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POLICY/PROCEDURE NUMBER: 02-S.S.-001

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SUBJECT: PARKING OPERATIONS – RULES AND REGULATIONS

EFFECTIVE DATE: January 7, 2015

REVIEW DATE: January 7, 2016

AMENDS/SUPERSEDES: December 6, 2004 version; January 14, 2008 version; January 27, 2010 version; February 16, 2011 version; January 8, 2014 version.

IACLEA STANDARD: 10.1.7

CSU POLICE DEPARTMENTS SYSTEMWIDE OPERATIONAL GUIDELINE: NO

APPROVED: Anne P. Glavin, Chief of Police

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## I. PURPOSE

The purpose of this directive is to establish policies and procedures for the operational functions within the Department of Police Services which includes parking permit issuance, parking citation issuance and other parking enforcement activities.

## II. POLICY

The Trustees of the California State University System have delegated the California State University, Northridge President the authority to regulate the parking and driving of motor vehicles, bicycles and animals upon California State University, Northridge campus grounds. This authority is regulated in accordance with state law (Title 5, Education Code §42200 and §42201, and Vehicle Code §21113). Permission to park on campus is granted to persons in possession of a valid CSUN parking permit subject to the conditions and limitations outlined in this document. Fees charged for parking are determined in accordance with Board of Trustees policy. All information contained herein is subject to revision without notice.

Visitors, faculty, staff, students and those doing business with the campus must purchase and display parking permits at all times while parked on the California State University, Northridge premises.

## III. DEFINITIONS

A. Parking Citation: The conveyance, to which a fine is attached, used to notify the driver of a parking violation. Parking citations are required to be left on the vehicle found to be

in violation, usually on the windshield under the wiper blade. If a vehicle is driven away while a citation is being issued, the citation will be mailed to the registered owner.

- B. Parking Permit: A document used to establish specific parking privileges within the campus of California State University, Northridge. Such privileges shall include but are not limited to all parking facilities, roadways, and loading docks located within the campus.

#### IV. PROCEDURES

##### A. Parking Permits Generally

1. All vehicles parked on the campus of California State University, Northridge must display a parking permit at all times (24-hours daily, 7-days a week), except holidays designated by the Board of Trustees.
2. Parking permits shall be displayed only in the location and manner specified by Parking Services; this information shall be included with all semester, academic year, and annual permits. Citations issued to vehicles with incorrectly displayed permits or multiple parking permits will not be dismissed.
3. No vehicle shall display any CSUN parking permit that has been altered in any manner so as to change the permit type, expiration, or any other identifying characteristic; nor shall a vehicle display any forgery or facsimile of a CSUN parking permit. For purposes of this section, 'forgery' shall include any permit, placard, or other document not issued or approved by Parking Services, that purports to confer any official on-campus parking privilege.
4. Semester parking permits are available at the beginning of each semester session and may be purchased anytime during the academic school year. Each person purchasing a permit for an automobile will be issued a valid CSUN parking permit transferable among all vehicles driven by the permit holder.
5. All motorcycles on campus must be registered with the Parking Services Office; however motorcycles will not be issued parking decals.
6. Faculty, staff, students and University affiliates wishing to obtain a valid CSUN parking permit must complete an Application for Parking Permit and show proof of fee payments or payroll deduction (the latter only for eligible faculty and staff). A current CSUN identification card must be presented at the time a permit is issued. Parking permits are valid in their designated parking lot/structure.
7. Only one student, staff, or faculty permit may be purchased per person.

##### B. Types of Permits

1. Employee Permits
  - a. CSUN employee permits may be bought annually or per semester. Payment for a semester or annual permit is made at University Cash Services or at the Parking & Transportation Services Office. Annual permits are also available through payroll deduction. Payroll deduction is limited to employees who receive 12

paychecks per year from the State Controller. Payroll deduction forms are only available at University Cash Services and are accepted any time during the year. Employees who elect payroll deduction for parking fees will receive a new annual permit with their August pay warrant.

- b. Employees may purchase a day-use employee permit from any campus Information Booth, or from the Parking & Transportation Services Office. An employee ID must be presented at the time of purchase.
  - c. CSUN employee “EB” permits are valid in any parking structure or surface lot designated for faculty/staff use. Employee permits are not valid in any special-use spaces, including those designated as reserved, for visitors, at meters, pay-by-space, and spaces designated for state or service vehicles.
  - d. CSUN Employee/Faculty “ES” parking permits are NOT valid in any main campus parking structure. Vehicles with Employee/Faculty “ES” may only park in surface parking lots and within the G9 (Housing) parking structure.
2. Student/General Permits
- a. Students must purchase a semester parking permit on-line through their student portal.
  - b. Students may purchase a Day-Use Student/General Parking Permit from electronic permit dispensers located in most student lots, from any campus Information Booth, or from the Parking & Transportation Services Office.
  - c. Student permits are valid only in stalls designated for student parking. Student parking permits are not valid in stalls designated for employees or Housing residents, or in any special-use spaces, including those designated as reserved, for visitors, at meters, pay-by-space and spaces designated for state or service vehicles.
3. Residential/Housing Permits
- a. Students living in the University Park Apartments must purchase an academic year Residential Parking Permit on-line through their student portal.
  - b. Residential parking permits are valid only in stalls designated for residential or student/general parking. Residential parking permits are not valid in stalls designated for employees or in any special-use spaces, including those designated as reserved, for visitors, at meters, pay-by-space and spaces designated for state or service vehicles.
4. Motorcycles
- a. Motorcycles must be registered with the Parking & Transportation Services Office, as permits are not issued to motorcycles. Complimentary registration is provided to persons with a CSUN automobile parking permit.
  - b. Motorcycles must use designated motorcycle stalls only. Motorcycles may not park in the hatched area at the end of any row or in any automobile parking stall.

## 5. Contractor and Service Permits

The Parking & Transportation Services Office issues contractor and service permits to people and companies providing services to the University. Construction companies and their subcontractors, repair or maintenance service providers, and delivery and freight companies are among those eligible. CSUN contractor and service permits are valid in designated areas only and are not valid in any special-use spaces, including those designated as reserved, for visitors, at meters, pay-by-space or spaces designated for state or service vehicles unless specifically indicated on the permit.

## 6. Day Use Permits

Students, faculty, staff and visitors may purchase a day-use permit for \$6.00 from any campus information booth, electronic dispenser or from the Parking & Transportation Services Office.

## 7. Guest Permits

- a. CSUN guest parking permits can be arranged in advance to provide a user-friendly and service-oriented environment for campus visitors. Campus departments may purchase guest permits by emailing the Parking and Transportation Services Office at “[parking.guest@csun.edu](mailto:parking.guest@csun.edu).”
- b. Arrangements for guest parking cannot be made at information booths.
- c. Departments should purchase guest permits at least one week in advance and mail the permits to guests prior to their visit to the campus, thus eliminating the need for guests to stop at a campus parking and information booth.
- d. Guests can stop at campus parking and information booths to pick up permits arranged less than a week prior to their campus visit.
- e. All advance guest parking permits must be arranged at least one day prior to the campus visit.
- f. Advance guest permits are valid in all parking lots, except in spaces designated for the disabled, for state or service vehicles, in metered parking, pay-by-space, or other restricted spaces.

## 8. Complimentary Parking

- a. Complimentary parking refers to all free CSUN parking permits that are authorized by the Vice President of Administration and Finance or designee.
- b. These permits are limited to retired and emeritus faculty and staff, as well as other official guests to the university, such as state and local officials and dignitaries attending campus events/meetings as designated by the Vice President of Administration and Finance or designee.
- c. University employees, auxiliary employees, and students are not eligible for complimentary parking privileges.

- d. The Vice President of Administration and Finance or designee can authorize complimentary parking for special university programs/initiatives (e.g., enrollment-yield activities/meetings).
- e. All annual complimentary permits will expire on June 30 of each year unless otherwise designated. Only the Vice President of Administration and Finance or designee is authorized to issue a [limited] number of complimentary annual permits to University guests who frequently visit campus for business purposes.

## 9. Daily Complimentary Parking Permits

### a. Annual Allocations to Divisions

- 1) Each division accommodates special parking needs within their areas. Each division will receive an annual allocation of daily parking permits for use by campus visitors who attend events/meetings on campus.
- 2) The new daily permit allocation will commence mid-year, thus 50% of the annual allocations will be distributed to each division prior to the beginning of the spring semester.
- 3) The number of day-passes can be adjusted upward or downward based on demand and as deemed appropriate by the Vice President of Administration and Finance. Daily permit usage by each division will be reviewed at the end of the spring semester and may result in a revised allocation. Each unit must stay within its allotment of daily permits for guests. However, in addition to its allotment for guests, a unit can also request daily passes for individuals in these categories:
  - a) Volunteers who are performing work on campus for which the university otherwise would pay. In general, advisory board members do not fall in this category; guest/day passes should apply to them. However, ushers, visiting doctors at the clinic, Art Gallery volunteers etc., fall in this category.
  - b) Participants and audiences for "special events" that the appropriate Vice Presidents recognize as such. Such events do not include, for example, artistic or athletic events for which people generally expect to buy parking tickets. Events that clearly fall into this allowance include enrollment-yield activities.

### b. Issuing Procedures

The following procedures must be adhered to when departments are issuing permits from their allotment:

- 1) A permit is valid only on the effective date and only one permit is allowed per person.
- 2) A permit is invalid when altered. This includes, but is not limited to using correction fluid/tape or scratching out/ marking over the date, signature, or

serial number on the permit. Any vehicle displaying a permit that has been altered will be cited and/or booted and subject to tow.

- 3) Department-issued permits are equivalent to a \$6.00 daily parking permit and should be retained in a secured location.
- 4) When submitting an advanced guest request the following will apply:
  - a) Email [parking.guest@csun.edu](mailto:parking.guest@csun.edu) or fax 677-4747 and provide the guest name(s), who they are visiting, date, permit number, destination on campus, and at which Information Booth the guest will be arriving.
  - b) Instruct the guest(s) to display the permit on the driver's side of the dashboard, face up. The permit is not valid if it is not visibly displayed.
  - c) Handicap spaces require an ADA placard and a daily permit. The permit is not valid in the following areas: special-use spaces, reserved spaces, state vehicle spaces, grass areas, or red curbs.
  - d) Should the guest(s) forget their parking permit, they must stop at an Information Booth. Should the Information Booth be unable to contact the appropriate office to acquire permit information, the guest would be responsible for the purchase of a parking permit.
- 5) Lost or stolen permits must be reported to Parking & Transportation Services, Department of Police Services building immediately at (818) 677-2157.
- 6) Unused annual permits expire at the end of each fiscal year, June 30th. All unused permits must be returned to the Vice President's Office, MC 8206.

#### 10. Special Parking Permits

- a. The Parking/Transportation Services Office, for a variety of unique parking needs, issues CSUN special-parking permits. A CSUN special-parking permit allows specific parking privileges not available with other permits. A CSUN special-parking permit is issued for varying lengths of time and is only valid where indicated. A CSUN special-parking permit is provided as a courtesy, but is usually issued to a person in possession of a current faculty/staff, student or affiliate permit.
- b. Some situations in which a CSUN special-parking permit would be issued include:
  - 1) A registered carpool group driving a privately owned vehicle to campus. A registered vanpool group driving a University-leased or University-owned vehicle to campus.
  - 2) Special HOV groups (three to eight employees) must be registered with the Transportation Program. HOV groups are not issued a permit, but are assigned a specific parking space. HOV groups must still properly display a valid CSUN parking permit when using the special HOV space. Vehicles not

registered with the University Transportation Program are not authorized to use University HOV spaces. (See Section E, Carpools and Vanpools.)

- 3) An employee needing to park in a restricted area, such as a service vehicle stall, for official university business only. This may be authorized for a maximum of 30 minutes.

#### 11. California State University Institutions

All California State University campus parking permits are accepted at CSUN. Holders of other CSU's parking permits are subject to the same regulations and restrictions as holders of CSUN permits of the equivalent type, except for residential permits which may only be used in student parking.

#### C. Parking Meters and Pay-By-Space Parking

1. Metered parking and pay-by-space parking is enforced at all times, including weekends and holidays. Payment at the meter or pay-station is required immediately upon parking.
2. Parking is prohibited at any inoperable parking meter as provided by California Vehicle Code §22508.5.
3. Vehicles displaying a disabled person parking placard or license plate may park at any parking meter without payment and without time limit.

#### D. Disabled Parking

1. A parking fee is required to park on any California State University campus pursuant to Title 5 Article 7 42200(a) (1), Subsection 42201 (a) and §67301 (a) of the State of California Education Code. To park in any of the lots located on campus a valid CSUN parking permit must be displayed with the distinguishing disabled-person license plate or placard when the vehicle is parked in a blue space designated for disabled parking, as specified in California Vehicle Code §22511.8.
2. The misuse of a disabled placard is a criminal offense under California Vehicle Code 22511.56(b).
3. Vehicles displaying any valid CSUN parking permit and a disabled-person license plate or placard, issued to the driver or other occupant of the vehicle, may park in any student, residential, metered, or employee parking stall. Vehicles cannot park on campus with only a DMV disabled placard or DMV plate. A disabled-person license plate or placard is not valid for parking in any reserved or restricted parking stall, including guest stalls, without a permit that is valid for that location.
4. For purposes of this policy all references to disabled-person shall include disabled-veteran.

#### E. Carpools and Vanpools

1. A carpool is two-to-six people traveling to-and-from the campus in one vehicle. In a regular carpool group, at least two members of the carpool group must be University employees in order to be eligible for carpool (or “Rideshare”) parking. Vehicles used for regular carpool groups, parked in a space marked for rideshare parking must display both a current rideshare permit and a valid CSUN employee permit.
2. A vanpool is a group of 7 to 15 university employees traveling to-and-from campus in a university-sponsored, university-leased, or university-owned vehicle. The vanpool must have an authorized driver. Participation in the vanpool program is viewed as a privilege, and not a benefit, of employment.
3. An HOV group ranges in size from three to eight university employees, traveling to-and-from the campus in one vehicle. HOV groups receive an assigned parking space.

CSUN employees can apply to have a specially-designated **HOV Parking space** assigned to them for use. The requirements are as follows:

- a) All participants of the group must register with the Transportation Program, and;
- b) The registered carpool group is comprised of 3 or more CSUN employees, and;
- c) The registered carpool group does not qualify for other incentives provided by the University's Transportation Program (i.e., CSUN-sponsored vanpool group), and;
- d) The vehicle has at least three of the registered CSUN employees in it when it pulls into the space upon arrival at the beginning of the workday.

F. Vehicles with Exempt/Government License Plates

Vehicles displaying exempt license plates are not required to display a parking permit or pay at any meter or pay-by-space parking stall. However, other parking regulations apply, unless the vehicle is engaged in emergency or other official university business.

G. Replacement of Lost or Stolen Permits

A lost or stolen permit must be reported to the Parking Office, Department of Police Services Building. The fee for the first replacement of a lost or stolen parking permit is \$10.00. The fee for a second or subsequent replacement of a lost or stolen parking permit will be at the pro-rated cost of a new permit. Use of a permit reported lost/stolen/never received will be subject to a \$268.00 fine, even if used by the permit owner or reporting party.

H. Restricted Parking Areas

1. Some areas and spaces are posted to indicate restricted/reserved parking for certain individuals or vehicles. All vehicles parked in restricted areas and spaces must conform to posted restrictions or are required to have written permission from the Director of the Department of Police Services, the Captain of Parking & Transportation Services, or their designee.
2. These spaces include, but are not limited to spaces set aside for persons with physical disabilities, car/vanpool, special-permits, and service vehicles. A vehicle using a



restricted parking place must display a valid CSUN parking permit. Unless posted otherwise, restricted parking spaces are enforced 24 hours a day, 7 days a week.

### 3. Driving and Parking on Campus Walkways

- a. The driving and parking of vehicles on campus walkways is prohibited. Exceptions to this restriction may be provided if prior arrangements have been made with Parking and Transportation Services Office. A valid CSUN inner-campus permit must be properly displayed or clearance obtained for any vehicle to drive or park on any walkway. University service vehicles and emergency vehicles are exempted.
- b. Loading permits issued from campus information booths are valid only in designated loading areas unless prior arrangements are made with the Parking and Transportation Office.

### 4. Parking Adjacent to Campus Buildings

- a. The parking or stopping of vehicles at any location that obstructs the entrance of a building or below any building overhang is prohibited. Violators are subject to impound.

For purposes of this policy the stopping or parking of a vehicle within 15 feet of any building entrance, except at a delivery door or loading dock shall be prima facie evidence of violation.

### 5. Parking Within Campus Construction Sites

- a. Only contractors, subcontractors, and their employees may park within a construction site (fenced area). Those contractors, subcontractors and employees who elect to park in university parking facilities must display a valid CSUN parking permit at all times.
- b. The contractor in charge of any fenced construction area shall post a sign, approved by the Captain of Parking and Transportation Services or his/her designee, giving notice of these restrictions at all vehicular entrances.

## I. Overnight Parking

1. Overnight parking in any CSUN parking stall is prohibited unless approved in advance by the Captain of Parking and Transportation Services or his/her designee. Vehicles parked in excess of the 72 hour limit may be cited and impounded. Vehicles parked at residential lots are exempt.
2. Parking in excess of the above 72-hour limits requires advanced written approval from the Manager of Parking and Transportation Services. Permission to park vehicles for an excessive amount of time (e.g., over summer session, while the owner has moved home) will not be granted.
3. Any parked vehicle that is deemed a hazard to public health, safety and welfare (as defined in California Vehicle Code §22669(d)) may be cited and impounded

immediately. Vehicles issued written permission for extended parking shall not be exempt.

4. Camping in any parking lot is prohibited unless approved by the Vice President of Administration and Finance or his/her designee.

J. Designated Parking Stalls

1. A designated parking stall is a space created for a vehicle to park. It is defined by parallel painted lines on the pavement or by curb markings.
2. Only one vehicle is permitted per parking stall and no vehicle shall occupy more than one parking stall at any time.
3. Automobiles may not park in stalls designated for motorcycles.

K. Parking Enforcement

1. Campus parking regulations will be enforced at all times (24 hours-a-day, 7 days-a-week) and at all locations on campus by the Department of Police Services.
2. All sections of the California Vehicle Code may be enforced at all times. No provision of this policy shall supersede any section of the California Vehicle Code, unless explicitly stated as such.

L. Delinquent Parking Citations

1. The vehicle code permits the impound or immobilization of vehicles with five or more parking citations outstanding for twenty-one (21) days. However, it is the policy of this department to enforce impound or immobilization only if one or more of the following conditions are met:
  - a. There are five or more parking citations, issued by any agency, on hold with the Department of Motor vehicles;
  - b. there are five or more delinquent parking citations on file that have reached the second bail amount or higher (e.g.; \$82.00 or more for a \$48.00 citation);
  - c. there are five or more delinquent parking citations on file without correct Registered Owner information for the vehicle, and more than 60 days have passed from the issuance of the first delinquent citation;
  - d. as approved by the Manager of Parking and Transportation Services or his/her designee.
2. A delinquent parking citation is any citation outstanding for more than 21 day without receipt of payment or request to appeal.
3. Vehicles impounded or immobilized for delinquent parking citations shall not be released until proof of payment is presented for all parking citations issued by CSUN and/or other agencies and/or those with a DMV hold status.

4. All impounds and immobilizations shall comply with department policy number 07-L.E-007 (Towing, Impound, and Immobilization of Vehicles).

M. Citation Appeals

1. Citations may be appealed by completing an appeal form available at the CSUN Parking and Transportation Office, Department of Police Services Building (during business hours) or on-line at [www.pticket.com/CSUN](http://www.pticket.com/CSUN).
2. Citation appeals must be submitted by any of the following means within twenty-one (21) days of the violation date:
  - a. In person at the CSUN Parking and Transportation Services Office, Department of Police Services Building;
  - b. by fax to: (818) 677-4747;
  - c. On-line at: [www.pticket.com/CSUN](http://www.pticket.com/CSUN)
  - d. by U.S. mail to: CSUN P. O Box 2081 Tustin, CA 92781-2081
3. Failure to pay or appeal the citation within twenty-one (21) days could result in additional penalties being assessed. After 21 days, an administrative notice will be mailed to the registered owner. This notice will allow the registered owner of the vehicle an additional fourteen (14) days to appeal or pay the parking penalty. After the due date indicated on this notice, an additional administrative fee will be assessed. The vehicle's registration will be placed on administrative hold until the penalty is paid or clearance is obtained.
4. First Level of Appeal
  - a. The respondent submits a request for Administrative Review (Initial Review) in accordance with the California Vehicle Code. This request must be submitted within 21 days of the violation date or before the due date as indicated on the Notice of Parking Violation. There is no charge for the appeal. The Parking and Transportation Services Office will process the request within twenty-one (21) days. Results of the Administrative Review will be returned to the appellant, via U.S mail, indicating the disposition of the violation.
  - b. The disposition of appeals made at the first level are as follows:
    - 1) *Dismissed*. The appeal is approved and no further action is required by the appellant. Generally, the parking violation will not be dismissed based on acts of omission, e.g.; unreported lost or stolen parking permit, improperly displayed permit, an unawareness of parking rules and regulations, or failure to see posted signs.
    - 2) *Denied*. The appeal has been denied and payment is due within fourteen (14) days. The appellant may elect to continue to the second level of appeal.
    - 3) *Denied, with Reduction*. The appeal has been denied and payment is due within fourteen (14) days. However, the fine has been reduced to \$25.00. If

the appellant rejects the reduced amount and continues to the second level of appeal, the fine will revert to the original (full) amount.

5. Second Level of Appeal

- a. Upon receipt of the results of the Administrative Review, the respondent may elect to appeal to the Administrative Hearing Official. In accordance with the California Vehicle Code, the respondent must pre-pay the parking penalty and submit a Request for Administrative Hearing form. If the appeal is successful, a refund to the appellant will be processed as per standard university procedure.
- b. The appellant will be notified via letter indicating the date, time, and location of the Hearing.

6. Third Level of Appeal

- a. If the appellant does not prevail after the Administrative Hearing, he/she may request a limited civil appeal with the Los Angeles Superior Court (i.e. “de novo hearing”).
- b. This level must be initiated within thirty (30) calendar days of the Administrative Hearing. Questions pertaining to this third level should be directed to the Los Angeles Superior Court.
- c. An additional court established fee is required to schedule a court date.

N. Parking Violation Penalties and Fees

1. Parking violation fines, fines for infractions of Vehicle Code §21113(a), and all fees will be set by the Chief of Police.
2. Fines for other violations of the California Vehicle Code will be consistent with those set by the Los Angeles Superior Court, plus any surcharge set by the Chief of Police.
3. Fines and fees as currently established are:
  - a. No Valid Permit Displayed - \$48.00
  - b. Permit Not Valid at Location - \$48.00
  - c. Overtime Pay-By-Space/Meter - \$48.00
  - d. Use of Forged or Voided Permit - \$268.00
  - e. Altered Day Permit - \$268.00
  - f. Permit Improperly Displayed - \$33.00
  - g. Not Parked Within a Marked Space - \$48.00
  - h. No Stopping – Red Curb or Posted - \$73.00

- i. No Stopping – By Statute (CVC 22500) - \$73.00
- j. No Motor Vehicles – Posted - \$73.00
- k. No Parking – Posted - \$48.00
- l. No Parking – Loading Zone - \$48.00
- m. Disabled Zone (CVC 22511.8) - \$403.00
- n. Blocking Disabled Access Ramp - \$353.00
- o. Misuse of Disabled Placard or Plate - \$403.00
- p. Parked Over Time Limit - \$48.00
- q. Other as posted by sign - \$48.00

V. RESPONSIBILITIES

The Manager of Parking and Transportation Services will review, manage, update, and maintain currency and accuracy of this policy and procedures. The Chief of Police will approve all policies and procedures.