

# CPTC Procedure: Parking Procedures and Rules

1. Any and all vehicles driven on Coastal Pines Technical College (CPTC) property by students, faculty, and staff may have a decal (either permanent or temporary).
2. All new students may obtain a parking permit (decal) during the first week of their college semester.
3. The parking decal may be prominently displayed on the exterior of the rear windshield (driver side) of the vehicle and may be visible at all times while on College property.
4. Students driving more than one vehicle may receive an additional permit for each vehicle that will be parked on CPTC property.
5. Trucks, motorcycles, and mopeds must follow the same parking rules and procedures as cars.
6. Faculty, Staff or Students may not park in the following locations:
  - Space reserved for CPTC Rick Perkins Instructor of the Year
  - Space reserved for CPTC GOAL Student of the Year
  - Space reserved for CPTC EAGLE Student of the Year
  - Spaces reserved for live work patrons such as cosmetology and automotive
  - Fire lanes or driveways
  - Handicapped spaces without a current, state-issued disability hangtag or license plate displayed in or on the vehicle (Driver of vehicle must be the person for which the handicap permit is issued)
  - Instructional outdoor classroom/lab areas

## Parking Decals

All students and employees may obtain and display a Coastal Pines Technical College parking decal. Parking decals can be obtained in the Student Affairs Office. Students, faculty, and staff attending or working at facilities not owned by CPTC will follow the parking procedures and rules of the host facility.

## Tickets, Additional Decals, Fines and Penalties

A parking ticket may be issued to those who violate the above rules. Violations will result in fines as described below:

- **\$ 10.00** - Parking in fire lane or blocking driveway
- **\$ 5.00** - Parking in RESERVED
- **\$ 50.00** - Parking in a HANDICAPPED space without a handicap permit

## Paying Fines

1. Fines must be paid at the cashier's office within 14 calendar days from the date a ticket was issued, or an additional \$5 fine per violation will be imposed.
2. Continual violations will result in towing of the vehicle at the owner's expense and revocation of parking privileges.
3. Fines must be paid by the end of each semester. Unpaid fines will result in the student's records being placed on HOLD. Students on HOLD are not allowed to receive grades or transcripts, participate in graduation exercises, or register for the next term.
4. Written appeals for parking citations should be addressed to the CPTC Chief of Police within three business days of the violation. Appeal forms may be obtained from Student

Affairs, returned to Student Affairs upon completion and then forwarded to the CPTC Chief of Police. The result of an appeal will be communicated within seven business days in writing.

**Responsibility**

The Chief of Police has the overall responsibility for ensuring this procedure is implemented.

**Adopted:** April 28, 2014

**Revised:** September 19, 2023