SECTION ONE: Administration

100 AUTHORITY

101 - PARKING REGULATIONS
Section 21113 (a) of the California Vehicle Code authorizes the governing board of a community college district to establish restrictions and rules governing parking on all District property.

102 - DISABLED PARKING
Section 54100 of the California Education Code authorizes a community college district to make certain parking exemptions for persons with disabilities.

103 - PARKING CITATION AUTHORITY
Sections 40200 - 40230 of the California Vehicle Code authorizes the governing board of a community college district to establish procedures for the issuance of parking citations on all college grounds.

120 CALIFORNIA VEHICLE CODE

121 - APPLICATION
All provisions of the California Vehicle Code are expressly applicable both on and off paved roadways on District property, except for those provisions, which by their very nature have no application.

122 - WORDS and PHRASES
Unless otherwise specified all words and phrases herein have the same meaning as the words and phrases defined in Division One, of the California Vehicle Code.

130 PARKING ENFORCEMENT RESPONSIBILITY
The Napa Valley College Police Department is responsible for parking enforcement activity on all District property.
140 PARKING PERMIT

141 - PARKING PERMIT REQUIRED
All vehicles parked at Napa Valley College must have a valid parking permit issued, except as provided below, to the vehicle that is parked on District property. Parking permits can be either digital or physical. A physical parking permit must be visibly displayed on the vehicle. Motorcycles parked in a regular parking space must obtain a permit.

141(a) - PARKING PERMITS NOT REQUIRED
Parking permits are not required for parking at the Upper Valley Campus or the Center at American Canyon.

141(b) – MOTORCYCLE PARKING – PERMIT NOT REQUIRED
A parking permit is not required on any motorcycle that is parked in a designated motorcycle parking area.

142 - HOURS REQUIRED
During the following days & hours a parking permit is required when parked on the main campus of Napa Valley College:

- Monday - Thursday: 6:00 AM to 10:00 PM
- Friday: 6:00 AM to 5:00 PM
- Saturday - Sunday: No Permit Required
- College Holidays: No Permit Required
## 143 - DISTRICT PARKING PERMIT TYPES

<table>
<thead>
<tr>
<th>TYPE OF PERMIT</th>
<th>USER</th>
<th>VALID FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
<td>Student</td>
<td>One Semester</td>
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<tr>
<td>Daily</td>
<td>Anyone</td>
<td>Day of Purchase</td>
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<tr>
<td>Outside User</td>
<td>Public</td>
<td>One Semester</td>
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<tr>
<td>Single Day Visitors</td>
<td>Selected Persons</td>
<td>One Day</td>
</tr>
<tr>
<td>Meeting</td>
<td>Selected Persons</td>
<td>Duration of Meeting</td>
</tr>
<tr>
<td>Multi-Day Visitors</td>
<td>Selected Persons</td>
<td>Restrictions on Permit</td>
</tr>
<tr>
<td>Special</td>
<td>Selected Persons</td>
<td>Restrictions on Permit</td>
</tr>
<tr>
<td>Staff</td>
<td>Regular Staff</td>
<td>10 Years</td>
</tr>
<tr>
<td></td>
<td>- Board of Trustees</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Administrator/Confidential</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Faculty</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Classified</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Retiree</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Discretion of Chief of Police</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Volunteers (HR Approved)</td>
<td></td>
</tr>
<tr>
<td>Part-Time Staff</td>
<td>Part-Time Staff</td>
<td>One Calendar Year</td>
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<td></td>
<td>- Administrator/Confidential</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Part-time Faculty</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Classified</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Discretion of Chief of Police</td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td>Selected Persons</td>
<td>Duration of Event</td>
</tr>
<tr>
<td>Vendor</td>
<td>Selected Persons</td>
<td>One Semester</td>
</tr>
</tbody>
</table>

### 144 – FRAUDULENT DISPLAY, ALTERATION OR MISUSE OF PARKING PERMIT

Parking permits remain the property of the Napa Valley Community College District and the privilege to use a permit may be revoked. Parking permits are considered invalid when sold, loaned, assigned; altered in any way; reported as lost or stolen and then used, or altered in any manner is a violation of District parking regulations.

### 145 – COUNTERFEIT PERMIT

Parking permits remain the property of the Napa Valley Community College District and
the privilege to use a permit may be revoked. Parking with a permit that has been counterfeited, reproduced, altered, or any other facsimile of a permit is a violation of District parking regulations.

150 PARKING HOURS

151 - CAMPUS HOURS
The Napa Valley Community College District's Main Campus and Upper Valley Campus is closed to all vehicular parking from 11:00 PM to 5:00 AM, Monday through Sunday, without prior permission of the College Police Department.

152 - OVERNIGHT CAMPING
No person(s) may camp or sleep overnight in any vehicle on any portion of the Napa Valley Community College District's Main Campus or Upper Valley Campus.

160 PARKING FOR STUDENT(S) WITH DISABILITIES

161 - ELIGIBILITY
Only students who possess a disabled license plate or placard issued by the California Department of Motor Vehicles are authorized the exemptions indicated in Section 162 of this regulation.

162 - EXEMPTIONS
Eligible disabled students, under Section 161 of this regulation, may park in restricted parking areas (except red zones) without regard to time limits or permit requirements.

170 SUSPENSION OF PARKING PERMIT REQUIREMENT

171 - REGISTRATION PERIODS
The parking permit requirement may be set aside from "New Student - Open Registration" until the conclusion of "Late - Registration." All other parking rules and regulations (i.e., red zones, handicapped zones, etc.) will still be enforced.

172 - SPECIAL EVENT PARKING
The parking permit requirement may be set aside for the campus or a specified area for patrons of a specified event at the discretion of the Chief of Police or designee. Patrons will still be subject to all other parking regulations (i.e., red zones, handicapped zones, etc.).
172(a) - REQUESTS FOR SPECIAL EVENT PARKING
Requests for special event parking must be made to the College Police as early as possible. All requests can be made via www.napavalley.edu/parking. The sponsoring organization may be responsible for reimbursing the District for all costs associated with honoring the request.

SECTION TWO: Parking Rules

210 DESIGNATED PARKING

211 - STAFF PARKING
All spaces marked with an orange curb or sign(s) are reserved for those vehicles, which have a staff or part-time staff parking permit. A staff parking permit is required for parking in the staff zones from 6:00 AM to 10:00 PM, Monday through Thursday and 6:00 AM to 5:00 PM on Friday.

211(a) - STAFF PARKING PERMIT; VALID
Staff parking permits are also valid in all general parking areas.

212 - GENERAL PARKING
All areas designed or designated as parking, and which are not otherwise restricted by signs or colored marking are general parking and require a valid and appropriate Napa Valley College parking permit.

213 - VISITOR'S PARKING
Visitor’s parking is designated by signs, green pavement and curb markings, or pavement stencils. Visitor’s parking is intended for persons who are not students or staff and need to conduct business with the College. Visitor's parking is limited to thirty minutes.

213(a) - VISITOR'S PERMIT
Visitor's requiring more than 30 minutes should purchase a daily parking permit or obtain a single day visitor's permit from the College Police or a hosting department. The vehicle cannot remain parked in a visitor’s parking space.

213(b) – VISITOR’S PARKING NOT AUTHORIZED
Vehicles that have any College issued parking permit may not park in a visitor’s parking space.

214 - PARKING IN SPACES FOR THE DISABLED
All parking spaces designated as disabled parking and marked in the manner specified
by Section 22511.8 of the California Vehicle Code are reserved for the use of vehicles displaying a disabled license plate or placard issued by the California Department of Motor Vehicles. Disabled parking spaces are enforced on all District property under Section 22507.8 of the California Vehicle Code.

215 – ELECTRIC or HYBRID PARKING SPACE
Electric vehicle recharging is available in designated parking stalls located in specific lots. Such areas posted by signs as required by 22511 CVC and the appropriate wording and a marking painted within the space to indicate the space is for electric or hybrid charging only. A vehicle may not be parked or left standing in the space unless it is connected for electric charging purposes, 22511.1 CVC. For this section, an electric or hybrid vehicle is defined as one, which combines the power of a gasoline engine with an electric motor, or, one, which runs exclusively on electricity. A current Napa Valley College parking permit must be appropriately displayed or registered; however, no additional special permit is required.

220 RESTRICTED OR PROHIBITED ZONES

221- RED ZONE
Curbs marked in red shall mean no stopping, standing or parking at any time except as permitted by the California Vehicle Code and except that a bus may stop in a red zone marked or signed as a bus zone.

222 - LOADING ZONES
Curbs marked in yellow, by signs or roadway markings are designated for the active loading and unloading of commercial vehicles only. In no case shall loading and unloading exceed thirty (30) minutes.

222(a) - MISUSE OF LOADING ZONE
Possession of a commercial license plate does not authorize parking in a loading zone. The vehicle operator must be in the active process of loading or unloading.

223 - PASSENGER LOADING ZONES
Curbs marked in white, by signs or roadway markings are designated for passenger loading and unloading and are limited to the time indicated by signs posted immediately adjacent to the zone, or by stenciled markings on top of the curb.
230 IMPROPER PARKING

231 - IMPROPER PARKING
Parking is prohibited in any area(s) not specifically designed for parking, in any manner that creates a hazard or obstruction and a passenger vehicle parked in a motorcycle zone.

232 - POSTED "NO PARKING"
Parking is prohibited in any area(s) marked with "NO PARKING" signs.

233 - PARKING IN DRIVEWAYS
Parking in driveways is prohibited and is enforced on all District property under Section 22500(e) of the California Vehicle Code.

234 - FIRE HYDRANTS
Parking in front or within 15 feet of a Fire Department Connection (FDC) (unless otherwise specified) is prohibited and is enforced on all District property under Section 22514 of the California Vehicle Code.

235 - CURB PARKING
All vehicles parked on a roadway where there are adjacent curbs shall be parked with the right-hand wheels of such vehicle parallel with and within 18 inches of the right-hand curb, except motorcycles shall be parked with at least one wheel or fender touching the right-hand curb. Where no curbs or barriers bound the roadway, right-hand parallel parking is required (unless otherwise specified) with the tires of the vehicle off the roadway, as designated by a solid white line. Curb parking is enforced on all District property under Section 22502 of the California Vehicle Code.

236 - USE OF SPACES
When parking space marking is placed upon the roadway or any parking lot no vehicle shall be stopped, left standing or, parked other than within a single space unless the size or shape of such vehicle makes compliance impossible.

236(a) - TEMPORARY USE OF SPACES
A temporary parking permit must be obtained from the College Police for any oversized vehicle, which cannot comply, with Section 236. Permanent or semester length permits will not be issued for such vehicles.
240 ABANDONED AND DISABLED VEHICLES

241 - ABANDONED VEHICLE
Any vehicle that is abandoned on any portion of the Napa Valley Community College District property may be towed-away after 72 hours. The owner of the vehicle will be responsible for all towing charges.

241(a) - ABANDONED VEHICLE PROCEDURES
Every effort shall be made to contact the registered owner of an abandoned vehicle. If the owner cannot be contacted the contents of the vehicle will be inventoried, the overall condition of the vehicle noted, and then the vehicle will be towed.

241(b) - MARKING AN ABANDONED VEHICLE
A notice shall be placed upon the vehicle indicating the Napa Valley Community College District's intent to tow the vehicle away as abandoned. If no response is received with 48 hours the vehicle will be considered abandoned.

242 - DISABLED VEHICLE
Any vehicle, which is disabled and left on any portion of the Napa Valley Community College District property for more than 72 hours, may be towed-away at the owner's expense.

242(a) - MOVEMENT OF DISABLED VEHICLE
If a disabled vehicle cannot be moved within 72 hours, the owner must contact the College Police Department and make arrangements for its removal, or it may be towed-away.

250 TOW-AWAY AND IMMOBILIZATION

251 - ILLEGALLY PARKED
Any vehicle that is illegally parked in a handicapped space, loading zone or passenger loading zone may be towed-away at the owner's expense.

252 - HAZARD
Any vehicle that is determined to be a hazard, by College Police personnel, may be towed-away at the owner's expense.

253 - UNPAID PARKING CITATIONS
Any vehicle which has five or more unpaid parking citations may be immobilized in an authorized manner or towed-away at the owner's expense.
260 BUSES

261 - PASSENGER LOADING
Buses may load and unload passengers at any location where it is safe to do so. However, the driver must occupy the bus.

262 - BUS PARKING
Buses are required to park in parking lot J, or other areas with prior authorization by College Police when not loading or unloading.

SECTION THREE: Appeals Process

310 ADMINISTRATIVE REVIEW PROCESS

311 - REVIEW PROCESS
Under Section 40215 of the California Vehicle Code the Napa Valley Community College District will use a progressive administrative review process, which shall consist of:

311(a) - DEPARTMENT REVIEW (First Level)
A person disputing a notice of parking violation (citation) or a notice of delinquent parking violation may dispute the violation via the internet in the time specified in Section 321. The officer who issued the citation will investigate the request, and the disputant will be notified of the decision.

311(b) - ADMINISTRATIVE REVIEW (Second Level)
If the person disputing a notice of parking violation (citation) or a notice of delinquent parking violation is not satisfied with the results of the department review, the person may, within the time specified in Section 322, request an administrative review via the internet. The contestant shall post the penalty, as required by law.

311(c) - WAIVER OF POSTING PENALTY
If a disputant is determined to be indigent under Section 331 the posting of the penalty may be waived and the administrative review process may proceed.
320 STATUTORY TIME LIMITS FOR APPEALS

321 - DEPARTMENT REVIEW
Section 40215(a) of the California Vehicle Code, a person has a period of 21 calendar days from the issuance of a notice of parking violation (citation) or 14 days from the mailing of the notice of delinquent parking violation to request a department review.

322 - ADMINISTRATIVE REVIEW
Section 40215(b) of the California Vehicle Code, a person dissatisfied with the results of the department review may request an administrative review within 21 calendar days of the mailing of the result.

323 - LOSS OF REVIEW RIGHTS
Any person requesting "reviews" shall make those requests within the time limits specified in Sections 321 and 322 or no reviews will take place.

330 INDIGENT STATUS

331 - CRITERIA
The indigent status will be determined by following the criteria for qualification as set forth by the California Community College Board of Governors, and under Section 40220 of the California Vehicle Code.
# Napa Valley College - PENALTY SCHEDULE

## 411- PENALTY SCHEDULE

In accordance with Section 40203.5 of the California Vehicle Code the Napa Valley Community College District adopts the following penalty schedule for parking violations:

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>SECTION</th>
<th>BASE PENALTY</th>
<th>STATE FEES</th>
<th>PRO. FEE</th>
<th>TOTAL PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blocking Disabled Access</td>
<td>22500(i) VC</td>
<td>$275.00</td>
<td>$12.50</td>
<td>$2.50</td>
<td>$290.00</td>
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<tr>
<td>Curb Parking - Over 18”</td>
<td>22502(a) VC</td>
<td>$25.00</td>
<td>$12.50</td>
<td>$2.50</td>
<td>$40.00</td>
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<td>Improper Parking</td>
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<td>$12.50</td>
<td>$2.50</td>
<td>$40.00</td>
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<tr>
<td>Loading Zone - Misuse</td>
<td>222(a) NVCPR</td>
<td>$40.00</td>
<td>$12.50</td>
<td>$2.50</td>
<td>$55.00</td>
</tr>
<tr>
<td>Loading Zone - Not Authorized</td>
<td>222 NCVPR</td>
<td>$40.00</td>
<td>$12.50</td>
<td>$2.50</td>
<td>$55.00</td>
</tr>
<tr>
<td>Not Parked Within Marked Spaces</td>
<td>236 NVCPR</td>
<td>$25.00</td>
<td>$12.50</td>
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<td>$40.00</td>
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<tr>
<td>Parking - Disable Space</td>
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<td>Parking - Bicycle Lane</td>
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<tr>
<td>Parking - Bus Zone</td>
<td>22500(i) VC</td>
<td>$275.00</td>
<td>$12.50</td>
<td>$2.50</td>
<td>$290.00</td>
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<tr>
<td>Parking - Crosswalk</td>
<td>22500(b) VC</td>
<td>$75.00</td>
<td>$12.50</td>
<td>$2.50</td>
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<td>Parking - Driveway</td>
<td>22500(e) VC</td>
<td>$30.00</td>
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<td>Parking - Fire Hydrant/FDC</td>
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<td>$75.00</td>
<td>$12.50</td>
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<tr>
<td>Parking - Posted &quot;NO PARKING&quot;</td>
<td>232 NVCPR</td>
<td>$45.00</td>
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<td>Parking - Red Zone</td>
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<td>Parking - Sidewalk</td>
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<td>Parking - Wrong Side of Street</td>
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<td>Parking – EV Only</td>
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<td>Parking Permit - Counterfeit</td>
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<td>$150.00</td>
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<td>Parking Permit - Misuse</td>
<td>144 NVCPR</td>
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<td>Parking Permit - Required</td>
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<td>Parking Permit - Staff Permit Required</td>
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<td>Passenger Loading Zone - Misuse</td>
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<td>$12.50</td>
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<td>Visitor's Parking - Over Time Limit</td>
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<td>$12.50</td>
<td>$2.50</td>
<td>$40.00</td>
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<td>Visitor's Parking – Not Authorized</td>
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<td>$25.00</td>
<td>$12.50</td>
<td>$2.50</td>
<td>$40.00</td>
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</tbody>
</table>

Penalty Schedule Adopted: February 2009
Penalty Schedule Undated: June 2010
April 2015
May 2016
420 FEES

421- PROCESSING FEE
Persons who are issued a notice of parking violation for the same offense, and that notice is to be voided through the Department Review process, may be required to pay the processing fee.

422 - DEPARTMENT OF MOTOR VEHICLE (DMV) FEE
Any notice of parking violation, which is not paid within 60 days, will have a "hold" placed on the vehicle registration through the California Department of Motor Vehicles (DMV). The "hold" fee is determined by DMV.

423 – PARKING PERMIT FEES
Parking permits for the District are:
- Spring & Fall Semester $40.00 per semester.
- Summer Semester $20.00 per semester.
- Daily Stamp $2.00 per twenty-four hour period.

Regulations Adopted: July 1993
Regulations Revised: May 2005
December 2007
February 2009
March 2009
January 2011
April 2015
May 2016
Feb 2017
Dec 2022