



**Sonoma State University**  
**Transportation & Parking Services**  
**Parking Regulations**

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Sonoma State University

Risk Management & Safety Services

# Parking Regulations

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The Parking Regulations define the operations of Parking Services and other departments that handle parking related matters. The Sonoma State University Parking Policy defines the authority and policy for parking on campus. Nothing in these regulations is intended to alter, change or override the institutional policy.

## Parking Fees

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The SSU parking program is a self-supporting entity and receives no state general funds to operate, maintain, or construct new or existing parking facilities. All guests and visitors not transacting official state business must pay to park on campus.

### *Parking Permits*

The following are the type of parking permits available for sale or distribution from Parking Services. Please note the exceptions at the end of this section.

- *General Semester Permit:* (G) Permits are valid in parking lots E, F, G, H, J, L, M, N and O. Each G permit is valid for either Fall, Spring or Summer terms. Valid dates are published annually by Parking Services.
- *Reserved Semester Permit:* (R) Permits are valid in all General and Housing parking lots and in lots A and D, on Juniper Lane, and in other spaces specifically marked throughout campus. Each R permit is valid for either Fall, Spring or Summer terms. Valid dates are published annually by Parking Services.
- *Housing Semester Permit:* (H) Permits are valid in all General parking lots and in all Housing parking lots (Lots R1-12). Each H permit is valid for either Fall or Spring terms (H permits are not available for the summer term). Valid dates are published annually by Parking Services.
- *Executive Permit:* (E) Permits are valid in all General, Housing, and Reserved lots and in specially marked “Executive” spaces. Executive permits are paid through payroll deduction only and not offered on a semester basis.
- *Motorcycle Parking Permits:* (M) Permits are valid in any designated motorcycle parking space on campus. Spaces are located in Housing, Reserved and General parking lots. Motorcycle permits are not valid in any full-size space (designed for a passenger vehicle) on campus.
- *Employee General Permit:* (EG) Permits are valid in parking lots E, F, G, H, J, L, M, N and O. Permits are paid from employee payroll deduction and are valid for two year periods, beginning July 1 of an even year and expiring on June 30 of the following even year. EG permits are designated as 12-month or Academic Year permits. Academic permits are valid beginning the Monday of the week before classes begin through the Friday after spring Commencement. *EG permits are to be implemented July 1, 2018.*
- *Employee Reserved Permit:* (ER) Permits are valid in all General and Housing parking lots and in lots A and D, on Juniper Lane, and in the marked spaces in parking lot R4. Permits are paid from employee payroll deduction and are valid for two year periods, beginning July 1 of an even year and expiring on June 30 of the following even year. ER permits are designated as 12-month or Academic Year permits. Academic permits are valid beginning the Monday of the week before fall semester begins through the Friday after spring Commencement. *ER permits are to be implemented July 1, 2018.*
- *Employee Housing Permit:* (EH) Permits are valid in all General and Housing parking lots. Permits are paid from employee payroll deduction and are valid for one year, beginning July 1 annually. Only employees with employment conditions requiring residency in the housing community or employees with valid temporary housing contracts are eligible for EH permits.

EH permits are offered only on a 12 month basis. EH permits must be surrendered when residency is terminated and must be renewed annually, when eligible. *EH permits are to be implemented July 1, 2018.*

- *Daily Parking Permits:* Daily parking permits are printed from the parking permit machines in the parking lots, the Parking Information Centers or from Parking Management Bureau. The valid dates are printed on the permit.
- *Monthly Parking Permits:* Monthly parking permits are available for purchase on the Parking Management Bureau's website. Valid for one calendar month (example: 2/1-2/28). Prices are not prorated and are not subject to collective bargaining.
- *University Guest Parking Permits:* Guest parking permits include all other permits, including special contracted permits, youth program permits, volunteer permits and/or other program permits as authorized by the University Parking Policy. The valid and expiration date is printed on each permit. At the direction of the President, a limited number of guest parking permits may be designated as "Executive," allowing the displaying vehicle to park in the specially marked "Executive" spaces.
- *Emeritus Permits:* Permits are issued to qualifying Emeritus Faculty. Emeritus permits are valid in General parking lots.
- *Retired Staff Permits:* Retired staff can receive a daily parking permit by providing their "Retired University Employee" identification card to either Parking Information Booth during hours of operation.
- *Annual Guest Parking Permits:* Permits are issued to qualifying volunteers or special guests who have a defined relationship with the University that requires them to regularly visit campus for official business. Annual permits are generally issued to volunteers serving on established boards, committees, or advisory groups. Annual permits are valid in General, Housing, and Reserved parking lots. Annual permits are valid beginning July 1 and are valid for one year.

### Conditional Authorizations

Conditional authorization for use of a parking area that is outside of its usual designation is subject only to the specified condition and does not alter the designation of that area. Parking permits are valid only in the designated lots, with the following exceptions:

- General parking permits are permitted in the Housing lots between 7:00 a.m. and 6:00 p.m.
- Reserved parking permits are permitted in the Housing lots 24 hours a day, 7 days a week.
- General/Housing parking permits are permitted in the Reserved lots between 5 p.m. and 6 a.m.
- General/Reserved parking is permitted in the Housing lots 24 hours a day, 7 days a week beginning the Monday following spring Commencement and continuing until the week before fall classes begin.

### *Transferability*

Permits are assigned to a specific person, program or department and are to be used only for the intended purpose. Permits may not be transferred without the expressed consent of Parking Services.

## *Purchasing Procedures*

Semester permits can be purchased online using the Parking Management Bureau (PMB) system. Payment is required at the time of purchase. Permits subject to waiver or sponsorship must have all required forms completed and submitted at the time the permit is acquired.

Employee permits that are paid using payroll deduction must be paid for at Seawolf Services. Ongoing, monthly deductions are managed by Payroll Services.

Permits purchased by University departments must be paid by check, cash (exact payment only), credit card or department chargeback. Payment must be arranged with Parking Services before permits can be made available. University Procard may not be used for the purchase of parking permits. Reimbursement for guest parking permits paid by employees, who will seek reimbursement, is subject to approval by Financial Services and Parking Services and is generally discouraged.

## *Permit Shipping*

Permits purchased using the online Parking Management Bureau (PMB) system are shipped directly from PMB. The current fee for shipping is \$2.50. This fee is added to all online permit sales and is due at the time of purchase. This fee is not refundable.

## *Replacement*

Semester permits are not eligible for free or prorated replacement. *There are limited exceptions allowing refund. Please refer to the Refunds section for more information.*

Employee permits paid through payroll deduction can be replaced one time during the valid period (2 years) for a \$5.00 replacement fee. Additional replacements are subject to a fee equal to one month of parking fees for the permit lost or stolen. Fees are due at the time of replacement.

## *Display*

Permits must be displayed and visible to be valid. Vehicles parked without a displayed permit are subject to citation. Permits must be displayed in the lower driver's side windshield/dashboard or hanging from the rear view mirror.

Parking permits purchased online are provided a 14-day temporary parking permit to print and display on the vehicle's dashboard while the physical permit is mailed to the address provided. If the physical permit has not been delivered by the 14-days, the permit holder will need to contact SSU Parking Services or the Parking Management Bureau. An extended temporary permit valid for 16-days will be emailed and will need to be printed and displayed on the vehicle's dashboard. A temporary permit should not reflect valid dates of 16 days or more.

Drivers of vehicles without a secure cabin are responsible for ensuring their permit is displayed and secured. Parking Services may recommend suitable products but may not formally endorse such products unless University procurement procedures are followed.

## *Parking Requirements*

The following section reviews various parking requirements on campus based on the type of vehicle

and/or parking situation.

### Non-Resident Student Parking

Non-Resident students are defined as those students who do not have a valid contract to reside in on-campus housing. This would include students of extended education or any other academic program.

#### *Eligible Permits*

Non-Resident students may purchase any of the following parking permits:

1. General Semester Permit
2. Reserved Semester Permit
3. Motorcycle Permit
4. Daily Parking Permit
5. Monthly Parking Permit

Non-Resident students may be eligible for parking permits through the following programs:

1. Third-Party Sponsor Permits: Sponsor permits are parking permits that are paid through an organization or person who will not be using the permit. Generally, this applies to permits paid by other California social service agencies or employers. Requests for third-party sponsorship for parking permits must be approved in advance by Financial Services.
2. Disabled Student Fee-Waivers: Pursuant to Title V of the California Code of Regulations (Section 42201(b)), disabled students who possess a valid disabled placard or license plate and who have a demonstrated financial need may be eligible for a waiver of parking fees. Qualifying students will be issued a General or Housing parking permit. Fee-waiver requests may be referred to Financial Aid. A completed, approved form from Financial Aid is required for all permits subject to fee-waiver.

#### *Restrictions*

- Non-residential students are not eligible for purchase or use of permits paid through monthly payroll deduction.
- Non-residential students are not eligible for parking permits paid through University department chargeback if general fund dollars are used for the purchase. Any payment for student parking requires Dean, Associate Vice President or higher level approval.
- Non-residential students are not eligible for guest parking permits as defined in the University Parking Policy, even if they otherwise qualify under the guest parking policy.

### Residential Student Parking

Residential Students are defined as students who have a valid contract to reside in the University on-campus housing facilities.

#### *Eligible Permits*

Resident students may purchase any of the following parking permits:

1. Housing Semester Permit
2. General Semester Permit
3. Reserved Semester Permit
4. Motorcycle Permit
5. Daily Parking Permit

*Note: Although residents are eligible to purchase any of the above permits, only a Housing (H) or Reserved (R) permit will permit parking in the lots adjacent to the Residential Community 24 hour's day. Motorcycle (M) permits may park in designated motorcycle spaces in the Residential Community.*

Non-Resident students may be eligible for parking permits through the following programs:

1. **Third-Party Sponsor Permits:** Sponsor permits are parking permits that are paid through an organization or person who will not be using the permit. Generally, this applies to permits paid by other California social service agencies or employers. Requests for third-party sponsorship for parking permits must be approved in advance by Financial Services.
2. **Disabled Student Fee-Waivers:** Pursuant to Title V of the California Code of Regulations (Section 42201(b)), disabled students who possess a valid disabled placard or license plate and who have a demonstrated financial need may be eligible for a waiver of parking fees. Qualifying students will be issued a non-reserved or residence hall parking permit. Fee-waiver requests may be referred to Financial Aid. A completed, approved form from Financial Aid is required for all permits subject to fee-waiver.

### Restrictions

- Residential students are not eligible for purchase or use of permits paid through monthly payroll deduction.
- Residential students are also not eligible for parking permits paid through University department chargeback if general fund dollars are used for the purchase. Any payment for student parking requires Dean, Associate Vice President or higher level approval.
- Residential students are not eligible for guest parking permits as defined in the University Parking Policy, even if they otherwise qualify under the guest parking policy.

### Faculty/Staff Parking

Faculty and staff are defined as any employee of the University who is paid through Payroll and Benefits. "Faculty and staff" does not include consultants or contractors.

### Eligible Permits

Faculty and staff of Sonoma State University may purchase any of the following parking permits:

1. General Semester Permit
2. Reserved Semester Permit
3. Motorcycle Permit
4. Employee General Permit (conditions apply)
5. Employee Reserved Permit (conditions apply)
6. Employee Housing Permit (conditions apply)
7. Executive Parking (designated executive positions only)
8. Daily Parking Permit
9. Monthly Parking Permit

Faculty and staff may be eligible for parking permits through the following programs:

1. **Faculty/Staff Parking Rates:** Employees represented by a bargaining unit are eligible for negotiated, discounted parking rates for general and housing parking. These rates apply to



all members of the bargaining groups, regardless of full or part time status. Rates are available from Seawolf Services or Parking Services and will be made available on the Parking Services web site. Employees are not required to participate in payroll deduction in order to take advantage of discount rates. Discount rates are not applicable to Reserved or Executive parking. The current fee schedule can be found in Appendix I.

2. Payroll Deduction: Employees on master payroll (not hourly-intermittent, for example) are eligible for payroll deduction for the payment of parking fees. Monthly payroll deductions are available in 12 month or academic year payment plans. The academic year is defined as beginning the Monday of the week before fall classes begin and ending the Friday after spring Commencement.

Employees participating in the payroll deduction program may elect to have a parking permit valid 12 months per year or during the academic year.

- a. Any employee eligible for payroll deduction can choose a 12 month permit. Employees with a 12 month time base are only eligible for a 12 month permit using payroll deduction. If an employee wishes to elect fewer than 12 months of parking, they must purchase semester and/or daily parking permits.
- b. Employees may only elect an academic year permit if they are on a payroll plan that provides 12 paychecks per year. Employees opting for an academic year permit will be charged 12 payments annually (although the permit is not valid during summer period). The payment is calculated by multiplying the negotiated monthly rate by 10 and then dividing by 12.
- c. Employees with an academic year time base who are not on a 12 month payroll plan may only elect payroll deduction for a 12 month permit, which must be turned in to Seawolf Services at the end of the employee's appointment. (These employees may also elect to purchase daily permits or semester permits.)

Any employee participating in the payroll deduction program must go to Seawolf Services to stop his/her payments and surrender the permit. Failure to do so may lead to continued charges for the full monthly rate of the subscribed permit. Parking Services may pursue financial collections for past-due charges.

3. Housing Permits: Employees who are required to live in the residence halls as a part of their employment or have a temporary housing contract are eligible for a General rate parking permit that is valid in the Housing parking lots. Academic year payment plans may not be elected for residential employee permits. The rate and conditions available (including payroll deduction and limitations on purchase) under the employees bargaining unit are applicable for residential faculty and staff. Employees with Housing permits paid through payroll deduction are required to surrender their permit if the requirement to reside in the residential community is lifted and/or if the housing contract is terminated for any reason.

#### *Restrictions*

- Faculty and staff not assigned to live in the residential community as part of their employment or who otherwise have a valid housing contract are not eligible for Housing parking.
- Faculty and staff are not eligible for parking permits paid through University department chargeback if general fund dollars are used for the purchase and if such purchase would

violate any condition of collective bargaining agreements or provide an unfair or unlawful benefit to one employee or group of employees.

## Disabled Parking

### *Disabled Placards/Plates*

Vehicles parking on campus must display a valid disabled persons placard or license plate issued by the California DMV, an out of state agency or by an international government agency. California DMV regulations and state law require drivers displaying placards or plates from out of state or international jurisdictions to obtain a California DMV placard or plate if they reside in California, although this does not affect the validity of the placard or plate issued by another jurisdiction.

### *University Disabled Permit*

Faculty, staff or students who are experiencing a temporary mobility limitation or are temporarily disabled may obtain a University-issued disabled persons permit that is valid on the campus of Sonoma State University only. These permits are valid for 30 days. All required forms must be submitted directly to Disabled Student Services for review and approval. Medical information is not to be submitted to Parking Services to protect the confidentiality of medical information. University Disabled Permits are not transferrable or renewable. Faculty, staff, or students who require a longer accommodation are to be referred to the DMV for a longer term disabled placard.

### *Fee Permit Requirements*

Pursuant to the California Education Code, §67301, vehicles displaying a valid disabled persons placard or license plate must also display a University parking permit.

### *Designated Spaces*

Spaces specifically for the use by vehicles displaying a valid disabled placard or plate, including spaces that are designated "Van Accessible", are designated in all parking lots that are in close proximity to campus buildings. Parking Services and Facilities Management will coordinate the allocation and designation of these spaces to ensure compliance with the Americans with Disabilities Act and other regulations.

### *Permissible Parking Areas*

Vehicles displaying a valid parking permit and a valid disabled placard or license plate may park in any of the following types of spaces:

- Disabled Spaces
- General Spaces
- Reserved Spaces
- Housing Spaces
- Timed Zones (Green only) (Vehicles may be parked longer than the posted time but must display a parking permit)

Vehicles displaying a valid disabled placard or license plate are prohibited from parking in the any of the following types of spaces without the proper permit or authorization:

- State Vehicle Spaces (without Exempt license plates)
- University Guest (without a University Guest permit)
- Commercial Loading Zones (Yellow) (not permitted in excess of posted time limit and in non- commercial

vehicle)

- Special Reserved Spaces (including parking reserved for University executive personnel, Zipcar, or NCAA designated spaces)
- Electric Vehicle Charging spaces (unless charging an EV as permitted by policy)
- Marked No Parking Areas
- Non-Designated Areas
- University roadways or sidewalks

### Motorcycle Parking

A motorcycle is defined as a two wheeled motor vehicle with more than 150 CC. To qualify as a motorcycle on Sonoma State University campus, a motorcycle must meet California DMV registration requirements.

### Eligible Permits

Persons driving motorcycles on campus must display a permit to park on campus. Motorcycles may display any of the following permits:

1. Motorcycle Permit
2. General Semester Permit
3. Reserved Semester Permit
4. Housing Semester Permit
5. Employee General Permit
6. Employee Reserved Permit
7. Employee Housing Permit
8. Employee Academic General Permit
9. Employee Academic Reserved Permit
10. Daily Parking Permit
11. Monthly Parking Permit

### Designated Spaces

Spaces throughout campus are designated as “Motorcycle Only.” These spaces are ½ the size of a standard parking space. Motorcycles may park in any of these spaces (in any type of parking lot) with any of the above parking permits.

Motorcycles may also park in any full-size, standard or compact space. A non-motorcycle permit (numbers 2-11 above) must be displayed for a motorcycle to park in any standard or compact space.

### Endorsement Program for Payroll Deduction

Employees who have a valid payroll deduction parking permit are eligible for a Motorcycle permit at a discounted rate of \$20 instead of purchasing a semester parking permit. The Employee Motorcycle is valid for two year periods, beginning July 1 of an even year and expiring on June 30 of the following even year. Employees should only have one vehicle parked on campus at a time.

### Display Locations

Permits must be displayed in one of three locations on motorcycles:

1. Lower left corner of windshield
2. Fork of motorcycle
3. Tank of motorcycle

Motorcycle (M) permits are available in an adhesive decal. Drivers who are using a non-adhesive permit (generally a hangtag permit) are responsible for affixing the permit to the motorcycle in a manner that is fully visible and secure. Photocopies are not acceptable and may be considered to be fraudulent and are subject to applicable citation and surrender.

#### *Restrictions*

- Vehicles not defined as a motorcycle in this section may not use University parking facilities. These include “pocket bikes;” kinetic, electric, or gas powered scooter; or motorized bicycles.
- Three or four-wheeled motorcycles or motorcycles with side cars must use standard size parking spaces and appropriate permits.
- There is no special “E” (Employee) permit for motorcycles and no monthly payment option or negotiated rate for employees.

#### State-Owned Vehicle Parking

State Vehicle parking is designated for vehicles owned and registered by the State of California (including University-owned vehicles), any other US state, or the federal government. These spaces are intended only for the use of these vehicles on official University business. Government owned vehicles, parking while on University business, or those owned by Sonoma State University do not require a parking permit.

#### *Designated Locations*

State Vehicle spaces are designated throughout campus and marked with signs stating “State Vehicle Only.”

#### *Other Parking Locations*

State vehicles are strongly encouraged to park in State Vehicle Spaces. However, when appropriate, state vehicles may also park in any of the following parking spaces:

- General Parking
- Reserved Parking
- Housing Parking
- Timed Parking (within designated time limits only)
- Marked No Parking Areas (Vehicle must remain attended in marked Fire Lanes)
- Non-Designated Areas
- Motorcycle Spaces (For state-owned motorcycles only)

#### *Restrictions*

State vehicles are not permitted to park in the following spaces:

- Disabled Zones (without disabled placard or plate)
- Disabled van accessible loading areas (hashed area adjacent to disabled parking)
- EV designated spaces (unless electric vehicle actively charging)
- Executive spaces

Emergency vehicles (police, fire, medical, etc.) responding to an emergency are exempt from all parking requirements during the initial response. Facilities or public works vehicles responding to the emergency may also be exempt from parking during the initial response but must ensure emergency vehicles have access to critical areas. Emergency vehicles should make every effort to

park in compliance with University regulations once the immediate emergency is stabilized.

### Retired Staff Permits

To qualify for retired staff parking privileges, staff must retire from service while employed by Sonoma State University. Retired staff can request a Retired University employee identification card by emailing Payroll & Benefits. Once the identification card is received, retired staff can go to any staffed Parking Information Booth to receive a complimentary daily parking permit to park on campus. Retired staff can contact Parking Services to arrange parking permits ahead of time outside the Parking Information Booth hours of operation.

### Eligible Locations

Retired staff parking permits are considered to be Reserved daily permits.

### Restrictions

- Retired staff that are retained by the University in any paid position (including annuitant, consultant, or contractor) shall not use the Retired University identification card to receive daily parking permits while participating in activities relating to that employment.
- Retired staff that are enrolled as regular, full-time students shall not use the Retired staff parking permit.
- Retired staff parking privileges may be withdrawn in cases of abuse, with the approval of the Vice President for Administration & Finance.

### Emeritus Permits

University policy extends parking to retired faculty Emeritus. The President of the University approves Emeritus status for eligible retired faculty. Faculty Affairs will issue an Emeritus identification card to all designated Emeritus Faculty.

Emeritus parking permits are valid for 1 year and renewable annually.

*Note: The University Emeritus Faculty policy (1993-1) states that Emeritus faculty “shall have access gratis to University events, performances, and parking as circumstances permit.”*

### Requirements

To receive an Emeritus parking permit, eligible Emeritus faculty must bring their Emeritus identification card to Seawolf Services or contact Parking Services. Absent a valid identification card, Seawolf Services or Parking Services will verify the retired employee’s status prior to awarding the permit.

### Replacement

Emeritus faculty can come to the Seawolf Services to report a lost or stolen parking permit or contact Transportation & Parking Services. One replacement per year can be issued without Director approval.

### Eligible Locations

Emeritus parking permits are considered to be General permits.

### Restrictions

- Emeritus Faculty participating in the Faculty Early Retirement Program (FERP) shall not use the Emeritus parking permit during the period in which they are teaching and being paid under the program.

- Retired staff that are retained by the University in any paid position (including annuitant, consultant, or contractor) shall not use the Emeritus parking permit while participating in activities relating to that employment.
- Emeritus Faculty that are enrolled as regular, full-time students shall not use the Emeritus parking permit.
- More than one replacement per year for Emeritus permits may be approved by the parking manager under extenuating circumstances. Emeritus parking privileges may be withdrawn in cases of abuse, with the approval of the Vice President for Administration & Finance.

### University Guest Parking

University guests are those individuals who are invited to campus to conduct official University business.

#### *Guest Eligibility*

Departments inviting guests to campus to conduct official business may request University Guest parking permits. The nature of the visit will determine if the department will need to provide a payment for a guest permit.

Generally, permits are provided for single day visits. Departments may coordinate long-term guest parking permit needs with Parking Services.

#### *Guest Permit Types*

Guest permits may be classified as University Guest or Department Sponsored Guest permits.

1. University Guest permits are paid by the University in an annual single payment authorized by a Memorandum of Understanding between Parking Services and the Division of Administration and Finance. To qualify as a "University Guest," the guest must meet one of the criteria listed in the University Parking Policy under "Official University Guests". Guest speakers receiving non-contractual honorariums as part of their speaking arrangement are considered guests under the official University Parking Policy. Any person(s) who have entered into a contractual agreement for payment from the University are excluded from receiving complimentary guest parking.
2. Department Sponsored Guests are those guests who do not meet the criteria described above but are visiting the University regarding University business and are subject to the daily parking fee. Departments may choose to assume the cost of the parking permit for the guest. Cost may be assumed under the same conditions that provide for allowance of hospitality to University guests.

The designation of guest type is solely for administrative purposes. The department and guest will receive the same services, regardless of the type of guest designation.

#### *Department Responsibilities*

Departments are responsible for the following:

- Requesting guest permits online through the Guest Parking Request form under employee's Handy Tools tile under in their SSU Online Services
- Requests for groups, sponsored guests, special events, or other exceptions may require

- additional processing time (at least 14 days)
- Provision of manager approval for all University Guest parking permits and approval by an employee with budget authority for Department Sponsored Guests.
  - Ensuring the sponsored guest permits are used for official business purposes and in compliance with federal, state and University financial regulations
  - Reporting lost or stolen permits or permit access codes or reporting suspected misuse of access codes.
  - Communicating procedures for picking up permits, general parking regulations and directions and parking locations to guests.

### *Eligible Locations*

University guest permits are considered to be Reserved Parking permits and are valid in designated guest spaces, General, Housing, or Reserved spaces. A University Guest permit may be designated as “Executive,” providing access to the designated Executive parking spaces. Such designation requires the approval of the Office of the President.

Departments who are paying a fee for guest permits (Department Sponsored Guest) may request permits as Reserved or General. General Guest permits are subject to the same regulations as other General Parking permits. Reserved Sponsored Guest permits are subject to the same regulations as other Reserved Parking permits.

### *Restrictions*

- Guest permits may not be charged to general funds if they will be used by University faculty, staff or students.
- University Procard may not be used to purchase parking permits without the expressed consent of Parking and Financial Services. Purchase using the University Procard is prohibited under Procard rules.
- University guest permits will generally not be provided free of charge to guests attending conferences or for activities where a fee will be collected or where the guest is being compensated for his/her services by either the University or another entity (i.e.: a guest is being paid by his/her employer to perform duties on campus but the campus is not paying that individual or that company). Any exception to this requirement requires the approval of the Vice President of Administration & Finance.

### *Event Parking*

Events being held on campus are subject to the University Parking Policy and the parking regulations unless these requirements are suspended by the University President.

### *Discounted Parking Fees*

Departments hosting events on campus that support the mission of the University can be considered for discounted parking fees. These events will be considered on an individual basis. General permits would be reduced from \$5 to \$3 and Reserved permits would be reduced from \$8 to \$6. Discounted fee may only be paid by University departments and not by attendees.

### *Green Music Center Event Parking*

Events that take place in the Green Music Center Weill Hall, Commons, and/or lawns, excluding the Music Education Building and any SSU academic class performances will have parking fees paid through fees collected at the time of sale. This rate is \$2.50 per ticket. Buses and other vehicles which do not fit within a single, standard sized parking space may park without submitting an additional fee but may be restricted from parking in the lots closest to the GMC to maximize parking for other patrons.

### *General Campus Events*

Events may be held on campus to support the campus mission, contribute to co-curricular programming, enhance student life, provide community support, or to non-campus entities renting campus facilities. Parking for events may require additional planning and support from Parking Services or the hosting department staff. In addition to parking fees, staffing charges for Parking Services staffing may be the responsibility of the hosting department.

### *Determination of Fees*

Vehicles on campus for University events are subject to the published daily parking rate unless one of the following is true:

- The University President suspends the collection of the parking fee for the specified event. [See “*Suspension of Fees*” below]
- The event is being held at the Green Music Center and is subject to the ticket fee.
- Attendees of the event qualify as Official University Guests; for any event, some guests (such as presenters) may be eligible for guest parking without changing the status for the other event attendees
- The event is eligible for unloading/loading permits

Event organizers may lease designated parking areas, which requires the payment of the fee per space for a designated lot. In such cases, vehicles may or may not be required to remit a fee. That decision would be at the discretion of the event organizer/lessee. Lot leasing may be subject to restriction based on campus need, collective bargaining requirements, and staffing availability.

### *Suspension of Fees*

The University President or his/her designee may order a suspension of parking fee requirements for campus wide events that directly serve the mission of the University, where event attendees represent an extraordinary utilization of campus parking facilities, and where collection of parking fees would be administratively disruptive or contrary to the event objectives. Generally, such events would be similar in impact as compared to University Commencement exercises, residential move in weekend, and Seawolf Decision Day.

### *Collection of Fees*

Generally, it is the responsibility of Parking Services to arrange for the collection of parking fees. Available means for fee collection include, but are not limited to:

- Parking permit machines: May be used when the number of vehicles is not expected to exceed the ability of the machines to adequately serve the group and the rest of campus.
- Parking Information Centers (PIC): Generally used in conjunction with the permit machines, the PIC cannot accommodate more than 50-75 event guests in a 30 minute period without causing disruption of campus traffic and other scheduled activities. The PIC may be opened



during extended hours to accommodate event traffic, although there may be a cost assumed by the event organizer.

- **Field Sales:** Field sales involve having staff in the parking lots selling parking permits directly to drivers. Parking Services will assume the added personnel cost of field sales operations unless the event organizer is leasing a parking area. Parking Services reserves the right to increase the event parking rate or charge and administrative fee when field sales are required.
- **Group Permit Sales:** Group permits may be pre-purchased for events on campus when eligible and when the event organizer has coordinated this option with Parking Services.
- **Department Chargeback:** When University departments are assuming the cost of parking permits, a chargeback will be arranged by Parking Services. In such cases, permits will be provided directly to the department for distribution. If the department requests that Parking Services staff distribute permits, the applicable staffing rate will generally be charged to the department.

### *Eligible Locations*

Parking Services is responsible for the recommendation and/or designation of event parking. Ensuring that students, faculty and staff have adequate parking to carry out the mission of the University is the primary goal of Parking Services and will be considered in all event parking requests. Additional considerations for event parking locations includes the needs of the event organizers, other campus events, traffic issues, the feasibility of the preferred fee collection mechanism in the specified location, and overall community impact.

### *Restrictions*

Persons with student, faculty or staff permits will not be subject to paying additional event parking fees when parking in a lot for which their permit is valid. Persons with volunteer or other University Guest permits may be required to pay event parking fees, depending upon the purpose of their permit and the nature of the event. For example, a Library volunteer attending a soccer tournament may be asked to pay for parking since the intent of his/her permit does not cover recreational event attendance.

Agreements relating to parking rates with third party groups will be negotiated through Conference and Events Services and are subject to the same limitations as in "Parking Fee Schedule/Contracts."

### *Visitor/Short-Term Parking*

Short-term and visitor parking is designated in specific locations on campus to accommodate visitors to campus who require short visits to campus, generally less than 30 minutes. Visitors are persons who are not active faculty, staff, or students who are on campus to conduct personal, professional, or academic business that does not qualify them as Official University Guests.

### *Timed Zones*

Timed zones are located in various lots throughout campus for the purpose of providing convenient parking for visitors to campus who have to conduct business on campus for less than 30 minutes. Timed zone limits vary from 15-30 minutes and are marked in each location. Although these spaces are intended for the use of visitors and guests, nothing precludes faculty, staff or students from parking in these spaces for the allotted time limit. Timed parking zones may be restricted without notice.

Limited time zones where parking is permitted for up to 5 minutes may be installed in areas where business must be conducted in the direct area of the parking area, generally used adjacent to parking permit machines.

#### *Daily/Weekly Permits*

Faculty, staff, students or visitors who do not wish to purchase a long-term parking permit may purchase daily parking permits each time they visit. Daily parking permits can be purchased from the following locations:

1. Online through Parking Management Bureau.
2. Parking Permit Machines: Permit machines are located in parking lots A, E, F, G, H, J, M and L. Permits from the machines are valid for 24 hours from the date and time of purchase and are available in General and Reserved parking lots.
3. Parking Information Center: The Parking Information Centers sell daily parking permits for both General and Reserved parking lots. Permits can be purchased for additional, consecutive days. No more than 7 days may be purchased at a time. Multi-day discounts are not available.

#### *Monthly Permits*

Faculty, staff, students or visitors who do not wish to purchase a long-term parking permit may purchase monthly parking permits that are valid the beginning of a month. Monthly parking permits can be purchased online through Parking Management Bureau and are not subject to collective bargaining.

#### *Athletics Parking*

Athletics, in this section, refers to the University Athletics programs and events sponsored by the department. Athletic events sponsored by third-party groups are considered University Events and are subject to those regulations accordingly.

#### *Athletics Events Parking*

Athletic events are subject to all parking regulations. Athletics will coordinate any special needs, including media parking, loading zones, parking for officials, NCAA requirements, and/or other special circumstances associated with major Athletic events directly with Parking Services.

#### *Game Officials Parking*

Athletics has provided special signage to reserve parking spaces for the exclusive use of game officials for NCAA games. The NCAA requires specified location of officials parking under certain circumstances. Spaces marked as reserved for officials are considered to be special reserved spaces and will be enforced accordingly.

#### *NCAA Requirements*

The NCAA and other athletic associations place additional regulations on the Athletics Department, athletes, and potential athletes that may affect parking on campus. Athletics is responsible for communicating any special needs and/or restrictions to Parking Services to ensure compliance with all applicable regulations.

#### *Vendor Parking*

Vendors are defined as any person, company, agency, representative or other entity which is selling

a product, service or other good to the University. This includes employees of companies classified as vendors. Vendors must pay for parking unless one of the following is true:

- The vendor vehicle is parked within a designated, fenced construction zone.
- The vendor vehicle is classified as a delivery vehicle. Delivery vehicles are vehicles associated with campus suppliers/vendors with contracts requiring regular delivery to campus. This generally refers to oversize vehicles that utilize building loading docks and other loading areas to deliver food, beverages or other large orders.
- The vendor vehicle is parked in a marked timed zone (subject to the limitations of that zone).
- A University department is assuming the cost of the vendor parking.
- The contract between the vendor and the University specifically waives the parking fee for that vendor. Parking fees in such cases will generally be recovered through the University. This practice is rare and discouraged.

### *Permits*

Vendors may purchase any of the permits available for sale to the public. Due to the unique needs of some vendors, permits may be arranged directly through Parking Services when the existing options are not adequate. Permits purchased directly through Parking Services are subject to all valid rates and regulations.

### *Eligible Locations*

Vendors must park in designated parking, with a valid permit, unless the vehicle is designated as a Service Vehicle (see below). Vendors with special parking needs should contact the Parking Services office directly to make arrangements.

### Service Vehicles

Service vehicles are defined as vehicles that are required to be in a location other than available designated parking or an otherwise restricted location. Service vehicles are not exempt from paying parking fees unless another fee exemption condition is applicable. Service vehicles must display a valid Service Vehicle permit, which can be obtained only from Facility Services or Parking Services.

Service vehicles are usually associated with a facility-related project that requires accessibility to a designated vehicle for equipment, power or other necessities. Service vehicles may be approved to park in a specified location near a building(s) where work is to be performed. Authorization to park in such locations is approved only as long as access to the vehicle is necessary. Authorization may also be granted to park in an otherwise restricted area (i.e.: a timed zone) without restriction.

Authorization shall not be granted for parking in disabled zones unless other alternatives are not viable and other disabled parking is available in the immediate area.

Service Vehicle permit logs will include a contact phone number associated with the person or company to whom the permit was issued. The contact is required to move the vehicle as soon as reasonable upon request due to safety or operational issues.

Service vehicles are required to exercise extreme caution when traveling on campus pathways and sidewalks. Service vehicle privileges may be revoked if a vehicle is endangering any person or facility on campus.

### Non-SSU Permits Honored on Campus

The following permits, not issued by Sonoma State University, are valid on campus in General

parking lots:

- CSU Systemwide Permits – Issued by the Chancellor’s Office to CSU staff and elected/appointed officials with direct responsibility over the operations of the CSU. SSU employees or students who have been assigned systemwide permits may not use those permits on the SSU campus.
- CSU Permits – Valid permits issued by any campus of the CSU are valid at SSU. This is a policy required for members of CFA and extended to all permits.

### Bus Parking/Loading

#### *Eligible Locations*

Buses coming to campus to transport employees, students or guests to/from University events may park on campus without a parking permit. Buses must load and unload in locations that do not interfere with other University traffic or operations. After loading/unloading is finished, buses must move to a location that does not heavily impact campus parking. Generally, this would be parking lots F or N. Departments/persons inviting large groups using buses on campus should coordinate drop off/pick up and parking locations with Parking Services.

#### *Restrictions*

Groups bringing buses to campus to transport people from campus to an off-site location or that is otherwise not associated with an official SSU event may require approval from Conference and Event Services before advertising or offering transportation services. The bus company must demonstrate adequate insurance coverage and meet other campus requirements before approval is granted.

## Parking Enforcement

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Parking is enforced on campus pursuant to California Vehicle Code §21113 and any other California Vehicle Code that applies to public property. Information in the following section meets the requirements of §21113(b) CVC to make available the conditions of enforcement regulations on campus.

### *Hours of Enforcement*

Parking is enforced on campus 24 hours a day, 7 days a week.

### *Violation Definitions*

The following is a list of the most common violations defined by Sonoma State University. This list is not intended to be exclusive. Other California Vehicle Code sections may be enforced at any time. The authority section for parking citations is generally CVC 21113(a). Where other Vehicle Code sections are used, the CVC section has been designated below.

Many violations are subject to variances in times and conditions of enforcement due to conditional authorizations. Please refer to page 5 for more information.

- No Valid Permit: Vehicle is parked without a permit in any area not designated as commercial (yellow), short-term visitor (green) timed parking space, Reserved, or Executive.
- Reserved Space: Vehicle is parked in a space designated as Reserved without a Reserved, Official University Guest, or Executive Permit, or a vehicle is parked in a space designated for specific type(s) of vehicles or for specific persons without proper authorization. This is to include State Vehicle spaces, EV spaces in reserved parking lots, and parking designated for University Executive staff.
- Failure to Display Parking Permit: Vehicle is parked without a displayed valid parking permit when it is known that the driver has a parking permit registered to him/her. Generally, any vehicle may be cited under this section twice in one year. Subsequent violations will be considered “No Valid Permit” or “Reserved Space,” depending on the location at the time of the violation.
- Over Time Limit: Vehicle is parked in excess of the posted time limit for any commercial (yellow), short-term visitor (green), or Electric Vehicle Charging timed parking space.
- No Parking: Vehicle is parked or stopped in an area marked with “No Parking” and/or “Fire Lane” signs.
- Non-Designated Area: Vehicle is parked in any area where lines have not been painted to designate a parking space and where “No Parking” or “Fire Lane” signs are not present.
- Parked on Sidewalk or Roadway: Vehicle is parked or stopped on any surface which has been designated as a sidewalk, intended for the travel of pedestrians, or a roadway, intended for the travel of vehicles or bicycles.
- Disabled Space: Vehicle is parked in any space designated pursuant to CVC 22507.8 for the use of those with valid disabled placards or license plates or in any adjacent space designated for the unloading of disabled passengers.
- Expired Registration Tags: Vehicle is parked without valid and/or current registration tags displayed on the rear license plate.

- Fraudulent or Altered Permit: Vehicle is parked and displaying a fraudulent or altered parking permit where it can reasonably be inferred that the intent of the driver is to park on campus without paying the required fees or to park in an area not authorized.
- Exceeded Parking Space: Vehicle is parked in such a manner than the vehicle is not fully contained within the painted lines of one space. To be considered to be parked within the space, tires are to be within (not touching) the painted lines in front and/or on the sides of the vehicle and not more than 12” past the end of the side lines into the lot roadway. Parking in multiple spaces is permitted when the vehicle is displaying one permit per occupied space and that vehicle is not impeding upon roadways, sidewalks or other areas which otherwise disrupt traffic, pedestrians or University operations.
- Unauthorized Parking: Vehicle is parked or stopped in an area marked with “Unauthorized Parking”, “No Parking”, and/or “Fire Lane” signs.

### *Citation Requirements*

Parking citations will be issued in compliance with California Vehicle Code 40202, which requires that parking citations be affixed to the vehicle under the windshield wiper or in another manner that is conspicuous to the driver upon arrival the vehicle. Additionally, the citation should be placed upside down to obscure the violation details. Consideration should be made to enclose the violation in an envelope or water resistant covering if the weather will damage the citation paper.

If the officer places a citation as required on the vehicle and the citation becomes displaced or is intentionally removed by the driver or another person, or if the driver leaves the space before the officer can place the completed citation on the vehicle, responsibility for payment of the citation is not relinquished. In either case, the citation shall be mailed to the registered owner as soon as possible, but not to exceed 15 days of the citation (pursuant to CVC 40202(d)) with a letter indicating the circumstances and the obligation to pay or contest within the legally mandated timeframes.

Per CVC 40202, the following information shall be included on the physical citation:

- Violation description
- Code reference
- Date
- Time
- Location
- Vehicle License Number
- Registration Expiration Date (as indicated by the displayed registration tabs)
- Last four digits of the VIN, if visible (if not visible, indicate as such)
- Color of Vehicle
- Make of Vehicle
- Statement indicating that payment is due not later than 21 calendar days from the date of the citation
- The procedure for payment
- Appeal process, pursuant to CVC 40215

Failure of any of the above information to be included on the citation may be grounds for citation dismissal, if exclusion of the information lends question to the identity of the violating vehicle or the

department's compliance in the enforcement of the applicable code.

### Fine Schedule

The fine schedule for the established violations can be found in Appendix III. Fines for violations not listed in these regulations will be consistent with the County of Sonoma bail schedule for parking violations, unless a higher or lower fee is justified based on campus needs (CVC 40203.5). Changes to the fine schedule require the approval of the Vice President for Administration & Finance, unless the fine is dictated by state law (such as in the case of disabled parking violations).

As of December 7, 2010, \$12.50 of every citation collected is due to the State of California pursuant to GC 70372(b). Increases or decreases in this surcharge will be applied to the fines/citations issued on the date the change is valid.

### Additional Fees

Parking citations are subject to the following additional fees:

- Late Fees – Late fees are added to all citations if unpaid under the following circumstances:
  - More than 21 days have passed since the issue date or more than 14 days since the issuance of a Notice of Delinquent Citation (based on letter date) mailed to the valid registered owner. The 2<sup>nd</sup> bail amount occurs after 21 days of the issue date and increases by 50%. After 30 days of the issue date without being paid the bail increases an additional 25%.
  - More than 21 days have passed since a Notice of Parking Appeal Decision letter is mailed to the appellant (based on letter mail date)
- Collection Fee – Citations not paid after 60 days from issue date are subject to forwarding to the California Department of Motor Vehicles for a registration hold. Citations forwarded for collection by the DMV are subject to an additional \$3.00 fee (fee is subject to change per DMV regulations).
- NSF Fee – Citations that are paid with a check, credit or debit card where that payment is returned to the Parking Management Bureau for insufficient funds, invalid account, stop payment or other reason of non-payment are subject to an NSF fee of \$35.00 per returned payment.
- Tow Fee – Vehicles removed from campus pursuant to CVC §22651(i) are subject to an Administrative Tow Fee of \$75.00. Payment of this fee does not relinquish the owner from any fees charged by the towing company.

Changes to fees require the approval of the Vice President of Administration & Finance and are effective for citations issued on and after the date of approval only.

### Contesting Fees

Parking citation fees may not be contested using the citation appeal process. Fees may be contested directly to the parking manager. Tow fees may be appealed using the tow hearing process.

Any waiver or extension of fees must be documented in the database and must be considered in the spirit of fairness, consistency, and the interest of justice. Generally, DMV fees will not be waived since there is a direct cost associated with the creation of the DMV collection hold and indirect costs associated with enrollment in the DMV collection program.

## Citation Responsibility

### Responsible Party

Pursuant to the California Vehicle Code, the registered owner and any person he/she authorized to use the vehicle are jointly responsible for all debts associated with parking citations (CVC 40200). If a vehicle has a valid rental or lease agreement or contract in place, liability may be assigned to the renter or lessee if a copy of the rental/lease agreement is provided to Parking Services within 30 days of the Notice of Delinquent Citation.

### DMV RO Inquiry

The names and addresses of registered owners is generally acquired from the California Department of Motor Vehicles database. Currently, DMV files transfers are managed by a third-party vendor. Information obtained from the California DMV through the vendor is confidential and shall not be released without the registered owner consent or otherwise pursuant to DMV regulations.

### Delinquency Notice

A Notice of Delinquent Citation shall be mailed to the registered owner of the vehicle for all outstanding citations. The letter will be mailed 14 days following the issuance date.

### Rental Vehicles

Citations issued to companies or individuals that enter into formal contracts for renting vehicles are assigned as the registered owner of record until such time that a copy of a valid rental contract is provided to Parking Management Bureau for reassignment. If a rental contract is received by Parking Management Bureau, assignment of the citation will be made to the renter within 30 days and a notice mailed to the renter.

### Contesting Responsibility

A registered owner who receives a Notice of Delinquent Citation may contest his/her liability by completing the Affidavit of Non-Liability, which is found on the Parking Management Bureau's website: <http://pmbonline.org/pages/forms.html> and can be submitted by mail to  
Parking Management Bureau  
One University Circle  
Turlock, CA 95382  
Or scanned and emailed to [support@pmbonline.org](mailto:support@pmbonline.org).

Reasons and dispositions of non-liability situations include:

Reason	Disposition
Vehicle was sold or transferred to another party prior to the citation date	➔ If verified, transfer liability and send notice to correct party
Vehicle was in the possession of another party pursuant to a lease or rental agreement	➔ If agreement is verified through a valid rental contract, transfer liability and send notice to correct party
Vehicle was not purchased by party as of the date on the citation	➔ If verified, transfer liability and send notice to correct party
License plate on the citation does belong to the party & other vehicle descriptors do not match vehicle	➔ Verify the plate does not match; If it does not, void the citation as "Invalid Citation."



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Violation was previously paid



Registered owner must provide proof of payment (cancelled check, copy of credit card statement, or receipt for cash); If verified, refer to Manager.

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### Citation Collection

Parking Services is ultimately responsible for the collection of parking citations, although a number of University departments are directly involved in the processing of payments, financial reporting and auditing. Additional information on citation collection can be found under Business Operations.

### Means of Payment

Citations may be paid using any of the following\*:

- Online – Through Parking Management Bureau’s online services. (Credit Card Only)
- Mail – Addressed to Parking Management Bureau (Check only)

*\*Any applicable fees permitted by University policy associated with the use of specific payment forms will be applied to parking payments.*

### Scofflaw Enforcement

#### Definition

A scofflaw is defined as any vehicle parked on campus with 5 or more citations outstanding for more than 30 days. All of the citations must have the same registered owner at the time the citations were written. Vehicles meeting this definition are subject to removal under CVC §22651(i).

#### Tow Warning

It is the practice of Sonoma State University Parking Services to make every reasonable attempt to provide the registered owner and/or driver with proper notice that the vehicle may be towed at least 24 hours prior to removal. Notice may be made by placing a 24 Hour Tow Notice on the Vehicle or by mailing a letter to the registered owner. In the case of a letter, removal shall not commence for 5 days to permit the owner adequate time to respond and make arrangements for payment.

#### Removal of Vehicle

Failure of an owner or driver to resolve unpaid citations within the required timeframe (24 hours for notice on vehicle and 5 days for letter), the vehicle may be removed from campus by Parking Services. Vehicles removed from campus will be inventoried, with at least two staff members present, and a CHP form 180 will be completed. The tow authority for such tows is CVC 22651(i).

Vehicles towed by Parking Services are subject to a \$75.00 towing fee, which is entered into the parking management database for collection. If the vehicle is not recovered by the driver or owner and the tow fee is not paid, this fee is not automatically waived and may be referred for collection.

### Release of Vehicle

Vehicles that are towed for unpaid citations will be authorized for release by Parking Services after all citations on the vehicle that are older than 30 days and the tow fee are paid in full.

Payment may be made online using credit card. Checks are not acceptable forms of payment.

Upon payment, the driver or owner must bring proof of payment to Parking Services. Upon verification, a staff member will complete the CHP 180 form and the department Vehicle Release form, authorizing the tow company to release the vehicle to the registered owner.

### Tow Hearing

Within 10 days of the tow, the registered owner or driver may request a tow hearing. The purpose of the tow hearing is to determine if the proper procedures were followed under state law and University regulation prior the removal of the vehicle. Citations may not be appealed using the tow hearing process.

If it is determined that Sonoma State University did not follow the required regulations or laws in the removal of the vehicle, Parking Services shall immediately authorize the release of the vehicle and pay all direct costs associated with the removal and storage of the vehicle. The University may not be liable for any additional costs associated with the removal, including rental vehicle, cab fare or punitive damages. Registered owners or drivers may refer such requests to the Office of Risk Management.

### *Citation Adjudication*

Parking citation appeals are processed pursuant to CVC §40215. Citation appeals shall always be considered in a fair and equitable manner. False information provided by an appellant is grounds for immediate denial of any appeal.

### 1<sup>st</sup> Level Appeal – Initial Review

The 1<sup>st</sup> level appeal is a review to determine if a citation was written pursuant to the University parking policy and/or state law or to determine if outstanding extenuating circumstances warrant the dismissal of a citation in the interest of justice.

Common reasons for dismissal at the first level may include, but are not limited to:

1. Citation includes an error that makes the citation invalid (i.e.: incorrect date or time, license plate number, location or other verifiably incorrect information).
2. Vehicle cited was being operated by a person who has a parking permit registered to him/her or driver can demonstrate that he/she purchased a permit on the day cited.
3. Parking lot signage was missing or incorrect at the time the citation was written.

### *Appellant Responsibilities*

Appeals must be filed by either the driver of the vehicle at the time of the citation or a registered owner. Third party appeals cannot be accepted without approval from the Parking Manager and a written statement from either the driver or the registered owner authorizing the third party to speak on his/her behalf.

Appellants are required to file the appeal within 21 days of the date of issue or within 14 days of the letter date for the Notice of Delinquent Citation. Failure to file the appeal within the designated time waives the appellant(s) right of appeal.

#### *Designation of Staff*

1<sup>st</sup> level parking appeals will be reviewed by a regular (non-student) staff person(s) designated by the Parking Manager. The reviewer may not be any person who has written a citation during the time period where appeals may be received and will generally not be an employee who regularly enforces parking regulations.

Under no circumstance may a staff member who wrote a citation review a 1<sup>st</sup> level appeal for a citation he/she wrote. In such a case, the appeal shall be referred to the manager for review. Additionally, it will be the general practice of the department that appeals filed by employees of the Police Department or Risk Management and Safety Services shall be reviewed by the Parking Manager or Director.

#### *Modes of Appeal*

1<sup>st</sup> Level Appeals should be filed online. Parking Management Bureau and Parking Services shall make a reasonable effort to accommodate a disabled customer by transcribing an appeal, if appropriate and requested.

#### *Review Requirements*

The designated reviewer for 1<sup>st</sup> Level Appeals shall consider all appeals in a fair, equitable, and consistent manner. Personal or professional relationships should not be considered in reviews. While all appeals will be considered based on the specific scenario and the information provided by the appellant, reviewers should make an effort to be consistent in the application of appeal results for similar scenarios.

Reviewers are required to verify information provided by the appellant, including, possession or prior purchase of a parking permit (including date and time of purchase, if applicable), valid chalking record for vehicles cited for timed zone violations, citation and appeal history, etc.

California state law requires that the appellant be provided a reason for denial on the response form for any citation that is not dismissed on appeal.

#### 2<sup>nd</sup> Level Appeal – Administrative Review

If an appellant is not satisfied with the outcome of a first level appeal, he/she may file a 2<sup>nd</sup> level appeal. The Administrative Hearing is a formal process designed to allow an appellant to provide additional information to explain the reason he/she believes a citation should be dismissed. The process also gives the appeal officer additional latitude in considering the extenuating circumstances surrounding the violation.

#### *Designation of Staff*

The Administrative Hearing Officer will be designated by the Division of Administration and Finance. The Hearing Officer will generally be a manager or other unrepresented employee from the University, but may also be a person not associated with the University who is hired on a contractual basis. Per CVC 40215(4)(A), the hearing officer shall not be employed, managed, or controlled by a

person whose primary duties are parking enforcement or parking citation, processing, collection, or issuance. It will be the practice of SSU to appoint a hearing officer who is not the Associate Vice President (AVP) nor is employed by the AVP or similar level administrator who has oversight of Parking Services to ensure impartiality and fairness in the hearing.

The Hearing Officer must complete required Hearing Examiner training within 1 year of appointment and must complete training with Parking Services before beginning hearings.

#### *Appellant Responsibilities*

The Administrative Hearing must be requested by the same appellant that filed the 1<sup>st</sup> level appeal within 21 days of the appeal letter date. As required by the California Vehicle Code, the appeal must be accompanied by payment for the balance of the citation or with a statement of economic hardship. The hardship statement must include detailed information explaining why the appellant is unable to provide payment due to documented economic hardship.

The appellant is required to submit a written statement at the time of the request for hearing that will be used in the event the appellant declines or fails to appear at the scheduled hearing. Appellants who fail to appear at the scheduled hearing are not entitled to a new hearing, although the Hearing Officer may provide such an accommodation at his/her discretion.

Appellants are required to file the appeal within 21 days of the letter date of the 1<sup>st</sup> level appeal response. Failure to file the appeal within the designated time waives the appellant(s) right of appeal.

#### *Modes of Appeal*

Administrative Hearings must be requested using the Request for Administrative Hearing form, which is available online through Parking Management Bureau.

#### *Hearings*

At the time of the hearing request, appellants may request either a written statement review or an in-person hearing. If requested within a reasonable period of time from the request, an appellant who elects a written statement review may change his/her request to a hearing if the officer is able to make a scheduling accommodation.

Hearings must take place on the campus of Sonoma State University. During the hearing, the appellant is permitted to provide any additional evidence that he/she believes supports their claim that the citation should be dismissed.

The officer may make a decision at the time of the hearing or may defer a decision and notify the appellant after the hearing. Regardless of when the decision is rendered, the officer must send the appellant a letter confirming the results of the hearing.

If an appellant does not appear or elects a written statement review, the officer will send a letter outlining his/her findings as soon as a decision has been reached.

If an appeal is denied, payment will be processed. If payment was not submitted with the appeal due to economic hardship, payment is due within 10 days unless the Hearing Officer provides an extension of payment, at his/her discretion. Extensions for payment are not to exceed 90 days without the expressed consent of the Parking Services Director.

If the appeal is approved, the payment will be returned to the appellant or destroyed by the Hearing Officer.

#### *Review Requirements*

The Hearing Officer shall consider all appeals in a fair and equitable manner. Personal or professional relationships should not be considered in appeals. Officers have a much greater amount of discretion in Administrative Hearings, but must ensure they are applying the regulations fairly and consistently.

Hearing Officers are required to verify information provided by the appellant, including, possession or prior purchase of a parking permit (including date and time of purchase, if applicable), valid chalking record for vehicles cited for timed zone violations, citation and appeal history, etc.

California state law requires that the appellant be provided a reason for denial on the response letter for any citation that is not dismissed on appeal.

#### 3<sup>rd</sup> Level Appeal – Judicial Review

If an appellant is not satisfied with the findings of the Administrative Hearing, he/she may appeal the citation to the Sonoma County Superior Court, Civil Division. Judicial appeals must be filed within 30 days of the Administrative Hearing result. If the appellant is successful in his/her appeal, the court will issue a ruling outlining the obligation of the University to provide repayment to the appellant.

#### *Sonoma County Superior Court*

All procedures, filing requirements and hearing procedures are determined by the Sonoma County Superior Court and are subject to change without notice to or knowledge of Parking Services. Appellants are required to contact the Superior Court for current procedures for filing Judicial Review.

#### *Service/Notice of Appeal*

An appellant seeking Judicial Appeal is required to serve the University with notice of the hearing. Such documents should generally not be accepted by Seawolf or Parking Services staff; rather the appellant shall be referred to the University Office of Risk Management to receive service of the notice.

## Parking Facilities

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In coordination with Facilities Management, Parking Services is responsible for the oversight of all parking operated facilities, including the parking lots and the Parking Information Centers.

### *Designation of Parking Facilities*

All facilities that permit parking are to be designated by Parking Services.

### Types of Parking

At Sonoma State University, there are three basic types of parking facilities.

1. General Parking – General Parking lots account for the majority of parking facilities on campus. The General Parking permit is valid in these lots, along with the Housing Parking permit.
2. Reserved Parking – Reserved parking lots are designated lots located in areas close to the center of campus. The Reserved Parking permits, which are sold at a premium rate, are valid in these lots.
3. Housing Parking – Housing parking lots are designated lots located in areas designed to provide convenient parking for residents of the Residential Community. The Housing Parking permits are valid in these lots. General and Reserved Parking permits are also valid between the hours of 7:00 a.m. and 6:00 p.m.

Within each type of parking area, or in other small parking areas generally near buildings, other types of parking may be designated. These include:

1. Timed Space Parking
2. State Vehicle Parking
3. Special Reserved Spaces
4. Disabled Parking
5. Executive Parking
6. Electric Vehicle (EV) Charging Parking

### *Naming Parking Lots*

Parking lots are named by Parking Services. The current system for naming dictates that all General and Reserved parking lots are named with single alpha names, beginning with “A” Lot and currently ending with “O” Lot. Housing parking lots are named with a number preceded by the letter “R”. Currently, Housing parking lots begin with “R-1” and end with “R-12”.

Maps will be made available to the campus community with the lot names and, where possible, signs will be placed in each lot designating the lot name.

Parking areas that are not as easily defined as a parking lot may be designated by the building and/or function of the lot. For example, the GMC Loading Dock or the parking area immediately adjacent Facilities Services follow this naming practice.

Appendix IV is a comprehensive listing of all established parking areas on campus and the types of parking available in the lot.

### Signs/Markings

Parking Services is responsible for procurement of signs to be placed in parking areas and for providing direction to Facilities Management regarding the placement of signs.

### Sign Requirements

Signs should be designed and installed pursuant to the regulations set forth in the Manual on Uniform Traffic Control Devices (MUTCD). The current manual can be found at [https://mutcd.fhwa.dot.gov/pdfs/2009r1r2/pdf\\_index.htm](https://mutcd.fhwa.dot.gov/pdfs/2009r1r2/pdf_index.htm).

Per the MUTCD, parking signs shall be a minimum size of 12" x 18". Signs should be placed at a height that could reasonably be seen by a driver in a standard size vehicle and/or by a driver or pedestrian who is not in a vehicle. Text on signs should be a minimum of 1" for all letters/numbers.

When parking in violation of the parking policy may lead to removal of a vehicle, and whenever else possible, signs should include the authority under the California Vehicle Code (generally CVC §21113) and "SSU Parking Services" and the contact phone number for the department.

Depending on the location, size, intent and visual impact of the sign, new signs may require approval from the Campus Planning Committee (CPC) pursuant to the University Signage policy (#2000-7). The manager is responsible for consulting the appropriate parties when such approval may be necessary.

### Parking Area Marking Requirements

Parking areas should be marked in the manner most efficient and where drivers will see them before parking.

For large parking lots, signs that designate the general type of parking available and other regulations that apply to the lot may be placed at the entrance to the parking lot. The signs found at the entrance to the main parking lots (known as "monument signs") have been approved by the CPC. Significant changes to these signs may require the approval of the CPC.

If there are spaces within such lots or smaller parking areas that have special or different regulations that apply, signs must be placed in the affected area. Depending on the length or number of spaces affected, signs may be placed in front of every space or placed at intervals not to exceed three spaces with arrows indicating the beginning, middle and ending of the area.

In addition to signs as stipulated above, spaces with special restrictions may be marked using different colored paint or painted markings designating the applicable regulation.

Disabled parking spaces shall be marked (paint and signage) pursuant to California Vehicle Code §22511.7. The placement, designation and other design considerations of disabled spaces shall be made, in consultation with the AVP for Facility Services, pursuant to the California Building Code, the Americans with Disabilities Act, and any other applicable act or regulation.

### Management of Signs/Markings

Staff in Parking Services are responsible for notifying their supervisor if parking signs are damaged, missing or not readable. If the sign is missing or is not reasonably readable, enforcement should be suspended until an acceptable sign may be installed.

Signs may be ordered from any company that produces signs in accordance with these regulations. Signs shall be heavy-duty steel or aluminum and made with reflective materials. When different vendors are used, every reasonable effort shall be made to ensure signs are consistent in message and appearance.

### *Facilities Management*

#### Parking Services Responsibilities

Parking Services has oversight responsibility for ensuring that all parking facilities are maintained in a manner consistent with campus standards for aesthetics, safety and regulatory compliance. Issues that do not require technical knowledge or safety precautions for which the employee is not trained and/or that will not represent out of class work should be addressed by Parking Services staff as soon as possible. Work orders should be made with Facilities Management for all other matters. If the issue represents an immediate safety concern, a work order should be made by phone to ensure a timely response.

Issues that may involve the procurement of equipment, including signs, posts, traffic calming devices or paint, should be directed to the Parking Director for approval.

Members of the public may bring issues to the attention of the department. Parking Services will ensure such issues are reviewed as soon as possible and addressed, when appropriate.

#### Facilities Management Responsibilities

Facilities Management is operationally responsible for the landscaping, debris and trash removal, installation of signs, painting, pothole repair and other maintenance to the facilities. In consultation with Facilities Management, Parking Services may obtain services from outside contractors for facility repair, paint and sign placement.

Facilities Management will notify Parking Services when any maintenance or repair will incur costs above the services covered by CSU Executive Order 1000 charges.

#### Work Orders

Work orders for parking facilities will be placed by submitting a request through SSUFixIt via Facilities Management's website. Emergency issues, defined as issues that present an immediate or possible threat to public safety, will be called in directly to Facilities Management.

Work orders that are not routine in nature should be cc'd to the Parking Director.

#### Emergencies and Disasters

If an emergency condition is present in any parking area and Facilities Management is unable to address it in a timely manner, the Parking Director should be notified. This may include damage due to fire, flood, earthquake, tree damage, in-progress criminal activity, traffic accident, or other natural or human-made emergencies.



If the lot cannot be operated safely, the parking lot should be closed or the affected area should be restricted to vehicles and pedestrians until it can be made safe. If appropriate, outside contractors may be used to make emergency repairs or perform emergency maintenance if SSU resources are not available or able to perform the work.

### Deferred Maintenance

Parking Services will develop a deferred maintenance plan to address the ongoing maintenance required to keep parking facilities in good working order. Deferred maintenance may include, but is not limited to:

- Slurry, seal coat, or repair of asphalt surfaces
- Painting of all surface lines and markings
- Repair of concrete surfaces and curbs
- Removal or repair of surfaces damaged by vegetative intrusion
- Replacement of signs damaged by wear and tear

Deferred maintenance may be temporarily suspended based on financial resources. However, it shall remain a priority to continue deferred maintenance as soon as possible to ensure long-term cost savings and proper and safe condition of the lots.

### Maintenance Schedules

When resources permit, parking lots should receive a seal coat or slurry seal, depending upon lot condition, at least every 10 years, but not longer than every 15 years.

Parking lot markings should be repainted at least every 5 years.

Signs should be examined annually to ensure they are properly placed, upright and readable. Signs will be replaced as needed.

Parking Services will coordinate deferred maintenance schedules annually with Facilities Management and determine what work can be done by University staff and which should be done by contractors.

### Funding

Funding for parking lot improvements and deferred maintenance is from Parking Fees revenue. Revenue earned from parking enforcement activities is restricted and may not be used for facility improvements unless those improvements relate directly to the enforcement program or the University Alternate Transportation program.

Parking Services will attempt to fund all deferred maintenance out of current year revenue. If this is not possible, parking fee reserves may be used as appropriate.

# Business Operations

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## *Revenue Management*

Parking Services, in coordination with Parking Management Bureau, the Division of Administration and Finance Budget and Financial Services offices, is responsible for the management of all revenue and expenses from parking fees and fines.

## Parking Fee Fund Use

Pursuant to California Education Code §89701, moneys from the collection of parking fees are to be used for the acquisition, construction, improvement and operation of parking facilities.

## Parking Fine Fund Use

Pursuant to California Education Code §89701.5, moneys from the collection of parking fines shall be used exclusively for the administration of the parking fines program and for the development, enhancement and operation of alternate methods of transportation programs for students and employees.

## Responsible Departments/Divisions

### *Parking Services*

Parking Services is responsible for the oversight and management of the parking program, including, but not limited to:

- Budget and fiscal management
- Policy and regulation development and implementation
- Management of parking personnel
- Management of the parking database (Parking Management Bureau) and online applications
- Parking field operations, including enforcement
- Parking Information Centers operations
- Event services related to parking and traffic (in coordination with Police Services, when appropriate)
- General parking program administration

### *Parking Management Bureau*

Parking Management Bureau is responsible for the collection and reporting of all parking permit and citation management, including, but not limited to:

- Revenue management and reporting to SSU
- DMV holds for outstanding citations
- Mailing and distribution of all parking permits purchased through PMB
- PMB software and website
- Customer service and education
- Parking Kiosk maintenance

### *Financial Services*

Financial Services, within the Division of Administration and Finance, is responsible for the oversight

and processing of all financial transactions for Sonoma State University. Relating to Parking Services, this may include, but is not limited to:

- Approval and production of all vouchers/payments to vendors and contractors
- Processing of refunds to students, faculty, staff and visitors as recommended and approved by Parking Services
- Audit activities to ensure parking operations are conducted in compliance with federal, state, CSU and SSU laws and/or regulations
- Processing and auditing of cash operations
- Processing of employee payroll deduction parking permits and communication to the State Controller's Office regarding these transactions

#### *Seawolf Service Center*

The Seawolf Service Center is responsible only for the processing of customer payroll deduction transactions and customer service related activities and does not set policy or procedures for Parking Services without the consent of the Parking Director. The responsibilities charged to Seawolf Services include, but are not limited to:

- Customer education and service
- Employee payroll deduction initial payment collection and documentation
- Distribution of parking will call materials
- Distribution of temporary alternative and replacement permits (replacing existing permits on a short term basis)

#### *Parking Fee Schedule*

##### Determination of Fees

The parking fee schedule is proposed by Parking Services to adequately support parking operations and ensure that parking facilities will be adequately maintained. Fees must be approved by the Vice President for Administration and Finance and the President of the University.

Parking rates for most employees are determined through collective bargaining. The process for increases is prescribed in the applicable contracts. Reserved parking and daily parking rates are not negotiable under collective bargaining contracts.

##### Alternate Fees

Nothing in the parking fee schedule prohibits Parking Services from negotiating alternate parking fees with University departments or outside groups as long as those arrangements do not provide an unfair discount. Factors that may be taken into consideration may include the length of time vehicle will be on campus each day (i.e.: loading passes for camps), short-term need for parking (i.e.: contractors coming to campus for 6 weeks), and funding source (University versus private funding).

In most instances, alternate parking fees are only to be considered in whole month or whole week increments. For example, if a contractor requires a permit for June 15 through July 30, the charge would be for 2 months.

Generally, the daily alternate price available for parking on campus shall not be less than the daily equivalent cost of a semester permit (calculated by dividing the semester permit cost by the number of days in one semester).

*For example, at \$110.00 per semester, the permit is valid for a 16*

*week semester. With 80 days in 16 weeks, \$110/80 equals \$1.375 per day. Nothing in this calculation prohibits the rounding of the rate to an appropriate level.*

Contract rates shall be formalized in a Memorandum of Understanding (for University departments) or incorporated into operational or financial contracts (for non-campus groups). MOU's or contracts must include language specifying the term of the negotiated rate, conditions for parking, payment arrangements and a stipulation requiring renegotiation whenever parking rates are changed by the University.

### Current Fee Schedules

The current fee schedule for parking permits can be found in Appendix I.

### Refunds

All parking permit sales are final. Refunds are available under very limited circumstances as provided below.

#### *Refund of Parking Fees (Permits)*

Refunds are available for semester permits under the following circumstances:

- Refund may be issued if the permit was sold for an incorrect amount, in excess of the proper sale price. The refund will be only for the difference between the charged amount and the correct sale amount.
- Employees participating in payroll deduction may be issued a refund if a request is made in writing through Seawolf Services to have a deduction discontinued and the permit is returned and the deduction is not stopped in the following pay period. Refunds in such circumstances shall be in whole month deductions only.
- Refunds may be issued if all classes a student is enrolled in or a faculty member is scheduled to teach are cancelled by the University prior to the start of the class. Permit must be turned in to Transportation & Parking Services or the Seawolf Service Center.
- Refunds may be issued to students if the University makes a delayed decision that the student is not eligible to enroll in the term and the delayed decision was not due to incomplete or inaccurate information provided by the student. Permit must be turned in to Transportation & Parking Services or the Seawolf Service Center.
- Refunds may be issued to students who are activated for compulsory military service prior to the beginning of the term. Permit must be turned in to Transportation & Parking Services or the Seawolf Service Center.
- Refunds may be authorized by the Director for extraordinary circumstances where the permit holder was not at fault for the loss (vehicle theft, for example) and when all other means of replacement and reimbursement have been exhausted (insurance, for example).

See "Refund Schedule" below for the qualifying amounts of refunds for the above circumstances.

Refunds for the following circumstances are not available:

- Refunds of shipping fees are not available under any circumstances.
- Partial month refunds for employee payroll deduction permits are not available under any circumstances.

- Employees who purchase a semester permit at full price who change classifications and are then eligible for a reduced rate permit are not eligible for a refund of the difference in the rates unless the employee was eligible for the discounted rate prior to the sale date and the amount charged was in error.

#### *Credit for Exchanges/Upgrades*

Customers may receive a credit balance when upgrading a parking permit or exchanging a permit for one of equal value. The amount of the credit is determined at the point of sale for the new permit.

The amount of the credit is the value of the permit being exchanged or upgraded on the day of the transaction.

Permits being exchanged for a permit of equal value (General to Housing, for example) shall not result in a remaining balance or credit.

Permits being upgraded for a permit of a higher value (General to Reserved, for example) will result in a credit balance, which shall be applied to the purchase of the upgraded permit.

#### *Refund Schedule*

Customers who are deemed eligible for a refund for a semester permit under the circumstances described above may receive a prorated refund if the event causing the eligibility occurs after the first day of classes. The refund proration is as follows:

Fall Term		Spring Term		Summer Term	
August 1 – September 30	75%	January 1 – February 29	75%	May 1 – June 30	66%
October 1 – October 31	50%	March 1 – March 31	50%	July 1 – July 31	33%
November 1 – November 30	25%	April 1 – April 30	25%	August 1 – August 31	0%
December 1 – January 31	0%	May 1 – June 30	0%		

The refund schedule, including current amounts, can be found in Appendix II.

#### *Parking Fee Payments*

Parking permits may be purchased through various means based on the type of permit and department or individual requesting the permit.

#### Short-Term Parking Permit Payments

Short term parking permits are available for sale through both point of sale options and through Parking Services by department chargeback or billing.

- **Parking Permit Machines:** Permit machines are located in parking lots throughout campus. Using these machines, any person can purchase a pass valid for 24 hours from the time of purchase. The machine in Parking Lot A dispenses Reserved parking permits, all others

dispense General parking permits. The machines accept cash (no change given) or credit cards.

- Parking Information Booths: The Information Booths sell parking permits during the hours of operation. Permit may be purchased for up to 7 consecutive days at one time. Permits are valid 24 hours from the time and date of purchase for each day. Payment is available by cash or credit.
- Online: Permits can be purchased online at <https://pmb.csustan.edu/dailypermits/#/> before arriving to campus. Permits must be printed before arriving to campus. Daily and weekly permits can be purchased online.
- Visitors to the campus may, under limited circumstances, pre-purchase parking permits by contacting Parking Services. Payment must be remitted prior to the permits being made available to the visitor. Due to administrative limitations, this practice is generally discouraged. It may be extended, however, in circumstances where other alternatives are not viable for the visitor and the visit is crucial to the mission of the University.

### Department-Sponsored Guest/Contract Payments

University departments may choose to purchase parking permits for guests who are visiting campus for purposes that do not qualify for Official Guest permits by the University Parking Policy. The fee for such permits is the same as the full, published rate, unless a separate rate is covered by a Memorandum of Understanding between Parking Services and the department.

Generally, payment for department sponsored guest permits will be processed using chargeback (for University (SOCMP) funds) or invoice (non-University funds). Prior to receiving the permit, the requesting department must complete the Permit Billing Authorization form, indicating the financially responsible department, chartfield string and any limitations on the authorization. Authorizations must be renewed annually.

Financial Services may define limitations on the use of University (state provided) funds for the purchase of parking permits for specific circumstances. This is generally associated with the concept of gifting of state funds improperly. Consult with Financial Services as needed.

Parking Services is responsible for the billing on a regular basis.

### Semester Permit Payments

Students, faculty, staff or visitors may purchase semester parking permits. Payments are accepted through the following means:

1. Online – Using Parking Management Bureau. The system accepts MasterCard, Visa, American Express or Discover (with 3% credit card service fee) or online check (no service charge).

Payment may not be made directly to Parking Services under any circumstance. Permits prepared or otherwise arranged by Parking Services will be prepared for distribution and payment collection by Parking Management Bureau.

### Payroll Deduction

Qualifying employees may elect to have parking fees deducted from their paycheck monthly.

Qualifying employees are determined by classification. Generally, it is those employees who are paid through “Master Payroll.” Employees who are hourly/intermittent, special consultants, student

employees and those with appointment end dates are generally not eligible for payroll deduction payments. Seawolf Services can confirm eligibility.

### Parking Fine Payments

Parking citation payments may be remitted through the following means.

#### Online

Parking citations may be paid using the online parking system 24 hours a day, 7 days a week. Citations may not be available for payment for up to 24 hours after the issue date/time. Whole or partial payments may be made online using MasterCard, Visa, American Express or Discover (with a 3% service fee).

Citations under a collection hold may take up to 8 weeks to clear at the DMV, which may delay the ability of the owner to register the vehicle.

#### By Mail

Citation payments may be returned to the Parking Management Bureau by mail using checks only.

#### DMV

Citations not paid within 60 days of the issue date are subject to collection hold at the California DMV. Citations that are actively under collection hold at the DMV should not be paid at Sonoma State. A \$3 fee (fee is subject to change per DMV regulations) is assessed once a citation becomes eligible for hold at the DMV.

#### Other Collections

Generally, the DMV is the only collection mechanism used by Parking Services for the recovery of parking citation fines. However, in cases where the DMV is unable to collect the fine on behalf of the department, other means may be used. These include student record holds, collection through University accounts receivable, and/or private collection agency assistance. Any collection mechanism used must ensure that the proper individual(s) are being held accountable for the outstanding debt and that other regulatory requirements are met.

#### Refunds of Parking Fines

Parking fines may be refunded only under the following circumstances. Refunds are due to either the registered owner of the vehicle or the person who paid the fine. If refunds are granted to someone other than the registered owner, proof of payment by another party must be documented and provided to Parking Management Bureau prior to refund.

- Payment was made in error, when it can be demonstrated that the person making the payment holds no liability to the vehicle as a registered owner or driver when the citation was placed on the wrong vehicle or the Notice of Delinquent Citation was mailed in error.
- Payment in excess of the balance due is refundable when the same vehicle does not have outstanding fines balance(s) with Parking Services. This includes citations that are dismissed on appeal after payment is rendered.
- Payment is made at the Department of Motor Vehicles (DMV) under a registration hold and is paid at Parking Management Bureau. Refund for the overpayment may not be processed until Parking Services receives confirmation from the DMV that the fine has been paid. DMV Collection fees in the scenario, however, are not refundable.

- Parking citation and/or tow fees may be refunded when it is found in a tow hearing that the citations and/or the tow were processed improperly and a refund is due to the customer.
- Refunds will be issued upon order of the Superior Court in relation to Judicial Review of citations (3<sup>rd</sup> level appeals).
- Late or collection fees may be refunded when it is demonstrated that Parking Services or Parking Management Bureau did not meet the requirements of the California Vehicle Code in assessing such fees.



# Appendix I: Fee Schedules

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Parking permit rates are as follows:

## *Semester Permits (Fall or Spring):\**

General	\$110.00
Housing	\$110.00
Reserved	\$262.00
Motorcycle	\$27.00

## *Summer Permits*

General	\$78.00
Reserved	\$262.00
Motorcycle	\$21.00

## *Daily Permits (Valid for 24 Hours from time of purchase)*

General	\$5.00
Reserved	\$8.00

\* This rate applies to students and employees without parking rates negotiated through collective bargaining. See Employee Permits for other rates.

\*\* "Performance Events" are defined as those events that take in the Green Music Center Weill Hall, Commons, and/or lawns and exclude the Music Education Building and SSU academic class performances.

## Appendix I: Fee Schedules *(continued)*

### Employee Permits\*

Parking Type	Employee Group	12-Month Rate	Academic Year Rate	Semester Rate	Summer Rate
General/ Housing	Administrator I – V, E99, Unit 11	\$24.00	\$17.50	\$110.00	\$78.00
	Units 1, 2, 4, 5, 6, 7, 8, 9, C99	\$15.06	\$12.55	\$67.78	\$45.19
	Unit 3	\$13.19	\$10.99	\$59.39	\$39.59
Reserved	All Employees	\$56.00	\$44.00	\$262.00	\$157.00
Motorcycle	Administrator I – V, E99, Unit 11	N/A	N/A	\$27.00	\$21.00
	Units 1, 2, 4, 5, 6, 7, 8, 9, C99	N/A	N/A	\$27.00	\$21.00
	Unit 3	N/A	N/A	\$27.00	\$21.00

#### \* Rate Definitions

- 12 Month = Permit paid through monthly payroll deduction. Valid 12 months per year.
- Academic Year = Permit paid through monthly payroll deduction. Valid one week before the start of fall semester. Expires one week after spring semester.
- Semester Rate = Permit paid in full. Valid during designated dates for fall and spring semesters.
- Summer Rate = Permit paid in full. Valid during designated dates for summer semester.

## Appendix II: Refund/Proration Schedule

STUDENTS/ADMIN I – V/E99/UNIT 11						
Term	Permit Type		Aug 1 - Sept 30	Oct 1 - Oct 31	Nov 1 - Nov 31	Dec 1 - Exp Date
			Jan 1 - Feb 29	Mar 1 - Mar 31	Apr 1 - Apr 30	May - Exp Date
Fall/ Spring	General/ Housing	Sale	\$ 110.00	\$ 83.00	\$ 62.00	\$ 47.00
		Refund	\$ 83.00	\$ 62.00	\$ 47.00	\$ 0.00
	Reserved	Sale	\$ 262.00	\$ 197.00	\$ 148.00	\$ 111.00
		Refund	\$ 197.00	\$ 148.00	\$ 111.00	\$ 0.00
	Motorcycle	Sale	\$ 27.00	\$ 20.00	\$ 15.00	\$ 11.00
		Refund	\$ 20.00	\$ 15.00	\$ 11.00	\$ 0.00
			May 1- June 30	July 1 - July 31	Aug 1 - Exp Date	
Summer	General/ Housing	Sale	\$ 73.00	\$ 49.00	\$ 33.00	
		Refund	\$ 49.00	\$ 33.00	\$ 0.00	
	Reserved	Sale	\$ 157.00	\$ 105.00	\$ 70.00	
		Refund	\$ 105.00	\$ 70.00	\$ 0.00	
	Motorcycle	Sale	\$ 21.00	\$ 14.00	\$ 9.00	
		Refund	\$ 14.00	\$ 9.00	\$ 0.00	

UNITS 1, 2, 4, 5, 6, 7, 8, 9, C99						
Term	Permit Type		Aug 1 - Sept 30	Oct 1 - Oct 31	Nov 1 - Nov 31	Dec 1 - Exp Date
			Jan 1 - Feb 29	Mar 1 - Mar 31	Apr 1 - Apr 30	May - Exp Date
Fall/ Spring	General/ Housing	Sale	\$ 67.78	\$ 51.00	\$ 38.00	\$ 29.00
		Refund	\$ 51.00	\$ 38.00	\$ 29.00	\$ 0.00
	Reserved	Sale	\$ 262.00	\$ 197.00	\$ 148.00	\$ 111.00
		Refund	\$ 197.00	\$ 148.00	\$ 111.00	\$ 0.00
	Motorcycle	Sale	\$ 27.00	\$ 20.00	\$ 15.00	\$ 11.00
		Refund	\$ 20.00	\$ 15.00	\$ 11.00	\$ 0.00
			May 1- June 30	July 1 - July 31	Aug 1 - Exp Date	
Summer	General/ Housing	Sale	\$ 45.19	\$ 34.00	\$ 25.00	
		Refund	\$ 34.00	\$ 25.00	\$ 0.00	
	Reserved	Sale	\$ 157.00	\$ 105.00	\$ 70.00	
		Refund	\$ 105.00	\$ 70.00	\$ 0.00	
	Motorcycle	Sale	\$ 21.00	\$ 14.00	\$ 9.00	
		Refund	\$ 14.00	\$ 9.00	\$ 0.00	

## Appendix II: Refund/Proration Schedule *(continued)*

UNIT 3 (CFA)						
Term	Permit Type		Aug 1 - Sept 30	Oct 1 - Oct 31	Nov 1 - Nov 31	Dec 1 - Exp Date
			Jan 1 - Feb 29	Mar 1 - Mar 31	Apr 1 - Apr 30	May - Exp Date
Fall/ Spring	General/ Housing	Sale	\$ 59.39	\$ 51.00	\$ 38.00	\$ 29.00
		Refund	\$ 51.00	\$ 38.00	\$ 29.00	\$ 0.00
	Reserved	Sale	\$ 262.00	\$ 197.00	\$ 148.00	\$ 111.00
		Refund	\$ 197.00	\$ 148.00	\$ 111.00	\$ 0.00
	Motorcycle	Sale	\$ 27.00	\$ 20.00	\$ 15.00	\$ 11.00
		Refund	\$ 20.00	\$ 15.00	\$ 11.00	\$ 0.00
			May 1 - June 30	July 1 - July 31	Aug 1 - Exp Date	
Summer	General/ Housing	Sale	\$ 39.59	\$ 30.00	\$ 23.00	
		Refund	\$ 30.00	\$ 23.00	\$ 0.00	
	Reserved	Sale	\$ 157.00	\$ 105.00	\$ 70.00	
		Refund	\$ 105.00	\$ 70.00	\$ 0.00	
	Motorcycle	Sale	\$ 21.00	\$ 14.00	\$ 9.00	
		Refund	\$ 14.00	\$ 9.00	\$ 0.00	

## Appendix III: Citation Fine Schedule

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*Effective August 7, 2017*

Violation	Base Fee
Failure to Display Permit	\$25.00
No Valid Permit	\$45.00
Using More Than One Space	\$45.00
Expired Registration Tags	\$45.00
Parking Not Within Defined Space	\$55.00
Non-Designated Parking	\$55.00
Over Time Limit	\$55.00
Reserved Parking	\$65.00
Parking on Sidewalk/Walkway	\$65.00
No Parking- Marked	\$65.00
No Parking Zone	\$65.00
Non-Electric Vehicle	\$65.00
Fire Lane- Marked	\$65.00
Executive Parking	\$85.00
Disabled Space	\$295.00
Blocking Disabled Access	\$295.00
Fraudulent or Altered Permit (G or H)	\$295.00
Fraudulent or Altered Permit (R)	\$415.00

## Appendix IV: Lot Listing/Description

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Effective July 2012

The following is a comprehensive listing of all established parking areas on campus and the types of parking available in the lot.

Lot Name	General	Housing	Reserved	Disabled	Timed	State	M/C	Other
A Lot			✓	✓	✓		✓	✓
B Lot				✓	✓	✓		
C Lot				✓	✓	✓		✓
D Lot			✓		✓		✓	✓
E Lot	✓			✓				
F Lot	✓						✓	
G Lot	✓			✓			✓	
H Lot	✓						✓	
J Lot	✓						✓	
L Lot	✓			✓			✓	✓
M Lot	✓			✓				
N Lot	✓							
O Lot	✓							
Lot R-1		✓		✓	✓			
Lot R-2		✓		✓				
Lot R-3		✓		✓	✓		✓	
Lot R-4		✓	✓	✓		✓	✓	
Lot R-5		✓		✓			✓	
Lot R-6		✓		✓			✓	
Lot R-7		✓						
Lot R-8		✓		✓				
Lot R-9		✓		✓	✓		✓	
Lot R-10		✓		✓	✓		✓	
Lot R-11		✓		✓				
Lot R-12		✓		✓				
Info. Booth				✓	✓			
Building 49			✓	✓	✓			
Boiler Plant					✓	✓		
Facility Services				✓				✓
Juniper Lane			✓		✓			
Ives Dock					✓			
Health Center								✓
Stevenson Dock					✓			
Zinfandel Dock					✓			
PE Dock				✓				✓
Rec. Center					✓			

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