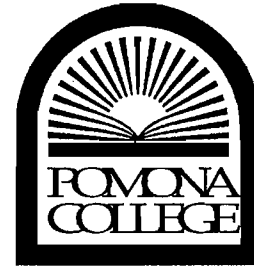
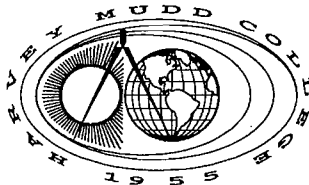


THE CLAREMONT COLLEGES

CLAREMONT MCKENNA COLLEGE



KECK GRADUATE INSTITUTE
of Applied Life Sciences

PARKING AND TRAFFIC REGULATIONS

Governing The Use of Motor Vehicles

DEPARTMENT OF CAMPUS SAFETY
251 East Eleventh Street
Claremont, California 91711-3749
(909) 621-8170
On-Campus Extensions: 72000, 72677, 18170
Web site: www.cuc.claremont.edu/cs

GENERAL SAFETY TIPS

- Be aware of your surroundings and any signs that something appears to be wrong or out of place.
- Stay in well lighted areas and walk mid-point between curbs and buildings and away from alleys and bushes when possible.
- Work or study only in occupied buildings at night. Call Campus Safety at extension 72000 for an escort when you leave.
- Don't carry extra credit cards or large sums of money.
- Do lock your valuables securely, even in your room.
- Walk with someone whenever possible. Request an escort when traveling alone at night.
- Do not risk personal injury if someone forcibly attempts to take your wallet, purse or property.
- Do carry a whistle or personal alarm and use it when you feel threatened. The sound won't hurt anybody if it wasn't that serious.
- Keep an inventory of personal property and mark items with your driver's license number and the state. (Borrow an engraver from Campus Safety or through your R.A.)
- Acquaintance Rape happens here. Learn the danger signs. Victims suffer significant life disruption.
- Distance yourself from the misuse of alcohol / drugs; it can be far worse than a bad headache the next morning.
- Do not attach your ID to your key chain or mark your keys with your name and address.
- Get to know your neighbors and share information about suspicious activities.
- Call Campus Safety at extension 72000 in an emergency or to report any crime or suspicious activity.

OFFICE SAFETY

- When working late, make sure doors are locked. Let someone know of your location and expected departure time.
- NEVER prop doors open, even for a short time. Your action could contribute to incredible harm to yourself or someone else.
- Do not loan your office keys or allow them to be copied.
- Do not hold a door open for a stranger.
- Keep your purse, wallet, or other valuables in a locked cabinet or drawer. Office thieves know where to look.

CAR SAFETY

- Auto theft is a problem nationally as well as on these campuses. Take action to safeguard your vehicle.
- Lock all doors after parking.
- Help secure your car against grand theft / burglary - with an electronic alarm and/or kill switch.
- Keep a copy of your registration, title, and vehicle I.D. number in a safe place separate from your vehicle.
- Store your valuables out of sight.
- If you park your car but don't use it regularly, check on it daily.
- Immediately report thefts, as well as suspicious activity in parking lots or near parked cars, to Campus Safety.

BIKE SAFETY

- State law, as well as county and city ordinances and codes mandates adherence to bicycle "Rules of the road" as well as specific equipment guidelines. Learn the laws for your own safety.
- Ride defensively, with the traffic, and use hand signals.
- Please be considerate of pedestrians and drivers in vehicles.
- You can be given a "ticket" for sidewalk driving, speeding, etc. in Claremont.
- Keep your bike maintained - especially the brakes.
- Register your bike and get a California license at Campus Safety or Claremont City Hall (City Code requirement)
- Use a U-LOCK to secure your bicycle frame and wheels to a rack. Bikes locked with cables and small chains are stolen frequently.
- Report suspicious activity or loitering around bike racks. Thieves usually carry a hidden bolt cutter or other cutting tool.
- Do not impede free use of the handicapped ramps or other access points with bikes locked to handrails, etc.
- NEVER leave your bike unsecured – even for a "moment."

REGULATIONS GOVERNING THE USE OF MOTOR VEHICLES ON THE CLAREMONT COLLEGES

(Revised September, 2009)

I. INTRODUCTION

The Claremont Colleges extend the privilege of operating motor vehicles on the campus to all duly registered students and to employees and visitors.

Campus Safety is charged with vehicle registration and parking enforcement duties. There is no ticket/citation quota system here at The Claremont Colleges. All parking permit fees and citation fines that are collected become revenue for the students' or employees' campus.

All motor driven conveyances, whether automobiles, motorcycles, motor scooters, or motor bikes, regardless of size, shape or number of wheels, are defined in these regulations as vehicles. All privately-owned vehicles (as opposed to College-owned vehicles) while in operation or parked within the confines of The Claremont Colleges are restricted to the use of regularly designated streets and parking lots.

The Colleges, the Director of Campus Safety, or the Traffic Appeals Committee of The Colleges, may withdraw motor vehicle privileges from any College employee or student at any time for cause.

All vehicles parked on Claremont Colleges' property must display a valid parking permit or authorized guest parking permit. All vehicles not displaying a valid parking permit are subject to being cited and/or towed.

All vehicles must be registered with the Department of Campus Safety within three (3) days of being on Claremont Colleges Property.

Temporary parking permits are available at the Department of Campus Safety.

The Department of Campus Safety offers safety escorts from parking lots and buildings. If you desire an escort, please contact Campus Safety at extension 72000 or (909)621-8170.

Student parking permits are valid only on the campus for which they have been issued.

II. REQUIRED MAINTENANCE OF FINANCIAL RESPONSIBILITY (CVC Section 16020a)

"Every driver and every owner of a motor vehicle shall at all times be able to establish financial responsibility specified in CVC Section 16021, and shall at all times carry in the vehicle evidence of the form of financial responsibility in effect for the vehicle."

The Department of Campus Safety can require everyone registering a vehicle to present evidence that the vehicle is covered by liability and property damage insurance. The minimum amounts of insurance required by California law (CVC Section 16056a) is \$15,000 public liability, \$30,000 bodily injury, and \$5,000 property damage.

III. RESPONSIBILITIES

- a. The person in whose name a vehicle is registered on campus shall at all times be responsible for any citation fines and penalties and any liability or damage claims arising in connection with the possession or operation of the motor vehicle on campus.
- b. For vehicles not registered at The Claremont Colleges but located on campus, either with or without permission, the primary driver of the vehicle while on campus and/or the registered owner as listed by the State Department of Motor Vehicles, shall be responsible for all fines and penalties incurred and/or any liability or damage claims arising in connection with the possession or operation of the vehicle on campus.
- c. The Claremont Colleges assume no legal responsibility for the care or protection of any vehicle or its contents at any time including the time it is in any parking area or the time during which it has been impounded.

I. REGISTRATION PROCEDURES AND REQUIREMENTS

a. Student Vehicle Registration fees for each semester are as follows:

CMC	\$50.00 on/off campus (\$100 per academic year)	
HMC	\$20.00 on campus (\$40 per academic year)	\$10.00 off campus (\$20 per academic year)
PTZ	\$30.00 on campus (\$60 per academic year)	\$15.00 off campus (\$30 per academic year)
POM	\$60.00 on/off campus (\$120 per academic year)	
SCR	\$50.00 on/off campus (\$100 per academic year)	
CGU	\$0	
KGI	\$0	

Vehicle registration fees/Parking Permit fees will be billed to the student's account. Vehicle registration fees are paid to the student's or employee's college, not the Department of Campus Safety.

No rebate of fees will be made.

- b. Vehicle registration is mandatory for all employees, faculty and staff who drive or bring motor vehicles onto Claremont Colleges' property. Registration fees and methods of payment for employees, if applicable, are established by their respective campus of employment.
- c. Failure to register your vehicle incurs a fine of \$50 in addition to the registration fee; plus \$50 for each additional failure to register citation.
- d. **Only one vehicle per student or employee is permitted on campus at a time.**
- e. Any change of license number and/or vehicle shall be reported within three (3) working days to the Department of Campus Safety. Registration of a vehicle which substitutes for one currently registered will be free of charge.
- f. The parking permit issued to a vehicle is valid **only** for that particular vehicle. Permits are not transferable to another vehicle or person.

V. DISPLAY OF PARKING PERMIT

- a. Every registered vehicle, whenever on campus, shall have a parking permit displayed inside on the lower, right-hand corner of the front windshield or on an alternative location approved by the Director of Campus Safety.
- b. Motorcycles and Mopeds shall have parking permits displayed on the rear fender, or if this is not possible, on the left side of the gas tank.
- c. Deviation(s) from these requirements may be authorized by the Director of Campus Safety.

VI. OPERATION AND PARKING OF MOTOR VEHICLES

- a. A vehicle shall be parked within a designated parking stall as painted on the street and in parking lots.

Motorcycles (except those operated by Campus Safety and emergency vehicles on official business) are prohibited on the interior of campus, i.e., those areas not designated for vehicular traffic. Parking for motorcycles is restricted to designated parking areas.
- b. The speed limit on campus streets is 25 miles per hour unless otherwise posted. The speed limit in parking lots is 10 miles per hour. Regardless of posted speed limits, a vehicle operator shall not drive at speeds that are excessive or imprudent for existing road, weather, or traffic conditions.
- c. Pedestrians have the right of way.
- d. All state and local traffic laws are in force at all times on the campus.
- e. All traffic accidents shall be reported as quickly as possible to the Department of Campus Safety.

VII. DRIVING OFFENSES INVOLVING ALCOHOL OR DRUGS

CVC section 23152a states "It is unlawful for any person who is under the influence of an alcoholic beverage or any drug or under the combined influence of an alcoholic beverage and any drug to drive a vehicle." This law is applicable on private and public property. Violation of this law is a major hazard to the safety of the college community and will be treated as such. Persons suspected of driving while under the influence, if encountered by Campus Safety personnel, can be turned over to the police for appropriate roadside test and/or arrest.

VIII. PARKING AREAS AND ZONES

- a. Parking lots, parking areas, and designated reserved parking stalls are clearly posted by signs at the entrance or plainly visible near the area. Please observe and comply with these restrictions.
- b. Overnight parking from 2:00 a.m. to 6:00 a.m. is permitted on college owned streets for vehicles registered with Campus Safety. Claremont Police Department will ticket overnight parking violators parked on posted city streets from 2:00 a.m. to 6:00 a.m.

NOTE: THE FOLLOWING ARE CITY STREETS:

Claremont Blvd

First Street

Sixth Street

100 Block of East Seventh Street

College Avenue

All streets west of College Avenue, except the Harrison Lot (between College Ave and Harvard)

Mills Avenue between Sixth and First Street

Dartmouth Avenue from Tenth Street to Foothill Blvd

Tenth, Eleventh, and Twelfth Streets west of Dartmouth Avenue

Foothill Blvd

- c. **STUDENTS, FACULTY, AND STAFF ARE NOT VISITORS** and will be cited for parking in stalls reserved for visitors. Visitors staying overnight must obtain a temporary permit from the Department of Campus Safety.
- d. Students shall not park in lots designated by posted signs as reserved for registered faculty/staff or visitor parking between 7:30 a.m. and 5:30 p.m., Monday through Friday. Students may park in these lots at other times.
- e. Certain designated parking spaces are reserved for staff or college owned vehicles. Only these vehicles shall be parked in designated reserved spaces. Persons authorized to park their cars in Reserved Parking Spaces shall not delegate this authorization to anyone else.
- f. Parking is prohibited as follows:
 - No parking, stopping, or standing is permitted in red areas except for authorized emergency vehicles or those of the U.S. Postal Service.
 - There shall be no parking within 15 feet of a fire hydrant.
 - There shall be no parking in a designated fire lane.
- g. Curbs painted yellow designate loading zones. Vehicles shall not be parked in a yellow loading zone for longer than 20 minutes while loading or unloading, or longer than the time limit painted on the curb.
- h. Curbs painted green designate temporary parking. Vehicles shall not park in a green zone for longer than 30 minutes or longer than the time limit painted on the curb.
- i. Curbs painted blue designate parking for handicapped persons only. (Handicap placard or permit must be displayed).
- j. Parking is prohibited in loading dock areas.
- k. No person shall drive any motorized vehicle, nor shall any person stop, park or leave standing any vehicle, whether attended or unattended, upon the lawn, quad, or areas of any campus not regularly designated as a street or parking lot, except emergency vehicles on official business, and, as may be necessary to carry out maintenance work on such lawn, quad and/or other non-designated areas for driving or parking.

- I. Faculty and staff from any of the seven colleges and the Claremont University Consortium who have and display a current parking permit may legally park in faculty/staff lots on any campus, unless the lot is designated for the colleges' faculty/staff only.

IX. PENALTIES

- a. Citation fines and penalties will be billed to the student's account immediately. All persons receiving citations have the right to file a written appeal (with the Traffic Appeals Committee) at Campus Safety within ten (10) days of the date the citation was issued. If the appeal is approved, the account will be credited accordingly. Information regarding employees (faculty and staff) who receive citations may be reported to the appropriate college officer or official where the person is employed for disposition. Citation fines and penalties are paid to the college or CUC, and is not revenue for the Department of Campus Safety.
- b. **Parking violations for the following will incur fines as follows:**
 1. **FAILURE TO REGISTER** (plus \$50 each additional citation) \$50
 2. Failure to Properly Display Permit on Rear View Mirror \$10
 3. Parked in Wrong Lot \$20
 4. Parked in Reserved/No Parking Zone \$20
 5. **PARKED IN RED ZONE** \$80
 6. Area Not Designated For Parking \$20
 7. **FIRE ZONE, BLOCKING LOADING ZONE/ACCESS TO BUILDING** \$80
 8. Moving Violation () \$50
 9. **PARKED IN HANDICAP PARKING** \$100
 10. Driving/parking on lawn or quad \$50
 11. Parked in Restricted Area \$20
- c. Failure to stop for a Campus Safety Officer shall be classified as a moving violation.
- d. Theft and/or vandalism of traffic/parking signs is a crime. Criminal charges and/other actions to recover replacement cost may be filed against those responsible.
- d. Persons with an excessive number of violations/citations will, on determination of the Director of Campus Safety, lose their motor vehicle privileges for The Claremont Colleges. The Director will issue a written warning of his/her intention to withdraw privileges and will give written notice of such revocation when it occurs.

X. CITATIONS

Parking and failure to register citations are ordinarily attached to the vehicle. Citations can be issued for driving/moving offenses.

NOTE: Claremont Police are authorized to write citations and tow vehicles from campus that are in violation of state and local traffic laws, especially fire zone and handicap parking violations.

XI. REMOVAL OF VEHICLES

The Director of Campus Safety may cause the removal of a vehicle when a vehicle has received three (3) or more citations per semester. The Director of Campus Safety may cause the removal of any vehicle abandoned on campus or left on the property of The Claremont Colleges when the academic year ends, or upon revocation of privileges, or when a vehicle is found blocking a fire lane or loading dock, or creating a hazard to people or traffic. The cost of such removal and/or storage will be charged to the person in whose name the vehicle is registered.

XII. ENFORCEMENT

Enforcement of these regulations is the responsibility of the Director of Campus Safety, who shall assess penalties as described in Section IX. Cases not specifically covered by the regulations shall be reported to the appropriate officer of the college where the offender is enrolled or employed.

XIII. APPEALS

Citations and withdrawal of privileges may be appealed by the submission of facts and/or matters of extenuation and/or mitigation to the Traffic Appeals Committee in care of the Director of Campus Safety. You may appear before the Appeals Committee in person, if you wish, in addition to your written appeal. Indicate your desire to appear on the appropriate line of the Traffic Citation Appeal Form. If you choose not to appear, the Committee will review and rule on the citation based upon the written appeal and the Claremont Colleges Parking and Traffic Regulations.

Decisions reached by the Traffic Committee are final and binding.

XIV. TRAFFIC COMMITTEE

- a. The Traffic Committee will be composed of regular members selected for two or more year terms.
- b. Membership will include faculty, staff, and students. The Director of Campus Safety or his/her designated representative shall act as technical advisor to the Committee.
- c. The Committee will review appeals and rule on them. **Decisions reached by the Traffic Committee will be final.** Persons appealing a citation will receive written notice of Committee decisions if they live on campus. Persons living off campus must provide a self addressed stamped envelope along with their appeal.

XV. BICYCLE OPERATION AND LICENSING

- a. Bicycle riders must obey all traffic laws the same as operators of motor vehicles.
- b. Bicycles may not be ridden at night without a headlight on the front and a visible red reflector on the rear of the bicycle. In addition, bicycles must be equipped with brakes, handlebars, and a red reflector to the rear, a white or yellow reflector on each side to the rear of the center of the bicycle (as required by the California Vehicle Code section 21201). Citations will be issued for all violations.
- c. For the convenience of the College community, the Department of Campus Safety issues state bicycle licenses. Licenses may also be obtained at Claremont City Hall.

XVI. ANNUAL REVIEW

The Director of Campus Safety shall initiate, in consultation with the Traffic Appeals Committee and with other appropriate standing committees and offices, an annual review of these regulations.

XVII. THE DEPARTMENT OF CAMPUS SAFETY

The function of the Department of Campus Safety is to help protect life and property; to help maintain a desired academic environment on the campus; to enforce vehicle regulations; and, to perform other related duties. The Department is open 24 hours a day and is located at 251 East 11th Street. Telephone numbers are (909) 621-8170, or call campus extensions at 72000, 72667, or 18170. The department also maintains a Web site at www.cuc.claremont.edu/cs.