



## **Policy**

In accordance with A.C.A. 25-17-307 and the Board of Trustees, NWACC has the authority to establish rules and regulations for the registration, operation, and parking of all vehicles including fines and penalties. The established rules and regulations are binding on all faculty, staff, students and all others utilizing any and all lands owned or controlled by NWACC. The established rules, regulations, and procedures for enforcement are published annually for review.

## **Regulations and Procedures**

**A. NorthWest Arkansas Community College** (NWACC) strives to provide adequate parking for students, faculty, staff and visitors. Automobiles, trucks, motorcycles and motor scooters are considered motor vehicles and their operators are required to comply with all college parking and traffic regulations as well as state and municipal laws while on campus. Failure to comply may result in the issuance of a citation, immobilization and/or towing of the vehicle. Individuals receiving citations may file an appeal to the Chairperson of the Judicial Committee.

### **1. Students**

All enrolled students must have an NWACC-issued hangtag, valid for one academic year, displayed for any motor vehicle parked on the main campus. Hangtags **or** decal to be affixed to the current hangtag are issued to the student, connected to student ID number rather than a particular vehicle's license number. This allows greater flexibility in choosing the vehicle to drive to campus. Students are strongly encouraged to utilize the parking garage as the vast majority of the 800 plus parking slots are available only for students.

### **2. Faculty/Staff**

Faculty/staff personnel must fill out the on-line application (located on the NWACC Website) for a parking hangtag or decal to be affixed to the current hangtag, valid for one academic year. For identification purposes the hangtag is issued to the individual and must be displayed on any vehicle parked on campus. Full time faculty/staff also have the option of purchasing a reserved/numbered parking space in the parking garage or other surface areas. Faculty and staff who have unpaid parking fines will not be able to purchase a new hangtag. Further disciplinary actions may be taken as deemed appropriate.

## **B. Parking Areas**

Some areas and spaces are posted to indicate restricted parking for certain individuals or vehicles. All vehicles parked in restricted areas and spaces must conform to the posted restrictions or obtain special permission from the Department of Public Safety (D.P.S.) for any exception. Restricted parking areas and reserved and numbered spaces are enforced at all times.

### **1. Student**

Student parking is available in designated student parking areas at each NWACC facility, and all levels of the parking garage other than those spaces designated as handicapped, reserved/numbered, visitor, or service vehicle. Student parking may be used by faculty and staff when their parking areas are full.

### **2. Faculty/Staff**

Faculty/Staff parking areas will be designated on the surface parking lots for each NWACC facility. Faculty/Staff reserved and numbered parking will also be designated in surface parking areas and the parking garage. Faculty/staff may park in the surface student parking areas when their parking areas are full. On the rare occasion that all spaces in the surface parking areas are full, faculty/staff may park in the parking garage; however, the Department of Public Safety must be notified immediately.

### **3. Visitor**

Visitor parking for individuals or groups will be designated in the surface parking areas, and parking garage. Limited time parking for visitors will be in the circle drive in front of Burns Hall and will be strictly enforced. Visitors parking longer than 10 minutes should request parking passes at the Public Safety office in Burns Hall.

#### **4. Service/Vendor Vehicles**

Vendor or service vehicles will have a designated parking area in the Burns Hall area.

#### **5. Disability Accessible Parking**

Disability accessible parking will be located in the most convenient building access areas and the parking garage. State issued handicapped placards or tags as well as NWACC-issued hangtags are required.

#### **6. Motorcycle Parking**

Motorcycle and/or scooters will park in designated areas only.

### **C. Campus Parking and Traffic Regulations**

The speed limit on campus is 10 mph. Parking and traffic laws and regulations are enforced by Department of Public Safety officers at all times. These rules and regulations are designed to provide orderly parking for students, faculty/staff and visitors, and to ensure emergency access to campus facilities and provide a safe environment for all.

### **D. Citations**

Failure to comply with campus parking and traffic regulations may result in the issuance of a citation. Each citation except an “unauthorized parking in disability accessible space” citation has a corresponding fine from \$25 to \$50. Subsequent violations by the same individual may result in an amount double the initial fine\*\*. All fines must be paid or an appeal filed within 10 business days of issuance.

Violations for which drivers may receive citations include but are not limited to the following:

#### **\$25.00 Fines**

- Parking in Faculty/Staff designated space without appropriate hang tag
- Parking in parking garage without appropriate hang tag
- Parking in a visitor or limited-time space without approval
- Parking on the lawn
- Parking in a manner that impedes traffic flow
- Failure to yield right of way
- Hazardous or reckless driving
- Failure to obey traffic control device
- Leaving the scene of an accident
- Parking in crosswalks
- Backing into parking spaces in the Parking Garage only, except for motorcycles
- Parking motorcycle in space not designated specifically for motorcycle parking

#### **\$50.00 Fine plus possible towing expense**

- Parking in fire lane or by fire hydrant
- Parking in reserved and numbered space without appropriate hang tag

#### **\$100.00 Fine plus possible towing expense**

- Unauthorized parking in disability accessible parking space

\*\*Other fines will be determined by the Judicial Committee.

### **E. Vehicle Towing/Immobilization**

NWACC reserves the right to tow/immobilize any vehicle on college owned or controlled property without a current parking permit, vehicles parked in numbered reserved parking spaces without appropriate tag, vehicles parked in a fire lane or by a fire hydrant, or vehicles parked in disability accessible parking spaces without appropriate tag and/or license plate. Vehicles may also be towed if parked so as to impede the access of emergency vehicles or where causing a traffic or pedestrian hazard or as deemed necessary by college officials. Any person whose vehicle is towed or immobilized should see the Public Safety Office in Burns Hall for information. Drivers and/or owners of towed vehicles will be responsible for towing and/or storage charges where applicable.

## Procedures

### **A. Parking Hangtags**

- 1. Students** – Students must pick up a parking hangtag or decal which will be valid for an academic year. Hangtag distribution locations will be announced prior to the beginning of each semester. The hangtag or decal must be displayed on any vehicle parked on the campus. Loss of hangtags must be verified by the Department of Public Safety, and will be replaced for a fee.
- 2. Faculty/Staff** – Faculty/staff personnel must fill out an on-line application for a parking hangtag or decal prior to the beginning of each academic year. Forms are located on the college website. The hangtag or decal is issued to the individual and must be displayed on any vehicle parked on campus. Full-time faculty/staff also have the option of purchasing a reserved numbered parking space in the parking garage or surface area. Loss of hangtags must be verified by the Department of Public Safety and be replaced for a fee. Replacement hang tags must be paid for at the Cashier's Office and picked up at the Administrative Services Office.
- 3. Visitors** – Visitors may pick up temporary parking permits from the Department of Public Safety in Burns Hall. Event planners may secure temporary parking permits for non-employee or student groups and mail those permits to participants prior to the event.

### **B. Citation Appeal Process**

Anyone receiving tickets/citations issued by NWACC's Department of Public Safety has the right to appeal if they feel the citation is unjustified. Citation appeals are administered under the auspices of NWACC's Judicial Committee. The appeal process must be initiated within ten (10) work days of the date of the ticket issue. To initiate the process, an online appeal form must be completed. The appeal form is located under the Department of Public Safety on NWACC's website.

The Chair of the Judicial Committee will give notice of the date, time, and location that the Parking Citation Appeal Committee will meet. The committee will meet within 12 work days of the receipt of the appeal. The person appealing will be given the opportunity to appear in person at the meeting to state their case, but a personal appearance is not mandatory. After the determination is made, the Chair of the Judicial Committee will notify the person appealing of the outcome.

If payment is due, it must be made within 10 working days of the appeal notice outcome. If the fine is not paid on time a hold will be placed on their account and they will be unable to get grades or transcripts, have their records sent to another college or graduate.

Any person who is not satisfied with the determination made by the administrative review of the Parking Citation Appeal Committee may file an appeal with the Bentonville District Court. Court costs or additional fines may be incurred. A request in writing must be made within 30 days of receiving the ticket to the District Court asking for the matter to be set for trial.