student account file.
- (3) For those student whose home college is Laney College, students will be allowed to purchase a semester parking permit ONLY after the last day to drop classes and ONLY if the student is enrolled in more than four (4) credit units. Concurrently, students enrolled in 3.5 credit units or less are allowed to obtain a daily parking decal.
- (4) Students will not receive a replacement permit or decal if the original one is lost.

**Faculty/Staff Parking:** Parking permits will be issued to faculty and staff upon completion and approval of the Faculty/Staff Parking Permit – Application Form to park at College of Alameda, Laney College, Merritt College, or District Office (there are no parking lots at Berkeley City College.) The PCCD Police Department issue parking permits for District Administrative Staff, and the College Business Office will issue the parking permits for college faculty and staff. It is the responsibility of the faculty and staff to renew their parking permit before the expiration date. Permits must be turned in upon separation of employment from the Peralta Community College District.

**Note:** Per AB 503, which amended Vehicle Code Section 40220, Districts that issue parking citations are required to adopt a parking citation payment plan for individuals with multiple unpaid citations. It is required that the payment plan be posted on the District's website.

References:

Education Code Section 76360

Vehicle Code Section 21113 and 40220

ACSO – Peralta Police Services – Citations Appeal Form – Level 1

<http://web.peralta.edu/police-services/acso-peralta-police-services-citations-appeal-form-level-1/>

Bail Schedule for Parking Violations

<http://web.peralta.edu/police-services/bail-schedule-for-parking-violations/>

Approved by the Chancellor: September 28, 2016

Revised and approved by the Chancellor: March 7, 2019