Rock Valley College

Campus Traffic Code Procedure

RVC Administrative Procedure (2:20.050)

Section I: Definitions

VEHICLE shall mean any self-propelled vehicle having two or more wheels.
EMPLOYEE shall mean any full or part-time faculty, staff, or employee of contracted services.

Section II: Reserved Parking

A. Reserved Parking Requirements

Employees who wish to park in any area designated for employee parking on a Rock Valley College campus must purchase a parking hang tag.

1. Reserved parking areas and or specific locations are noted by signage either at the entrance to the parking lot or signage posted adjacent to a designated parking stall indicating reserved parking, requiring a parking hang tag.

B. Hangtag Fees and Limitations

If the employee chooses to park in designated employee parking areas, hang tags are available per semester or may be purchased for an entire school year. Hang tags are available for purchase at the Student Center Accounts Receivable Department.

1. The fee is $10 per semester or $25 for a full school year.

2. Hang tags are available for purchase any time during the semester or school year. Fees are not pro-rated based on date of purchase.

3. Employees are allowed up to two hang tags per household for a single fee. This is to accommodate two employees who share a household or an employee who owns multiple vehicles. Additional hang tags may be purchased at full cost.

4. Hang tags and employee reserved areas are for RVC employee use only. Hang tags may not be shared with family or friends to use while they are on campus. Unauthorized use of a hang tag may result in a ticket and fine to the driver/vehicle owner.

5. All other parking spaces not marked with a restriction (reserved, handicapped, timed parking, etc.) are free of charge.

Section III: Vehicle Parking

A. Hangtags Violations

1. When parked in an employee reserved area, vehicles with an expired hang tag or without a hang tag displayed will be subject to a ticket and fine.

    - Employees with an expired hang tag are given a grace period of two weeks after the start of a new school year or semester, as applicable, to purchase a current hang tag.
    - Hang tags must be displayed in an easily viewable area (dashboard, rearview mirror, etc.).

2. Violation Fines result in a hold on College registration and records until the ticket fine is paid or otherwise satisfied through the appeal process (Section V). This hold may be applied to the registered owner of the vehicle or, when verified through personal contact, the name of the person operating the vehicle at the time of the offense. In addition, when verified by school record, the fine could instead be applied to an active student with the same last name and address as the registered owner of the vehicle.

3. Hang tags and employee reserved areas are for RVC employee use only. Hang tags may not be shared with family or friends to use while they are on campus. Unauthorized use of a hang tag may result in a ticket and fine to the driver/vehicle owner.

B. Parking Restrictions

1. Restricted areas include areas designated for employee parking only, handicapped spaces, timed parking areas, grass or seeded areas, fire lanes, sidewalks, service drives, loading docks, fire hydrant zones, and all other designated areas.

2. The College reserves the right to temporarily suspend parking in any or all lots and areas for special events or during emergencies.

3. Vehicles may be parked in loading zones or utilize service drives for loading/unloading and other special circumstances for no more than 15 minutes. A request must be made and approved through the Rock Valley College Police Department **before** the vehicle enters these areas or driver/owner will be subject to violations and fines.

4. Parking in any restricted areas is prohibited without proper permit or permission.

C. Overnight Parking

1. No overnight parking is allowed on any campus grounds between 11:00 p.m. – 6:30 a.m. and without **prior approval** from the Rock Valley College Police Department.

2. Permission is only granted for certain circumstances.

- Vehicles left overnight due to college-related business.
- Vehicles left overnight due to college-sponsored trips.
    - Anyone leaving a vehicle overnight (or longer) for a college-sponsored trip must complete the required informational form provided by the **Student Life office**. This form must be delivered to the Rock Valley College Police Department **before** the trip begins.
- Vehicles left overnight due to mechanical failure (48-hour limit) with Rock Valley College Police Department notification and approval.
- Other extenuating circumstances upon consideration.
- Rock Valley College is not responsible for theft, damage, or loss to vehicle or its contents.

D. Abandoned / Derelict Vehicles

Anyone who has a mechanical problem with their vehicle on any campus should contact the Rock Valley College Police Department. **Vehicles are towed and stored at the owner's expense.**

1. An unattended vehicle found blocking a roadway or other area where it poses an impediment to traffic flow or a danger to safe traveling conditions is subject to immediate tow.

2. A vehicle will be considered abandoned when it has been left unattended for 7 days.

- Vehicles will continue to accrue fines for parking violations.
- After 12 days, a 48-hour tow sticker will be placed on the vehicle.
- After 14 days, the vehicle will be towed.

3. A derelict vehicle is a vehicle found in such disrepair or neglect that it may be unsafe or present a danger to others or the immediate area. A derelict vehicle is subject to immediate tow.

E. Other Violations

In addition to parking violations, the Rock Valley College Police Department may issue a ticket and fine in compliance with 110 ICLS 64, the Smoke Free Campus Act.

F. Violation Fines

The following violations will result in fines as follow:

1. General Parking Violations $10; Including, but not limited to:

    - Parked on Grass
    - Parked on Roadway
    - Parking in No Parking Zone
    - Parked Across Lines
    - Parked in Restricted Area
    - Unauthorized Overnight Parking

2. Employee Reserved/Fire Lane Area Parking Violations $20

3. Handicapped Parking Violations $250-$600

    - Repeated violations of handicap parking restriction may result in the additional issuance of an Illinois State Citation.
    - Illegal use of a handicapped placard may result in its immediate confiscation.

4. Smoke Free Campus Act Violations $50

    ALL NON-MOVING VIOLATIONS OF THE CITY, COUNTY, AND STATE ARE ENFORCED.

G. Payment of Fines

1. Violation Fines result in a hold on College registration and records until the ticket fine is paid or otherwise satisfied through the appeal process (Section V). This hold may be applied to the registered owner of the vehicle or, when verified through personal contact, the name of the person operating the vehicle at the time of the offense. In addition, when verified by school record, the fine could instead be applied to an active student with the same last name and address as the registered owner of the vehicle.

2. Fines may be paid by mail (check or money order only) or in-person at the Student Center at the Account Receivable Department.

Section IV: Moving Vehicle Violations

A. Enforcement

1. The Rock Valley College Police Department enforces all campus regulations, City of Rockford ordinances, and State of Illinois statues on all Rock Valley College campuses.

2. The speed limit on Rock Valley College campuses is 20 mph, unless otherwise noted.

3. All moving violations are subject to Illinois State Citation(s).

4. Accidents involving any campus vehicle must be immediately reported to the Rock Valley College Police Department.

Section V: Right to Appeal

A. Filing an Appeal

1. Violation Fines result in a hold on College registration and records until the ticket fine is paid or otherwise satisfied through the appeal process. This hold may be applied to the registered owner of the vehicle or, when verified through personal contact, the name of the person operating the vehicle at the time of the offense. In addition, when verified by school record, the fine could instead be applied to an active student with the same last name and address as the registered owner of the vehicle.

2. Anyone wishing to dispute a ticket may submit an appeal. Appeals must be filed within 90 days of the date on the ticket. Appeal forms are online and can be accessed at RockValleyCollege.edu.

3. As to not impede student success, the appellant may request a 24-hour reprieve (temporary removal of fine) in order to register to classes.

    - Reprieves will only be granted once an appeal is filed.
    - Reprieves will only be granted for registration purposes.
    - Reprieves will not be granted for transcript requests.
    - Reprieves will not be issued if the appeal has been heard and the ticket upheld.

B. Appeal Committee

1. The appeal committee consists of the following.

    - Facilitator - Dean of Students or designee [non-voting]

- 1-2 Faculty Members [voting]
- 1-3 Students [voting]
- 1-2 Student Development Administrative Staff [voting]
- Chief of Police or Designee to provide information on regulations and law. [non-voting]

C. Appeal Meeting

1. Core members, including one student, must be present for the committee to officially convene.

2. The Chief of Police or designee will read each appeal out loud (omitting the name of the appellant) to the committee. The Chief of Police or designee may also offer further information, provided in writing, from the issuing officer regarding the circumstances under which the officer felt the ticket was warranted. This may include pictures of the offense and any other information deemed beneficial to the committee's determination.

3. Individuals filing an appeal have the right to appear at the appeal meeting. If the appellant indicates the wish to be present (by noting on the appeal form), the Dean of Students office will send notification of the date and time of the appeal meeting.

4. The appellant will have up to five minutes to present their case.

5. The appellant is not allowed to be present during the voting.

6. In order to vote, there must be a quorum of four people present and must include representation from two of the three voting affiliations (faculty members, student, student development administrative staff).

7. If the vote results in a tie, the Dean of Students will make the final determination.

8. Committee decisions are final.

D. Appeal Determination and Final Disposition

1. Within one week of the appeal meeting, the Dean of Students office will make written notification of the committee's determination to both the appellant and to the Rock Valley College Police Department.

2. If the ticket is upheld, the appellant must pay the fine before the hold on their record is removed.

3. If the fine is dismissed, the hold will be removed as soon as possible after the Rock Valley College Police Department is notified of the

status.

4. Fines may be paid by mail (check or money order only) or in-person at the Student Center at the Account Receivable Department.

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