



THE VEHICLE CODE

Rev. 09/2010

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Article I: Emergencies

- Call 911 *first* for life threatening emergencies.
- Call Security to make a report of any life threatening emergency, crime, traffic accident on campus, serious injury, medical emergency, property damage, lost/found, fire alarm activation, alcohol or controlled drug violation, suspicious person, or safety hazard.
- Security is also available for assistance in registering your car, receiving a parking permit, answering questions about vehicle code or parking tickets, granting access to buildings or classrooms after hours, or unlocking dorms/rooms (fee required).
- Security Contact Information:
 - o Guard Shack: 661-362-2500
 - o On-Duty Supervisor: 661-713-7561
 - o Director of Security: 661-362-2208
 - o Business: campussecurity@masters.edu
 - Security Codes & Safety Information: www.masters.edu/security
- In the event of a life threatening emergency, cellular text messages and e-mails will be distributed to registered users to communicate important instructions on how faculty, staff, and students should respond.

Article II: Quick Reference

- Student vehicles require a parking permit. Please stop by the guard shack or security office when <u>first</u> bringing your vehicle to campus.
- Faculty and Staff vehicles require a parking permit which may be obtained from Human Resources. Temporary permits are available from the guard shack or security office.
- Guest vehicles only require a permit when parked overnight and are issued from the guard shack. Please instruct your guest to park only in visitor or non-reserved spaces.
- Dorm housing students may NOT park on lower campus Monday to Friday between the hours of 8:00 am – 5:00 pm.
 - Exception: Dorm students with injuries or medical conditions may receive a temporary permit from the guard shack while injured. This permit is issued on the student's honor. Extended use injury permits require a note from a doctor, campus nurse, or athletic trainer. Extended use parking passes are only issued from the security office. There are no other exceptions for parking on lower campus as a resident student during business hours, to include: temporary parking for togo meals, paper drop offs, work/class conflicts or athletics practices/games.
- Ticket Appeals must be filed within 7 days of issuance and only on Master net / my tickets. Appeal decisions are emailed to students after review and are final.

Article III: Introduction

The contents of this manual primarily serve as a guide for responsible student driving on campus, but also contain general security information which may be helpful for any students.

Campus Security Officers (CSO) have the legal power to arrest granted to any private citizen in the State of California pursuant to Penal Code 837. If the need arises for a major criminal investigation or arrest, the Los Angeles County Sheriff's Department is contacted as the authorized law enforcement agent for the Santa Clarita Valley.

The Campus Security Department (CSD) observes and reports its activities to the administration using a computerized log, and submits reports on any crime, fire alarm, medical emergency, serious injury, property damage, traffic collision, or serious student misconduct. These reports contain confidential information which is shared only with administrators responsible for the oversight of institutional liability or student discipline.

CSD functions as first-responder for any emergency until the Los Angeles County Fire or Sheriff's Department arrive. CSO's initially attend a 7 week community based training course in disaster management (C.E.R.T.), are certified in CPR/AED through the American Heart Association, and train regularly in security techniques.

CSD encourages students to take reasonable precautions to protect personal property, such as locking your vehicle, dorm room, and not leaving valuables unsecured or visible in cars. The Master's College will not assume financial responsibility for the loss of money, personal belongings or for damages to property belonging to any individual.

Article IV: Office Locations

- 1. **Guard Shack:** The guard shack is located at the entrance to the dorm housing area and is open 24 hours for drive-up or walk-up service. If there is no officer at the booth please call 661-362-2500 and/or 661-713-7561 to reach an officer.
- 2. Business Office: The security business office is located on North Campus across from the Business and Teacher Education center. Office hours vary each semester, but someone is generally available for inquiries during business hours. The Director of Security maintains an office within this building. Students are encouraged to deal with any security business at the office between classes.
- 3. **Mobile Security Post(s):** Officers may maintain a security presence within golf carts or other vehicles on the campus. This is a routine patrol technique and does not indicate any problem.

Article V: General Responsibility

- 1. Responsibility to Read: All employees and students are responsible to read and abide by the regulations set forth in the "TMC Vehicle Code" and updates. Please contact the Security Director with questions regarding these policies. Please educate any invited guests on pertinent regulations, necessary to the safety of the campus.
- 2. California Vehicle Codes: (CVC) are applicable and enforced by Security on TMC property, except when modified by the "TMC Vehicle Code." We may be stricter, but not generally more lax.
- 3. **State Registration:** All vehicles on TMC property must be legally registered with the student's home state. Display of a parking permit is no guarantee of a parking privilege or available space. Any vehicle with expired vehicle registration may be subject to citation and removal. Please make an appointment to speak with the Director if you anticipate a problem.
- 4. State License: Anyone driving a vehicle on TMC property must be legally licensed for the class of vehicle operated, i.e. motorcycle, motor vehicle, commercial vehicle.
- Car Insurance: Anyone who operates or stores a vehicle on TMC property must maintain insurance coverage.
- 6. **General Responsibility:** TMC does not assume responsibility for damage to a vehicle due to theft, vandalism, sporting events, floods, fires, earthquakes, riots, accidents, pranks, etc. Park at your own risk.

Article VI: Parking Permits

- Parking Permits: Faculty, Staff, Student, or overnight Guest must receive a parking permit from security to park on campus. Guests will be issued a temporary pass, if staying overnight, but otherwise do not require a pass to park on campus. If cited by security for no permit, please instruct your guest to stop by security and explain they were visiting and it will be voided. Students are assessed a yearly fee by the registrar for the privilege of operating a vehicle at TMC. Permits which are lost or intentionally removed without reasonable cause will incur a replacement cost of \$5.00.
- 2. On-Line Registration: Students enrolling in classes for the semester indicate whether a car will be brought to campus and are prompted to enter full information. To obtain a permit, please go on-line to Master Net and click on "vehicle registration." If your current vehicle information is listed, please print this and bring it to security for a permit. If your vehicle is not listed, please input all the information on this page, print this form, and stop by security for your permit. Please note any errors and handwrite corrections on that form for the officer.

Faculty/Staff may stop into Human Resources and fill out a vehicle registration form, or may use the on-line "vehicle registration" link and bring that to HR (or the North campus security office) to receive a permit.

3. Decal Permit Placement: Decal Permits have a peel off backing and <u>must be affixed</u> to the inside windshield on the LOWER, left-hand (driver's side) corner. This is the only acceptable location for the permit.

- 4. **Temporary Pass:** Students borrowing a car merely need to stop by the guard shack to receive a temporary pass. Students borrowing a car for an extended period of time must register the car on-line and receive a decal. Please note: Full semester registration fees do apply for any portion of the semester a vehicle is registered.
- 5. Overnight Guest Pass: Guests must obtain a Temporary Parking Pass from the Main Security Booth if they are remaining overnight. Students may be held responsible for any parking tickets issued to their guests.
- 6. **Part-Time & Full-Time Employees:** Any <u>non</u> <u>student faculty or staff member is eligible to obtain a Faculty/Staff Permit.</u>
- 7. Work Study & Undergraduate Student Employee: Students are not eligible for Faculty/Staff permits.
- 8. **Faculty Dependents**: Dependents of current F/S members are not exempt from the student permit and parking regulations. On campus or off campus students must receive a student permit sticker for "your" car. In the case of an off campus student "borrowing" a car that belongs to a F/S parent, the student must park in the off campus parking area and not "take advantage" of the permit to park in reserved areas. Resident students may not have "faculty/staff" stickers on cars primarily housed by the dorms.
- Borrowed/Rental Vehicles: Faculty/Staff or Students who have a vehicle in the shop, or begin using a separate vehicle, need a temporary pass.

- Injury Pass: An injured student may receive a temporary injury pass for 3 business days at the Guard Shack. If the injured student obtains a note from the TMC nurse, athletic trainer, or doctor, they may receive an extended use permit. Please stop into the office to receive extensions. The Director of security may follow up on these notes and "doctored" notes will result in serious consequences. The pass must always be displayed on the dash when parked, and under no circumstances may injured persons park in designated handicap spaces or RD spaces. Unless absolutely necessary, please do not park in any reserved spaces but use non reserved spaces on lower campus.
- Permit Transfers: Do not use temporary passes or decal stickers assigned to one car on different vehicles. CSO's will cite these violations as "improper display." Permits must always match the exact vehicle driven.
- Invalidation of Permit: Sale of a vehicle, discontinuation of employment or enrollment, transfer of permits between vehicles, change of residency, or expiration of temporary pass, invalidates the permit.
- 13. **Display of Multiple TMC Permits:** Please see security to remove your old permit, as no vehicle may display more than one permit.
- 14. Change of Permit: Students are assigned specific types of permits based on whether they live on or off campus. Therefore, when you change housing status (off to on or on to off campus) a new permit is required. When you move off or on campus, do not procrastinate asking for your new permit. The permit is free, the ticket is not.

Article VII: Parking Regulations

- Parking Space: An area having white lines parallel to each other in which one car may be parked. Vehicles may only park using one space. Please be considerate to not park large SUV's in compact spaces. Find a larger space.
- 2. Unpaved Surfaces: Parking is not permitted on any unpaved area, including (but not limited to), the dirt road between the Center For Professional Studies and Smith parking lot, Quigley Canyon beside the Athletic Field, or along the Western wall at NAC on Quigley Canyon.
- g. Undesignated Parking Areas: Students may only park in designated parking spaces in the campus parking lots and not beside, behind or between buildings on upper or lower campus or OFF campus in the area.
- 4. Parking along Roadways: Students are not permitted to park along or on roads in the canyon. Students are cited for parking on side streets near the campus. Resident students are often tempted to creatively find ways to park on lower campus, even though this is prohibited. Security takes notice.
- Posted Signs / Pavement markings / Painted curbs / Cones or Safety Devices: These must be obeyed at all times by drivers on TMC property. Students are not permitted to move cones set up in parking spaces nor park in an area set aside by cones. If a cone is blocking a space, it is there for a reason. Please find another space. Always contact security prior to taking the liberty of moving a cone. It may prove costly.

- 6. **Resident Student Parking**: Resident Students may not park on lower campus Mon-Fri, between 8:00 A.M. and 5:00 P.M., or during Special Events, except in the metered spaces (feed them) in front of Vider Hall. Please organize all work and athletic schedules around this regulation. After regular business hours, all non marked and reserved faculty spaces are available.
- 7. Special Event: Resident Students may not park on lower campus during special events, and are frequently cited for this offense. A special event is defined as any irregular activity occurring on TMC which causes a large gathering of people at any given location on campus, such as: Christmas concerts, Bible Conferences, Chapels, Registration, Graduation, Concerts, Recitals, Athletic games, etc. may constitute a Special Event.
- 8. **Off-Campus Student Parking:** Off-Campus students may park on lower campus in any available non-reserved parking space or non-marked space. After regular business hours, all non marked and reserved faculty spaces are available.
- 9. **Faculty/Staff Parking:** Designated parking spaces and areas marked "reserved" are set aside for faculty and staff parking during normal business hours.
- Main Lot: The parking lot immediately adjacent to the Main Security Booth is reserved for Faculty/Staff during business hours, with the exception of designated metered spaces, visitor, and handicap spaces.
- 11. **Metered Parking:** Mon-Friday between 8:00 am 5:00 pm anyone parking in the metered spaces must feed the meters. Faculty, staff, students, or guests.

- 12. Visitor Parking: Only guests may park in visitor spaces. No exceptions. These are not spaces for faculty, staff or students.
- Operations Personnel: Maintenance, Grounds, House Keeping, Campus Security, Designated MIS employees, Telecommunications, and designated Mail room employees are operations personnel. Due to the nature of their responsibilities, these departments are authorized to park in any area or zones reasonably necessary to actively perform work, and may drive golf carts, bicycles, or other authorized vehicles on the sidewalks or grass.
- 14. Special Parking Spaces: Spaces designated for specific people or positions are always reserved for those who hold such titles.
- ns. **Resident Director:** The RD's have reserved spaces on West campus by the dorms. These spaces are only available for use by the RD's and are not for TMC students, student guests, or other non operational faculty and staff.
- Placerita Baptist Church: Students are requested to not park in the PBC lot outside church events. Students may never park overnight in this lot. Security takes notice.
- 17. **Athlete Parking**: Resident student athletes or work study managers are not exempt from the parking restrictions for practice or games. Do not leave a vehicle parked overnight on lower campus while away on road trips. No exceptions.
- Thanksgiving / Spring Break Parking: Students may leave vehicles on campus near the dorms in non reserved parking spaces during Thanksgiving and Spring semester breaks, but Christmas and Summer require storage forms and special parking areas.

19. **Short-Term Storage:** Students or Faculty and Staff may store vehicles for short periods of time during Christmas break, summer break, IBEX, a short-term mission trip, or a brief vacation. The registered owner must fill out a form at the guard shack and leave a key in case the vehicle must be moved for operational personnel. Please shut off any alarms or the battery will be disconnected. Officers will instruct you where to leave your vehicle, and assign specific areas each year for all the cars.

Please note: TMC does not assume responsibility for any damage done to the vehicle. Any student leaving a vehicle on campus and not returning for the next semester must make arrangements to remove the vehicle or it will be towed and stored at owner's expense. Contact the Director for input on these types of issues.

- Inoperative Vehicles: CSD is willing to work with any student who has a vehicle which stops functioning, but inoperative vehicles may not be "stored" on campus for extended periods of time. Abandoned vehicles will be cited and towed.
- 21. **Wrecked Vehicles:** Student vehicles involved in collisions may not be towed back to campus. Tow truck operators will be redirected to a storage lot. Having a wrecked car dropped off in the area or in remote lots will result in citation and immediate tow. If a car is unsightly, leaking fluids, or otherwise unregistered or uninsured, CSD reserves the right to require immediate removal.

- 22. **Blue curb / Disabled Parking:** The disabled parking spaces may only be parked in by those with state issued handicap placards. These are not loading or standing zones for faculty, staff, or students.
- 23. **Red curb / Fire Lane:** Red painted curbs are fire lanes. No vehicle may be left physically unattended within these zones or alongside any red painted curb.
- Yellow curb / Loading & Unloading: These are reserved as active loading and unloading zones, for passengers or freight.

Article VIII: Misc. Regulations

- Unattended Vehicle: A vehicle cannot be left unattended with the engine running.
- 2. Obstructing Traffic: Students may not "double park" or leave a vehicle in such a manner to hinder the flow of traffic. This is especially dangerous on the hill on West campus.
- Car Covers: If you cover your vehicle campus security is not responsible for replacing your cover when it blows off.
- 4. Automotive Work: Due to a need for cleanliness and environmental hazards, working on vehicles is not permitted on TMC property.
- Washing Cars: Vehicles may not be washed on TMC property. There are local self-service wash stations.
- 6. Ridge: Motorized vehicles are NEVER allowed on the ridge, behind the dorms, or in the River bed South of the Intramural Field, or down the dirt road leading from the Smith Lot to the Center For Professional Studies. This is cited as reckless.
- 7. Speed Limits: The campus wide speed limit is 10 mph, unless existing circumstances reasonably indicate a need for slower speed. Speeding and Reckless Driving at TMC and on Placerita Canyon Road or side streets are subject to citation.
- 8. **Helmets Required:** A driver and all passengers SHALL wear a lawful helmet when riding a motorized.

- 9. Headlamps Required: Motorized vehicles operated on TMC property during the hours of darkness, or during the rain or fog, shall be utilize a headlamp of sufficient intensity to reveal a person or a vehicle at a distance of not less than 100 feet. Exception: Operational employees operating approved TMC vehicles with due care exercised for student and other vehicular traffic.
- 10. Sound Amplification Devices: No driver of any vehicle shall operate, or permit the operation of, any sound amplification system which can be heard outside the vehicle from 50 or more feet unless that system is being operated to request assistance or warn of a hazardous situation.
- Other Motorized Vehicles: Any motorized (gas or 11. electric) transportation that is not specifically designated by the State of California and legally registered for "Highway use" may not be operated on TMC property. Students need to show proof of home state registration and insurance card to be approved for registration and permit. Examples include, but are not limited to: Vehicles designated by the State of CA for "off-highway" use, three and four wheelers and dirt bikes. Other prohibited vehicles include: mini-motorcycles; go-carts; golf carts; motorized bicycles, or non State registered scooters. Exceptions: Operational employees using approved vehicles and disabled persons operating vehicles approved by consent of CSD.

- Alternative Transportation: Bicycles, in line skates, and skate boards must be ridden with caution without compromising the safety of pedestrians. Riders are responsible for maintaining a safe speed and distance from buildings and pedestrians. No skates or skate boards may be ridden on rails, benches, decks, ramps, or stairs. There are skateboard parks within the city of Santa Clarita, for recreational riding. Unsafe speed, or performance of tricks, will not be tolerated nor any obstruction to vehicular traffic, or pedestrian traffic, on or around the campus. Operation on the hill by West campus is not advised, and serious injuries have occurred.
- Bicycle Storage: Bicycles must be stored and locked in bike-racks, if provided outside classes or buildings, but otherwise must be parked so that they do not obstruct pedestrian traffic. Please lock your bicycle!
- 14. **Summer Storage of Bicycles**: No one may leave a bicycle on TMC property over the summer break. Any bicycle left at TMC over the summer break will be deemed abandoned and donated to charity or thrown away. Exception: Students working on campus over the summer during their stay on campus, and all faculty/staff members. A storage fee of \$30.00 is required to release any bicycle left on campus (if not already disposed of) by students after the Spring Semester.
- 15. **Towing & Transporting Individuals**: A vehicle is not allowed to tow any other vehicle or person on TMC property, to include car, motorcycle, bicyclist, skateboarder, etc, unless using lawful approved means of towing using due care.

- 16. **Transport in Truck Bed:** Do not transport persons in truck beds, on the hood of a vehicle, or hanging out of a vehicle in such a way as to pose an unsafe situation. Exception: A truck bed with a street legal seat with belts or students under approved faculty/staff supervision for business purposes.
- 17. **Seat Belts**: No operator may transport passengers exceeding the seatbelt quantity of the vehicle. Officers will require the vehicle be unloaded of passengers. This is an unsafe practice.

Article IX: General Regulations

1. After Hours Building Use: Students may only enter administrative buildings outside posted business hours when pre-approved on the Master Net access list by faculty/staff members who supervise those areas. The Master Net access list is the only approved means by which faculty/staff may authorize student use of buildings after hours. Any student inside campus buildings not open to the general public outside business hours will be briefly questioned by security to check authorization.

Unauthorized use of facilities not open to the public after hours is a trespass violation. Once approved on the access list, students may use department issued keys or check out a key from the guard shack, and then enter approved department areas during hours authorized by faculty or staff, but *never* after midnight or before sunrise. Please ensure you leave the building by midnight.

Departments employing work study students should make key requests with facilities, or store a key for student check out at the main booth, but the access list is still required with limited exceptions. Security Officers are not responsible for after hours unlocks of buildings for individual or group student use, so please coordinate key policies prior to the semester with the Director of Security and Plant Operations.

*Unless specified on the access list by faculty or staff, only those students listed may enter the building.

Please note that duplicating any school key is strictly prohibited and subject to serious disciplinary action. Please notify security of any doors which will not secure so a work request may be made and property safety can be maintained.

- 2. **Dorm Lounge / Room Lockout**: In the event a student is locked out of a dorm lounge or dorm room, a roommate, Resident Assistant, or Resident Director should be contacted. Security charges \$5.00 for dorm unlocks, but is prepared to assist any student in this situation. A lost student ID may be replaced in the library, lost dorm keys should be reported to an RD, and lost building keys to a department supervisor.
- NAC Gates: The gates to the North Academic Center are locked at midnight and remain locked until 5:00 am.
- 4. South Hills/Ridgeline/Cross: CSD does not recommend walking the ridge line after the hours of darkness, unless in groups. Between closed campus and sunrise the ridgeline is off limits. It is a CA motor vehicle offense for motorized vehicles to drive on the hills, trails, or in the wash behind the dorms.
- 5. Closed Campus: All campus buildings are closed Daily between Midnight and sunrise. During these hours students may not enter or remain in any campus buildings, loiter outside, remain in vehicles within parking lots, or walk the property. All students entering campus between midnight and sunrise must check in at the guard shack and show student ID. Student Life maintains standards for students within the dorms separate from this process.

- 6. Crosswalks: Students should cross the street in designated crosswalks areas (not across the planters). Officers provide crosswalk service during peak class crossings. Please note: Students may not "drop off" in the roadways but should pull into a campus lot.
- 7. Disobeying a Security Officer: No one may knowingly or negligently disobey a Campus Security Officer in the performance of his official duties. All violations of this type require consultation with the Director.
- 8. Student Escorts: The campus is situated in a low crime zone and is well lit, but students should be alert to slowly moving vehicles or loitering persons when crossing the campus after darkness. Female students should consider the "buddy system" and/or walk with a cell phone exposed and visible. Suspicious activity should be reported immediately, and under such circumstances students concerned for their safety may request an officer to assist them with an escort.
- 9. Mass Text Notification: In the event of a life threatening emergency, security will send text messages to registered users. During enrollment for classes, students have the opportunity to sign up for this service. Faculty, staff, and students may register or update a cell number on Master Net using "my contact information"
- Fire Alarms: In the event of a fire alarm activation, please leave the building via the nearest exit and await further instructions prior to reentering the building. Please remember to assist injured or handicapped persons at such times.

- Disasters: In the event of an earthquake, please get under a solid table and "duck, cover, and hold," until the shaking stops. Please do not run immediately outside after an earthquake, as injuries may occur from falling debris from buildings. Anticipate a potential aftershock which may come after the first earthquake. Please be cognizant of any smoke from the area around the campus and alert campus safety officials if you suspect a wildfire in the immediate area. The campus is blessed to be within 5 minutes of Fire, Police, and emergency medical services.
- 12. **Driveway between pool and guard shack:** Due to the narrow nature of the roadway between the swimming pool and the guard shack, students are prohibited from using that area as a walkway. Pedestrians must use the steps leading down from HH dorm to lower campus or walk completely off the asphalt to the lower sidewalk. Please note: Students late for chapel are not an "exception."

Article X: Tickets / Appeals

- Ticketing Philosophy: The purpose of requiring fines is to promote student adherence to campus safety standards. CSD is tasked by the institution with maintaining a safe and peaceful environment, and consistent enforcement action is one means of demonstrating responsibility toward this goal.
 - Appeals Process: Officers are trained to cite clear violations of the vehicle code, but petty or mean spirited attitudes are not acceptable. Students are encouraged to file a written appeal within seven (7) days using the "my tickets" link on Master Net rather than argue with an officer on the scene. The Director of Security oversees the appeals process and in all evaluations a prayerful spirit of fairness, consistency, and reasonableness are important considerations. Appeal decisions are final and fines must be paid within 21 days of the offense or will be billed as "campus security charges." Faculty and Staff receiving a citation should email the Director of Security.
- 3. **Guidelines for Ticket Appeals:** These guidelines explain when a student should and should not appeal a ticket, and how the appeal decision and disciplinary action process is evaluated.
 - a. Students <u>should</u> file an appeal on the following basis:
 - i. Unclear regulations
 - ii. Unclear parking lines or curb paint
 - iii. Unavoidable circumstances making the violation necessary.

- b. Students should not file an appeal made on the following basis:
 - i. Merely avoiding the necessary monetary considerations.
 - ii. Unfamiliarity with the Vehicle Code or Parking Regulations.
 - iii. Unnecessary failure to make appropriate arrangements
 - iv. Previous violation of a rule not resulting in citations
 - v. What is obvious and self-evident
- Appeals decisions will be evaluated on the following basis:
 - The objective regulations of the vehicle code and all subsequent updates.
 - ii. The objective nature of the basis of the appeal.
 - iii. The relative clarity of the vehicle code point in question.
 - iv. The relative clarity of the parking lines, signs, or curb paint in question
 - v. The subjective tone / approach of the appeal.
- d. Due to the difficult nature of the evaluation process:
 - i. Please be honest in presenting one's case (Proverbs 19:5).
 - ii. Gentleness in one's approach (Proverbs 15:1).
 - iii. Patience when feeling wronged / not resentful (2 Timothy 2:24).
 - iv. Please be as clear and concise as possible.

- 4. Disciplinary Action: When a student is found not guilty of a vehicle code violation the ticket is voided and there is no fine. When a student is found guilty of a vehicle code violation, there are three categories of disciplinary action. The student's attitude and ticket history are instrumental to this portion of the process. The ticket may be upheld with full fine, reduced to a lower amount, or changed to a warning. Note: All three judicial findings of guilt count toward multiple offense calculations.
 - a. Ticket Voided the monetary amount will be removed in full from the student's account and the ticket will not count toward any multiple offense calculations.
 - b. Ticket Upheld the monetary amount must be paid or will be posted to student finance and billing after 21 days.
 - c. Ticket Fine Reduction the ticket is upheld but the monetary amount is reduced.
 - d. Ticket Changed to a Warning the monetary amount will be removed in full from the student's account but the offense will count toward any multiple offense calculations.
- 5. Repeat Offenses: Students accumulating one major offense or three minor offenses may be required to meet with the Director. Students accumulating additional offenses beyond these may be required to meet with an associate Dean. Note: In general, minor offenses are represented on the fine schedule as numbers 1-14, and major offenses between 15-20. The Director reserves the right to require a meeting with any student for any vehicle code violation, if deemed necessary.

- 6. **Ticketable Offenses**: Any portion of this manual and any published updates can result in fines, charges to individual or department, disciplinary action, loss or suspension of vehicle/parking privileges, or community service. *If unlisted on the vehicle code the standard fine is* (\$20).
- 7. Registered Owner Responsibility: If the operator of a vehicle is known, that individual will be cited. Otherwise, the registered owner in Master Net is responsible for all charges for parking violations related to a listed vehicle.
- Complaints: Please schedule an appointment with the Director of Security to discuss any issues related to officer misconduct.

Article XI: Fine Schedule

1 No ID after closed campus (no check in–double)		
2 Room Unlock (Dorm Room#)		
3 Permit Violation		
4 Resident Student/Lower Campus (3+ fine doubled)		
5 Student Parked in Reserved space		
6 Visitors Parking Only		
7 Unattended Running Vehicle		
8 No Parking Zone/Undesignated Area		
9 Obstructing Traffic / Impeding Flow of Traffic		
10 Failure to Obey a Posted Sign / Safety Device		
11 Riding on Car Hood		
12 Towing Bicyclist / Skateboarder		
13 Expired Meter		
14 Fire Lane / Red Zone		
15 Failure to Obey Officer		
16 Placing previous issued ticket on vehicle		
17 Vehicle Abandonment	\$50	
18 Handicapped Zone	\$50	
19 Reckless Driving (Speeding / Squealing Tires)		
20 Permit Tamper		
21 Other:		

Any violation not listed on the fine schedule but contained within the vehicle code may be ticketed at the standard fine (\$20).

