



Butte-Glenn Community College District

ADMINISTRATIVE PROCEDURE

AP 6750 - Parking

1. All California Vehicle Code provisions relating to the use of bicycles, motorized bicycles and motor vehicle traffic upon the highways will be applicable to the traffic on the District property as stipulated in California Vehicle Code Section 21113. District property refers to property owned or under control of Butte-Glenn Community College District
2. No vehicles will be driven on any sidewalk, service road, fields, or grounds. Exceptions to any of the above may be authorized by the Chief of Police, Director of Facilities Planning & Management or designee.
3. No vehicles will be parked except in designated parking spaces.
4. Students and visitors may park in the public parking lots, or metered spaces marked "visitor" on Administration Drive. Students may not park in designated staff parking from midnight to 3:30 p.m. Visitors may obtain a visitor's parking permit at Facilities Planning & Management or offices located campus wide if there is a need to park in a staff parking area.
5. Vendors are required to obtain a vendor parking permit at Facilities Planning and Management if there is a need to park in restricted areas.
6. Employees of the District may park in the designated staff parking areas by obtaining a staff parking permit. Staff parking permits will be issued one permit per employee. It will be the responsibility of the employee to ensure their permit is displayed and clearly visible from the outside of the vehicle. The permit should be affixed to the plastic permit hanger and hung from the rear view mirror. District parking permits may be obtained at the Facilities Planning & Management office.
7. Parking permits and reserved parking areas will be provided by Facilities Planning and Management as the need arises.
8. Skate-boards, roller-skates, and roller-blades or similar will not be ridden or used on any sidewalk, roadway, or on any public bench, planter, monument, or other public or District property. Bicycles and motorized bicycles may only be operated on any roadway or parking area where a vehicle could lawfully be operated. Bicycles may only be secured to District provided bicycle racks. Bicycles are not to be secured to trees, fences or other District features not intended for that purpose.
9. Carpool parking spaces have been designated on campus. The below requirements must be met for using these spaces.
 - a. Register the vehicle at the Facilities Planning and Management office as a car pool vehicle. At least two of the registrants must be present.
 - b. Display a valid Butte College car pool parking permit on your vehicle. The permit must be hung from the rear view mirror so that it can be viewed from the rear of the vehicle.
 - c. Arrive on campus and park in a designated "car pool" parking space with at least two people in the vehicle. Car pool parking permits are ONLY valid in the designated "car pool" parking spaces.
10. Alternative Fuel/ High Efficiency Vehicle parking spaces have been designated on campus. The below requirements must be met for using these spaces.
 - a. Register your vehicle at the Facilities Planning and Management office as an Alternate Fuel/High Efficiency Vehicle.

- b. To qualify for Alternate Fuel, the vehicle must operate using fuel that is not made from petroleum, such as Electricity, Hydrogen, LNG, LPG, and Liquids made from coal, alcohol, or Bio-diesel.
 - c. To qualify as a Fuel Efficient vehicle, the vehicle must be rated at 34mpg (HWY) or greater by the EPA. Verification will be done by using <http://www.fueleconomy.gov/>.
 - d. Display a valid Butte College Alternate Fuel parking permit on your vehicle. The permit must be hung from the rear view mirror so that it can be viewed from the rear of the vehicle.
11. Electric Vehicle parking spaces have been designated on campus. The below requirements must be met for using these spaces.
- a. Register the vehicle at the Facilities Planning and Management office as an Electric Vehicle.
 - b. Display a valid District Electric Vehicle parking permit on the vehicle. The permit must be hung from the rear view mirror so that it can be viewed from the rear of the vehicle.
 - c. To qualify as an Electric Vehicle, the vehicle must have the capability of recharging by connection to an electrical outlet.
12. Service Vehicle parking spaces have been designated on campus. The below requirements must be met for using these spaces.
- a. Any Vehicle owned by Butte College and currently in use by a Butte College employee OR
 - b. The vehicle must display a valid Butte College Service Vehicle parking permit. The permit must be clearly visible on the vehicle dash.
 - c. To qualify as a Service Vehicle, the owner of the vehicle must show proof of providing a service to Butte College and a need to park in Service Vehicle parking. An application for these permits will be made available at the Facilities office.
13. Violation of this procedure may result in one or all of the following:
- a. A verbal or written warning.
 - b. A traffic or parking citation.
 - c. Vehicle may be towed at the owner's expense.