

# Polk State College Procedure

Subject	Reference	Date	Number
Traffic Regulations	Board Rule 6H x 21 2.18	7/27/10	6047

## I. Purpose

The purpose of this procedure is to provide the administrative regulations to implement Board Rule 2.18 and other traffic safety items for the Lakeland and Winter Haven Campuses, and the JD Alexander and Airside Centers.

## II. Regulations

- A. Campus speed limit is 15 MPH, unless otherwise marked. Other traffic regulations are in accordance with State and City laws unless otherwise stated.
- B. Parking in fire lanes, driveway lanes, lawn areas, sidewalks and loading zone spaces in such a manner as to impede traffic, create a safety hazard, or conflict with orderly operation of the College is prohibited. Refer to II.G. for any exception to this ruling.
- C. 1. Lakeland Campus Parking – from 7:00 a.m. to 10:00 p.m., during normal college workdays Monday through Friday, there are parking areas designated for visitors, disabled, staff members and loading zones. All other parking areas are unrestricted. Students should use the unrestricted areas.  
2. Winter Haven Campus Parking – from 7:00 a.m. to 10:00 p.m., during normal college workdays Monday through Friday, there are parking areas designated for the President, visitors, disabled, staff members, motorcycles and loading zones. All other parking areas are unrestricted. Students should use the unrestricted areas.  
3. Airside Center and JD Alexander Center – Except for disabled and loading zones, all parking areas are unrestricted.
- D. Staff members must display the PSC parking permit, (in Lakeland the USFP staff decal is also acceptable) where it can be readily seen by the security force.
- E. PSC permit requests should be made to the Facilities Department through the appropriate administrative department head. (USFP staff decals to be issued by USFP Lakeland office.)
- F. Bicycles on the Winter Haven campus are to be parked in racks located at the Health Center – north side, Science Building – north side, and the Administration Building – south side.
- G. When loading or unloading heavy objects, a person may park near their destination. This time period must not exceed 10 minutes, and must not obstruct the flow of traffic and create

a safety hazard. When necessary to use this procedure, a trunk lid (or in the case of a truck, a door) must be left open, away from traffic flow, as a signal that the vehicle is being loaded or unloaded.

- H. Temporary parking permits may be issued by the Facilities Department for people participating in special events, for students with temporary medical conditions, or for students with special needs. Request for temporary parking permits should be made through the Dean of Student Services or the appropriate administrative department head.

### III. Penalties for Violations



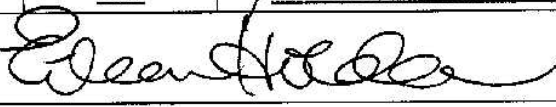
- A. Unauthorized parking in disabled spaces will be reported to the local law enforcement agency for proper disposition.
- B. Vehicles parked adjacent to marked fire lane curbs and loading zones may be towed without prior warning. Towing costs will be at owner's expense. Refer to II.G. for any exception to this rule.
- C. Except for III.A. and III.B., a citation will be given for vehicles parked in restricted or prohibited areas in violation of these regulations. Upon receiving a citation, a "HOLD" will be placed on a student's record and shall be removed when the fine is paid. Disposition of violations issued to faculty and staff will be handled through the violator's dean or administrative head.
- D. All fines may be paid by mail or in person at the Business Office Cashier on either campus.
- E. Repeated violations of this procedure will subject the vehicle to the possibility of being towed at the owner's expense.
- F. Bicycles improperly parked will be taken to the maintenance area. Any damage to locks, etc. to remove from improper area, will be at the owner's expense.
- G. A vehicle considered to be abandoned by college authorities will be towed. Towing and storage charges will be at the owner's expense.
- H. All towing will be brought to the attention of the District Director of Facilities, or his designee, by Security. Final determination will be made by the District Director.

### IV. Citation Fees

- a. Parking violations – Citation fee - \$10.00
- b. Parking violations – By towing – As charged by the private contractor.

**History:** January 13, 1987, February 2, 1988; October 4, 1988; June 15, 2004; July 27, 2010

**Distribution:** All Holders of PSC Procedures Manual  
All PSC Employees

	7/27/10		7/27/10
<u>Executive Responsible for Procedure</u>	<u>Date</u>	<u>President's Staff Member's Approval</u>	<u>Date</u>
			7/27/10
	<u>President's Approval</u>		<u>Date</u>