

Vehicle Regulations

Purpose

The purpose of these regulations is to facilitate the safe and orderly conduct of Jefferson Community & Technical College vehicular activity and to provide the most efficient use of parking facilities in support of this mission and within the limits of available space.

Authority

These regulations are promulgated under KRS 164.950 & 164.990 which pertain to the operation of vehicles by faculty, staff, students and visitors.

Summary of Parking System

- Any motor vehicle parked on College property, with the exception of visitors, must display a valid Jefferson Community & Technical College parking permit.
- The type of permit (i.e. Student or Faculty/Staff) indicates the area(s) where the vehicle may be parked.
- Use of a motor vehicle on College property is a privilege, not a right, and is made available only under the regulations established by the College and currently in effect.
- The possession of a permit does not guarantee a parking space, but rather is permission to park in an unoccupied space within specified parking areas.
- The lack of an unoccupied parking space is not considered a valid excuse for violation of a regulation.
- Any vehicle inhibiting traffic flow, hampering fire protection, occupying a reserved or handicapped space illegally, blocking handicap access or trash dumpsters, displaying a reported lost, stolen, forged, or altered parking permit, or parked in a designated tow away zone, is subject to immediate tow and impoundment.
- These regulations are subject to change when necessary to facilitate vehicular activity.
- When modifications are necessary and have been approved by the College, an announcement will be made as soon as possible in appropriate College publications, such as the College web site, prior to the effective date of the change.

College Liability

- No liability is created by the granting of parking or vehicle operating privileges on property owned, leased, or otherwise controlled by the College.
- The College assumes no responsibility for the care or protection of vehicles or contents while operated or parked on College property.
- Many but not all College lots are patrolled by Campus Safety officers 24 hours a day.

Driver Responsibility

1. Finding Authorized Space

- The responsibility of finding an authorized parking space rests with the driver.

- Lack of parking space, mechanical problems, inclement weather conditions, or other limitations or impediments are not considered valid excuses for violation of traffic and parking regulations.
2. **Space Availability**
 - A parking permit does not guarantee the holder a parking space, but only permission to park in an unoccupied space within specified areas.
 - Drivers should be aware that spaces in many locations, particularly on the downtown campuses, tend to fill-up early in the day.
 3. **Enforcement**
 - Failure of the College to strictly enforce any parking regulation shall not invalidate the Regulations nor be construed as a waiver of the right to enforce the regulation in the future.
 4. **Family Responsibility**
 - An individual assigned a permit is responsible for adherence to the regulations of all persons who might use that permit (for example family members).
 5. **Permit Ownership**
 - A parking permit signifies an individual has been granted the privilege of parking on College property.
 - Ownership of the parking permit remains with the College and is not transferable to other persons.
 - **All permits lost or stolen should be reported immediately.**
 - **Possession or use of a lost, stolen, forged, or altered permit will result in a fine, tow and impoundment of vehicle, and/or loss of parking privileges.**
 6. **Permit Display**
 - A parking permit is not considered valid unless it is displayed correctly on the vehicle. The permit number must be facing the windshield.

Additional Regulations

1. Students are issued parking permits upon payment (either payment in full, on a valid payment plan, or approved third party such as Financial Aid) of tuition and fees.
 - Student permits issued in the Fall, Spring, or Summer terms are valid for the current academic year and expire each August 15.
 - Students who withdraw after receipt of a permit will have their permit invalidated.
2. Employees are issued Faculty/Staff permits generally every other year.
 - These permits are valid until a subsequent one is issued.
 - Permits should be surrendered upon termination of employment.
3. Student status will take precedent for the type of permit issued for part-time employees who are also students and for family members who are students.
 - For example, if a person is enrolled as a student he/she will be issued a student permit even if they are also an employee in a temporary, student worker, or work study position.
 - Likewise, an employee's family member that is a student will be required to have the appropriate student permit and park in the Student lot(s).
4. There are designated Faculty/Staff and Student parking areas on all campuses and permits are valid at all JCTC campuses.
5. It is not possible to mark with signs or to paint all areas where parking is prohibited; however, the following rules will be strictly enforced. It is prohibited to park:
 - without displaying a valid permit;
 - in "No Parking" areas;
 - in a handicapped space without the proper permit;

- in such a way as to block handicapped access;
 - blocking fire lanes, fire exits, or within 15 feet of a fire hydrant;
 - blocking doorways or in such a way as to block access to trash dumpsters;
 - in loading zones unless actually loading. Flashers must be on and time is limited to 20 minutes;
 - double parked;
 - in service entrances, construction sites, or spaces reserved for maintenance vehicles;
 - on the lawn, sidewalk, crosswalk, parking lot driveways, or straddling painted lines or bumper blocks;
 - exceeding longer than the permitted time in time-limited areas;
 - in areas where the permit is not valid;
 - over or adjacent to yellow lines or curves;
6. Vehicles must be parked in a designated space.
 - The fact that one vehicle is parked in such a manner as to occupy more than one parking space is not an acceptable excuse for another operator to do the same.
 7. Vehicles are not allowed in areas or spaces closed by barricades or other traffic control devices.
 8. Motorcycles may park in designated motorcycle parking areas or in regular designated parking spaces.
 9. Vehicle maintenance may not be performed on College property, other than emergency repairs.
 - In all instances, the College must be notified before the repairs are initiated.
 10. Visitor spaces are reserved for those visiting the campus.
 - Students, Faculty, and Staff may not park in designated Visitor spaces.
 11. Overnight parking requires the advance approval of the appropriate campus administration.

Removal and Impoundment of Vehicle

The Department of Campus Safety or other campus authority is authorized to remove and impound motor vehicles from College property, at the owner's expense, under the following circumstances:

1. when a vehicle is left under circumstances which indicate it has been abandoned (has not been moved for an extended period of time and appears to be inoperable);
2. when a vehicle is parked illegally in a handicapped space;
3. when a vehicle is blocking a handicapped space or handicapped access;
4. when a vehicle displays a parking permit that has been reported lost, stolen, forged, or altered;
5. when a vehicle is parked in a fire lane or driving lane; blocking a doorway, trash dumpster, fire hydrant or emergency exit; or parked in a tow away zone;
6. when an owner is a repeat violator of parking regulations.

Towing Warning:

- As a courtesy and only if the vehicle is not impeding traffic, illegally parked vehicles **may** be issued a warning rather than being removed on the first offense.

Tow Fee:

- The fee for a vehicle tow and impoundment is set by the towing company and paid directly to them.
- Tow and impoundment fees are subject to change based on the terms of the arrangement for providing the service.

Storage Fee:

- Any vehicle towed and impounded may be charged additional storage fees by the impounding company.
- Such fees must also be paid by the vehicle's owner or operator.

Impoundment:

- A vehicle is deemed to be impounded when it has been located by a Campus Safety or other campus official and the towing process initiated, even though the tow truck might not have arrived.
- Procedures may have been established for the release of an impounded vehicle without tow in some situations, and will be explained to any vehicle owner/operator returning to an impounded vehicle.
- Unauthorized removal of an impounded vehicle may result in criminal prosecution and revocation of parking privileges on College property.

Disposal of Vehicles:

- Impounded vehicles not claimed by their owners within 30 days will be considered abandoned and will be disposed of as per provisions of state law.

Traffic Regulations

The traffic laws established by Kentucky Revised Statute (KRS) apply on all College property, and include the following:

1. Unless otherwise indicated, the maximum speed for motor vehicles on College property is 15 miles per hour.
2. No person shall operate a motor vehicle at a greater speed than is reasonable and prudent under existing conditions.
3. Driving on grass or sidewalks is prohibited at all times.
4. Exceeding the speed limit or otherwise operating a motor vehicle in a reckless manner is grounds for revocation of parking and driving privileges on College property.
5. Motor vehicle accidents which occur on College property should be reported to the Campus Safety office or other campus official.
6. Motorcycles and motorbikes, including mopeds, may be operated only on motor vehicle thoroughfares.

Traffic Violations and Penalties

- The individual issued a parking permit shall be responsible for non-moving violations by any vehicle bearing that permit.
- Motor vehicle operators are responsible for all moving traffic violations.
- Moving traffic violation or criminal citations are adjudicated through the appropriate district court as provided for under KRS 164.950-164.990.

Placement of Permit

- To be valid, the permit must be clearly visible and hanging from the rearview mirror post of a vehicle. The permit number must face the windshield.
- A permit must not be defaced or altered in any way.

Use of Multiple Vehicles

- Faculty, staff and students may be issued only one parking permit in his/her name.
- A permit may be transferred between owner vehicles.

- The individual issued the permit, however, will be responsible for parking violations committed by any vehicle bearing the permit.

Theft or Loss of Permit

- The theft or loss of a parking permit should be reported to Campus Safety or other College official immediately.
- After a report has been filed, a lost or stolen permit will be replaced for \$10.
- Recovered lost or stolen permits should be returned to the Campus Safety or appropriate campus official.

Disability Parking

- Designated handicapped parking spaces are reserved for those with valid, government issued handicapped parking permits.

Visitor Parking

- Persons visiting Jefferson Community and Technical College for any reason such as to attend college-sponsored workshops, seminars, or other special events or meetings held at the College must use designated visitor parking spaces.

Metroversity Permits

- Visiting Metroversity students should contact the Bursar's Office for permit information.

General Safety Tips

1. Always remove valuables from sight and lock your vehicle.
2. At night, try to park your car close to lights and activity.
3. Report theft, damages, or suspicious activity to Campus Safety or the campus administration.
4. Walk with a friend to and from classes.
5. Emergency call phones (red) are located in many of the buildings.
6. While driving on campus, observe speed limits and watch out for cyclists and pedestrians.
7. Know Campus Safety cell phone numbers:
 - a. Downtown Campus: 418-9051
 - b. Southwest Campus: 418-9221
 - c. Jefferson Technical Campus: 418-9183