

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	SECURITY SERVICES ON CAMPUS - PARKING REGULATIONS	Procedure Number: 2-5-105.3
Institutional Authority:	Chief Human Resources Officer	
Associated SBTCE Policy/Procedure:		
Governing ATC Policy:	2-5-105	

Approved:


President


Chief Human Resources Officer

Date

Adopted: 07/01/2004

Date

Revised: 06/03/2019

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

The regulations set forth in this procedure will apply to the drivers of all vehicles, public or private, operated on the Aiken Technical College campus. Campus is defined as all property located in Aiken County, South Carolina, which is owned, leased, or used on an official basis by Aiken Technical College. The driver of any vehicle operated on campus shall comply with all regulations. The Chief Business Officer and the Chief Human Resources Officer have the authority to implement, administer, enforce, and adjudicate violations of regulations.

Parking and traffic control regulations are designed to serve visitors, students, faculty, and staff. Registration of vehicles allows easy and quick identification of authorized vehicles as well as vehicles of visitors or unauthorized vehicles. Penalties imposed for violations are deliberately placed at a level designed to attract attention as opposed to being punitive.

I. General Provisions

1. The alteration, destruction, defacement, or removal of any official traffic control sign or device shall be considered sufficient cause for suspension from all classes subject to appeal.

2. The College assumes no responsibility for the care of and/or protection of any vehicle or its contents at any time while it is operated or parked on campus.

II. Vehicle Decals

1. The Chief Human Resources Officer is responsible for overseeing the issuing of parking permits and the reporting and the recording of violations.
2. All faculty, staff, and students who operate a motor vehicle on campus are required to have a parking decal. Students may obtain parking decals from the Enrollment Services Center. Employees may obtain parking decals from the Human Resources Office. This decal must be easily visible and displayed on the inside of the windshield in the lower corner on the driver's side.
3. In the event the decal is stolen, lost, or if the decal is destroyed or becomes illegible, the person to whom the decal was issued should report such action to the Security Office. The Security Office will coordinate with the appropriate department to provide a replacement decal at no cost.

III. Parking Areas

1. Student parking spaces are clearly marked with white lines.
2. Restricted parking is indicated by yellow or red painted curbs, pavements, or appropriate signs (e.g. faculty, handicapped, etc...)
3. Parking is prohibited in all areas with red painted curbs or pavements, or no parking signs.
4. Brief stops alongside yellow painted curbs are permitted to load or unload passengers or materials. Handicapped parking spaces may not be used for this purpose. Stopping or standing alongside a red curb is prohibited at all times.
5. Fifteen minute parking alongside yellow painted curbs for loading or unloading materials is permitted. Security should be informed when possible.

IV. Violations and Penalties

1. Violation of any of the above regulations will result in the penalties indicated on the citation received.
2. Unpaid fines of students will be entered in students' records. Those students will be unable to obtain grades, transcripts, or re-register until the account is cleared.
3. Fines will not be deducted automatically from student accounts. Students are responsible for the payment of their fines.
4. The Business Office collects fines from cited parties according to their collection procedures as follows:

- a. Unpaid fines of \$25.00 dollars or greater block registration
- b. Delinquent, non-paid fines of \$25.00 or more are submitted to the State for collection.

V. Vehicle Towing and Impounding

- a. Aiken Technical College reserves the right to boot, tow, or impound vehicles suspected of being involved in serious or repeated violations on campus.
- b. Automobiles abandoned in excess of 48 hours without prior approval may be towed at the owner's expense.
- c. Vehicles involved in a crime may be subject to being towed and/or impounded for evidence.

VI. Appeals

Initial appeals will be reviewed by the Chief Human Resources Officer.

VII. Authority

The security personnel employed or contracted to provide security services on campus are authorized to issue citations for violations of the regulations contained herein.