

AP 151 – CONTROL OF VEHICULAR TRAFFIC ON CAMPUS

Associated Board Policy: 151.00 – Control of Vehicular Traffic on Campus

Procedure Owner: Executive Vice President of Finance & Administration

Related Procedures: none

I. Procedure Scope and Purpose

It is the desire of Cowley College to provide an open and controlled atmosphere for all vehicular traffic on campus, including parking restrictions, parking registrations, etc. when and where appropriate. All Federal, State, and local laws and ordinances shall be followed and enforced.

II. Definitions

Vehicular Traffic: All traffic, including but not limited to automobiles, motorcycles, bicycles, etc., as types of vehicle and includes the use upon or adjacent to college property, whether the vehicle is moving, parked, or otherwise.

Parking Restrictions: Designated areas or spaces where parking is limited or prohibited, as indicated by posted signs or markings.

Handicap Parking: Parking spaces reserved for individuals with disabilities, in compliance with the Americans with Disabilities Act (ADA).

Fire Lane Parking: Any roadway, driveway, or pavement designated for emergency vehicle access where parking is prohibited.

Impoundment: The act of immobilizing, towing, relocating, or storing a vehicle as a result of a violation.

Parking Registration: The process of officially recording a vehicle for use on college property and displaying the assigned parking permit.

Parking Violation: The act of parking a vehicle in an unauthorized location or manner contrary to posted signs, markings, or campus regulations.

Motor Vehicle Accident: A collision or incident involving one or more motor vehicles on college property that results in damage, injury, or both.

III. Procedure

A. Registration of Motor Vehicles

1. All Cowley College students, faculty, staff, and administration must display a valid parking permit on their vehicle, at all campus locations, when utilizing any property owned by the college.
2. There is no fee for the first permit issued to an individual's vehicle. Additional permits may be purchased for a fee of \$1.00.
3. The permit should be displayed in the lower corner of the windshield on the passenger side of the vehicle.
4. While the College strives to provide sufficient parking, access will be limited by the physical parking facilities available. Displaying a parking permit does not guarantee a parking place on campus.

5. If you change license plates on your vehicle or get a new vehicle, you must notify the admissions office prior to parking on campus.
6. The college is not responsible for fire, theft, damage to, or loss of, any vehicle parked or operated on college property.

B. Parking Regulations

1. All Cowley students, faculty and staff may park in any parking space unless otherwise designated by curb markings or signage.
2. Vehicles should be within the bounded parking space, including parking on surrounding city streets.
3. Parking for handicap access are designated on campus.
 - a. Federal regulations call for 24-hour control of designated handicap parking, no exceptions allowed.
 - b. A valid state handicap permit must be displayed when parked on campus in a designated handicap space.
 - c. Only the person issued a handicap permit is legally allowed to use it. The person qualified for the handicap permit must be present when parking in a handicap space.
 - d. Any vehicle illegally parked in a designated handicap space without properly displaying a valid handicap permit, or any person illegally utilizing the permit of another may be subjected to impoundment at the owner's expense.
4. Fire zones are designated on campus.
 - a. Federal regulations call for 24-hour control of fire zones, no exceptions allowed.
 - b. The obstruction of a designated fire zone by a parked vehicle or any other object is prohibited and shall constitute a traffic and fire hazard as defined in state law and the Uniform Fire Code.
 - c. Any vehicle that is illegally parked in a fire lane may be subject impoundment at the owner's expense.
5. Two-wheeled motor vehicles may be parked in any parking space; designated parking areas have been allocated and marked specifically for motorcycles.
6. Bicycles may be parked, preferably secured, in any bicycle rack provided on college property.
7. Vehicles are subject to towing at the owner's expense if abandoned, parked illegally, or deemed to cause other traffic safety issues.

C. Traffic Regulations

All state, local, and college traffic regulations will be enforced on owned or occupied college property.

1. Enforcement of traffic regulations is a duty of the Campus Security and Public Safety Department. Local law enforcement shall also monitor and enforce traffic and parking violations for all areas adjacent to college property. Local law enforcement may issue fines per local ordinance and state laws.

D. Impoundment

1. Lots and spaces are occasionally closed to accommodate construction and special events on or near campus. Campus Security and Public Safety will work to provide adequate notice, whenever possible. Failure to adhere to lot or space closure information can result in impoundment of the vehicle at the owner's expense.
2. Impoundment may also occur for violations of the following but are not limited to:
 - a. Parked in a fire zone
 - b. Illegally parked in a handicap area or space.
 - c. Disregarding barricades, traffic cones, or other traffic control devices.
 - d. Parked on any lawn, sidewalk, or any area that restricts pedestrian or vehicular traffic.
 - e. Blocking access to building, loading zones, reserved areas, or maintenance equipment.
 - f. Parking or storing a non-operating vehicle on campus, includes vehicle abandonment.

E. Motor Vehicle Accidents

All accidents occurring on a College campus roadway or parking lot should be reported immediately to Campus Security and Public Safety. Officers will investigate all reported accidents on College property, file all necessary

reports, aid in the drivers' exchange of information, render needed first aid or summon appropriate medical assistance and arrange for vehicles to be towed if they are not operational.

IV. Effective Date(s)

This procedure first became effective: November 4, 2025

V. Signature and Title

This procedure is implemented by: Holly Harper

Title: Executive Vice President of Finance and Administration