



## Coker College Parking and Vehicle Regulations

## **I. INTRODUCTION**

The operation and parking of a motor vehicle on campus is a privilege granted by the college. Administrators of the vehicle regulations policy intend to communicate and apply the regulations consistently and fairly, and meet the parking needs of faculty, staff, students and visitors of the College.

The administration of all rules and regulations governing the operation of vehicles will be the responsibility of the Director of Campus Safety and those agents approved by the Director of Campus Safety.

Any request for changes, additions, or deletions to these regulations should be put in writing and addressed to the Director of Campus Safety. These requests will be considered by the Director and/or the appropriate committee.

All moving and stationary vehicle laws, ordinances, rules, and regulations of the state of South Carolina, the city of Hartsville, and Coker College, together with adopted amendments, will be enforceable twenty-four hours daily. Snow, rain, and other inclement weather conditions will not alter any of the provisions contained in this publication.

The owner/permit registrant assumes all responsibility for any damage to his/her vehicle while operated or parked on Coker property.

Lack of familiarity with these regulations does not constitute a defense for failure to comply. It is the responsibility of the owner/permit registrant to assure the safe operation of their registered vehicle(s) in full compliance of these regulations.

## **II. PERMITS**

### **A. REGISTRATION**

All faculty, staff and students who operate or park their motor vehicle on College property must register their vehicle annually with the College and properly display the permit. Permits must be displayed at all times, including summer months, breaks, weekends and after hours. Parking registration is conducted online via Google Docs. and permits are available at the Campus Safety Office located next to the Business Office on Carolina Avenue. Student parking permits may also be picked up at Orientation or in the Student Solutions Center on the 2nd floor of the Student Center.

Coker reserves the right to deny the issuance of a vehicle permit to anyone with indebtedness to the College arising from the parking or operation of a vehicle on

College property until the indebtedness is paid in full. Violators will be denied the privilege of operating and parking their motor vehicle on College property.

Registrants needing parking accommodations due to illness or injury must display a valid state-issued Person with Disabilities Parking Permit. This permit will allow registrants to park in the designated disability parking spots on campus. Registrants needing temporary disability parking arrangements must provide medical documentation to the Director of Campus Safety. Upon verification of documentation, a temporary campus only disability permit may be issued. Registrants using designated disability parking spaces on campus must also have a valid Coker College parking permit.

Visitors are subject to all Coker parking regulations. When visiting for more than a 3-hour period, registration of vehicle is required. There is no fee. Visitor permits may be obtained at the Campus Safety Office, located at 311 East Carolina Avenue. A Coker host must be present with the visitor at time of application and registration for visitor parking permit. At no time are faculty, staff or students considered visitors.

#### B. FEES

Faculty, staff and students will be issued one parking permit, free of charge. Faculty and staff may obtain an additional parking permit for valid registered vehicle for \$5.00.

Student vehicle permit registration is not transferable to other vehicles and is limited to one vehicle on campus at any given time. If a student changes vehicles, a new permit will be issued at no cost upon return of the original permit to the Campus Safety Office.

Replacement of lost permits will cost \$5.00.

The faculty/staff/student who registers the vehicle will be held responsible for any violation of parking and motor vehicle regulations involving the vehicle. Any other driver may also be held responsible.

Visitor parking permits are free of charge, but must be obtained with Coker College host present at time of application.

#### C. DISPLAY

A current and valid Coker parking permit must be displayed by September 1<sup>st</sup>.

Faculty/Staff, ALPHA student, Visitor permits and Temporary hang-tags must be properly displayed at all times, hanging from the interior rear view mirror in clear view from the exterior of the vehicle. Only one valid and current Coker College permit may be

displayed at any time. All previous Coker parking permits must be removed. Any deviation from this section must be approved by the Director of Campus Safety

Student parking permits must be placed completely by its adhesive and unobstructed with the printed side facing outward in the lower right-hand corner (passenger side) of the front windshield. Any deviation from this section must be approved by the Director of Campus Safety.

#### D. REMOVAL AND REPLACEMENT

A new permit must be obtained if the original becomes mutilated or obliterated. A registrant requesting a permit for a new/exchanged motor vehicle or seeking to replace a damaged permit must remove and bring the remnants of the original permit to the Campus Safety Office. No replacement fee is charged if the remnants of the original permit are presented. Otherwise, there is a \$5 charge for a replacement permit.

A permit is not transferable to an unregistered motor vehicle.

Motor vehicle permits must be removed under the following conditions:

- Change of ownership
- Termination of association of the registrant with the College
- Termination of the period for which the permit is issued
- Receipt of a permit superseding a prior permit
- Change of motor vehicle requiring permit replacement
- Upon revocation of motor vehicle privileges

#### E. PARKING LOT DESIGNATIONS

Coker Parking facilities are designated as indicated in the designation chart attached to this document. A printable parking map is also available online. Vehicles parked in these areas must display appropriate permit(s) or be subject to citation, immobilization and/or towing.

The following parking lots are exclusive to Faculty/Staff from 7am to 4pm, Monday through Friday. Students are permitted to use these parking lots at all other times. Visitors may use these parking lots at all times.

- DeLoach Center West Parking Lot
- Grannis Parking Lot
- PAC Parking Lot
- Student Center Parking Lot

Parking is also permitted along 2<sup>nd</sup> Street. This is city street parking and is enforced/monitored by the City of Hartsville Police Department. Coker College Campus Safety has also been authorized to monitor, enforce and issue applicable parking citations on 2<sup>nd</sup> Street and East Carolina Avenue, between 4<sup>th</sup> and 2<sup>nd</sup> Street. Please be aware of limitations and signage.

Parking for the Coker Flats is provided along the north fence line of the parking lot behind the Wesley Methodist Church Soup Kitchen. Parking for the Coker Lofts is provided in the LITC parking lot, west end. Only Coker Loft Residents displaying an additional Loft Parking Permit (free) will be permitted to use these designated spaces, during the designated times. Residents of these two facilities are requested to not use parking for City of Hartsville downtown business owners and patrons.

Designated ADA parking spaces are located in the following parking lots. Applicable permits must be displayed to use spaces. Temporary disability permits are available from the Director of Campus Safety, for use on-campus only.

- Lot #1 – LITC Parking Lot
- Lot #3 – Memorial Parking Lot
- Lot #4 – Courts Parking Lot
- Lot #5 – Grannis Parking Lot
- Lot #6 – PAC Parking Lot
- Lot #8 – Student Center Parking Lot
- Lot #9 – JLC Parking Lot
- Lot # 10 – RTC Parking Lot
- Lot #12 – Admissions Parking Lot (rear)
- Lot #14 – Auxiliary Parking Lot
- Lot #16 – Railroad Parking Lot
- Lot #17E & #17W – DeLoach Center East and West
- Lot #18 – Education Parking Lot

Service/Delivery parking spaces are located in numerous lots across campus and are to be used only by Coker College service vehicles, Campus Safety, vendors and law enforcement/emergency service vehicles at all times. Any unauthorized vehicle is subject to citation and tow.

Visitor parking is permitted in all Coker parking lots with the exceptions of Lot #9 – JLC and Lot #10 – RTC. Overnight visitors are required to obtain and display a valid Coker temporary permit. Temporary visitor permits are free of charge and can be obtained by contacting Campus Safety.

## F. Rules

- Parking in a parking lot other than the one for which the vehicle is registered is prohibited. This includes any other College property.
- Driving into or parking in any area not designated for use or closed by the use of barricades, chains, gates, or other vehicle control devices is prohibited.
- Parking or driving a vehicle on or blocking pedestrian paths, sidewalks, crosswalks, lawns and sports turf is prohibited. (exceptions: service and emergency vehicles).
- Parking a vehicle in such a manner as to impede or obstruct properly parked/moving vehicles is prohibited.
- Where parking stall lines are marked, operators must park their vehicles within the stall lines.
- The College does not provide facilities for the parking or storage of boats, RVs, camper shells, removable vehicle tops, and/or trailers on its property. The College reserves the right to remove such vehicles/items from the campus at the owner's expense.
- On special occasions and in emergencies, parking limitations and restrictions may be imposed or removed as required. The Director of Campus Safety, or designee, reserves the right to impose any changes as warranted by a particular situation.
- Temporary absence of a sign at the entrance of, or within a parking area/lot, does not signal the removal of restrictions upon that lot or area.
- All vehicle related accidents which occur on College property must be reported to the Director of Campus Safety and/or to Campus Safety (x8140 or from an off campus line, 843-383-8140).
- All state laws governing the movement and operation of motor vehicles are adopted by the College for control of vehicles on College property.
- At no time is any Coker faculty, staff or student considered a visitor. Registrant permit must be displayed at all times.

- Fire lanes are identified by either proper signage or designated by red curbs. ADA parking facilities are identified by either proper signage or designate by blue curbs.
- Parking within 15 feet of a fire hydrant is prohibited.
- Use of college loading zones must be restricted to no more than 15 minutes. If more time is needed, authorization may be obtained from Campus Safety.

## G. SPECIAL EVENTS OR SITUATIONS

In certain circumstances it may be necessary for College constituents to move their vehicles and/or vacate a parking lot (for example when curbs and parking lanes are painted, or during a campus event requiring other use of the lot). Campus Safety will provide as much advance notice as possible about these situations. Failure to comply may result in a citation being issued or vehicle towing

## H. VIOLATIONS AND PENALTIES

1) The following are examples of actions that violate Coker’s parking policy and the associated penalties. These are not exclusive:

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|--|----------------------|
| • ADA/Fire Lane Violation:                   | \$100.00             |
| • Excessive citations/Immobilization Device: | \$100.00 (cash only) |
| • Parking in Premium Preferred Space         | \$50.00              |
| • Improper Use of Permit:                    | \$50.00              |
| • Parking on Sidewalk, Landscape:            | \$30.00              |
| • Parking in Faculty/Staff Space:            | \$30.00              |
| • Occupying More Than One Space:             | \$30.00              |
| • Improper Display:                          | \$30.00              |
| • No Valid Permit:                           | \$30.00              |

Unpaid fines assume the same status as other debts to the College. Payment of a citation does not infer guilt. A paid citation can be appealed if done so within the time frame stated in Article V. Payment of fines during the academic year does not alleviate the accumulation of citations.

2) Habitual, Aggravated or Flagrant Violations: Habitual, aggravated or flagrant disregard of Coker parking and traffic regulations is grounds for revocation or suspension of motor vehicle parking privileges. Upon receipt of five citations, and any citation after that, registrant is subject to having vehicle immobilized.

Campus Safety personnel prefer not to utilize wheel locking devices and will only do so in specific circumstances such as excessive violations or when parking privileges have been revoked. However, the vehicle owner will be subject to the corresponding \$100.00 fine, in addition to the applicable initial parking fine. Vehicle owners, when possible to identify, will be notified via email when they have accumulated five tickets and are subsequently eligible for receiving the wheel locking device for any additional offenses.

After the issuance of ten citations, the Director of Campus Safety has the authority to revoke campus parking privileges and immobilize or tow the owner's vehicle at the owner's expense.

3) Impoundment: Coker reserves the right to remove, impound, or immobilize, at the owner's/permit registrant's expense, a motorized vehicle from College property in the following circumstances:

- Parking in such a manner which constitutes a safety hazard to vehicular or pedestrian traffic.
- Obstruction or impediment of the operation of emergency equipment and personnel.
- Vehicles with or without a valid Coker College permit left unused, broken, abandoned, or in an unsightly condition.
- Unauthorized parking in or restriction of access to a disabled designated area.
- Parking of an unauthorized vehicle in an EMT parking space.
- Parking in restricted or reserved areas.
- Unauthorized parking or storage of boats, RVs, camper shells, removable vehicle tops, and/or trailers on College property.
- Parking in a manner which could cause damage to College property or outside areas provided for the operation and parking of vehicles.
- Any vehicle with five or more citations.
- A vehicle has been left with a wheel locking device in place for five days. On the fifth day the vehicle will be subject to towing, unless prior arrangements have been made with the Office of Campus Safety.

The permit holder is responsible for their vehicle even if they are not the operator.

The College assumes no responsibility for the loss from or damage to removed, impounded, or immobilized vehicles found in violation of state, city, or Coker College regulations.

The owner/permit registrant of removed, impounded, or immobilized vehicles may contact the Campus Safety Office for recovery and release information. Any vehicle with



outstanding citations and/or fines will not be released without a cashier's receipt as proof of payment of the owner's outstanding account and applicable storage fees. Failure to present a cashier's receipt or other delay in recovery/release may result in an additional cost for storage.

Vehicle storage and/or removal charges are the responsibility of the owner/permit registrant and must be satisfied between the owner/permit registrant and the private towing service. Unclaimed vehicles are subject to disposal by the College/towing service.

## **V. Payment of Fines**

When a notice of violation of Coker College Parking and Traffic Regulations (parking violation/ticket) is issued, the recipient shall pay the penalty directly to Accounts Receivable located in the Student Solution Center on 2nd floor of the Student Center, in person or by campus or U.S. mail.

Fines will be levied against and paid by all violators (faculty, staff and students) who park in variance with these regulations.

Fines will be reduced by 50% if paid within five (5) business days of the date issuance on the citation.

All fines not paid within 10 business days will be posted in full on the violator's account. A penalty of \$10 will be added for fines not paid within 30 days.

Faculty, staff and students with outstanding parking fines will be prohibited from purchasing a current parking permit and therefore will not be authorized to use College parking facilities without penalty.

## **VIII. APPEALS**

Appeals must be presented in writing to the Director of Campus Safety within five (5) business days from the citation issuance date. Appeals received after the five (5) day period will not be heard.

A person who fails to submit an appeal request before the end of the above business day appeal period shall not be eligible for an appeal.

## **IX. GENERAL SERVICES**

The Campus Safety Office is open 24 hours a day, 7 days a week, 365 days a year. You can reach Campus Safety at x8140 or from an off campus phone or cell phone, please dial (843) 383-8140. Campus Safety may also be reached at (843) 616-2762.

The Campus Safety office is located at 311 East Carolina Avenue next to the Business Office.

In addition to coordinating parking services and enforcing regulations, the Campus Safety staff routinely patrols the entire campus and frequents buildings. Escorts to and from locations on campus are available 24 hours a day.

An emergency text messaging service is available through the CobrAlert System.

Visit <http://www.coker.edu/campus-services/campus-safety.html> for more information on Campus Safety and services available.

Please remember to report any crimes or suspicious activities to Campus Safety or the Hartsville Police Department.