



# FULLER

CAMPUS SAFETY

## Parking Policy 2018/2019



Effective Sept. 1, 2018

“To Protect in Unity, to Serve in Love”

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## **1.0 Introduction**

The Fuller Theological Seminary Parking Policy (FTSPP) applies to all vehicles operated or parked on any seminary controlled, rented, or managed properties. Use of any vehicle on any seminary controlled property is a privilege granted by the Parking Office and is not the right of any employee, student, guest or visitor. It is the expectation of the seminary that employees, students, guests and visitors will comply with the FTSP for the safety and consideration of others.

### **1.1 Vehicle Definition**

All vehicles must display a current FTS parking permit at all times.

The definition of “vehicle” as used in the FTSP includes but is not limited to the following: cars, trucks, motorcycles, trailers, moving van, storage container, or any electric powered vehicle, licensed motor scooters, mopeds, hoverboards, foot powered scooters, bicycles (electric or pedal powered).

The FTSP was created in March, 2018 and last revised in June, 2018. It is subject to change without prior notice. The following is the standardized Parking Enforcement Procedures for Fuller Theological Seminary’s Department of Campus Safety.

### **1.2 PERMITS**

Parking Permits will be issued throughout the academic year.

Permits can be obtained two ways. Either a person can pay cash, check, or credit card at the Parking Services Kiosk located in the Payton Hall lobby, or they can go online to [fuller.thepermitstore.com](http://fuller.thepermitstore.com) to pay with a credit card. For currently enrolled students, permits may also be charged to a student account. Student account payment methods must be processed at the Payton Lobby Parking Services Kiosk.

There are five types of permits:

#### **1.2.1 Permit #1 – Quarterly Commuter Student Permit**

This permit may be purchased for \$45.00 every quarter online at [fuller.thepermitstore.com](http://fuller.thepermitstore.com) or through the Parking Services Kiosk located in the Payton Hall lobby. This permit allows students to park in the following areas:

LOCATION	ADDRESS	TIMES
PAYTON LOT	110 N LOS ROBLES AVE.	BETWEEN DESIGNATED SIGNS MON-FRI 5:00PM-11:30PM
EAST LOT OF THE STUDENT SERVICES CENTER	235 N. EL MOLINO AVE.	MON-SUN 6:30AM-11:30PM
YELLOW SPACES IN THE PSYCHOLOGY GARAGE	185 N. MADISON AVE.	MON-SUN 6:30AM-11:30PM
PSYCHOLOGY EXTERIOR	185 N. MADISON AVE.	MON-SUN 6:30AM-11:30PM
SCOTTISH RITE NORTH LOT SPACES #14-29	166 N. MADISON AVE.	MON-FRI 6:00AM-5:00PM

*This permit does not allow the student to park in timed parking stalls, carpool, or parking stalls reserved for the faculty and staff of Fuller Theological Seminary. Violators will be cited pursuant of C.V.C. 21113a.*

Due to the limited amount of parking, students who live in Chang Commons, Jubilee, Selah, or Ford Apartments are not eligible for a commuter permit.

### **1.2.2 Permit #2 – Yearly Employee Permit**

Full-time and half-time faculty, and regular staff and managers/administrators scheduled to work at least 20 hours a week who wish to park on the Pasadena campus, must complete *Form PS-200: Payroll Deduction Enrollment Request* to receive a parking permit and an annual validator for their car, motorcycle, or moped. Faculty employed less than half-time, regular part-time employees who work less than 20 hours a week, and all non-regular employees may purchase a temporary parking permit directly from the Parking Office.

### **1.2.3 Payroll deduction**

Staff and faculty may obtain a permit by going to [fuller.thepermitstore.com](http://fuller.thepermitstore.com) and selecting “payroll deductions” as their payment method. If the recipient of the permit is a staff member, they will be contractually obligated to pay \$15.00/month, which will be deducted from the employee’s paycheck. If the recipient of the permit is a faculty member, they will be contractually obligated to pay \$25.00/month, which will be deducted from the faculty member’s paycheck. The yearly permit issued to a staff

member will be green; the yearly permit issued to a faculty or administrator will be red. This contract may be cancelled at anytime by submitting *Payroll Deduction Cancellation Request Form PS-201* to the Parking Kiosk and surrendering their current permit sticker.

### 1.2.4 Parking Locations

These permits allow staff and faculty members to park in the following areas:

<b>ENTRANCE ADDRESS</b>	<b>DESCRIPTION</b>	<b>RESTRICTIONS</b>
<b>235 N. EL MOLINO AVE</b>	<b>SSC LOT (250 N MADISON AVE)</b>	<b>GENERAL PARKING AREA / NO VISITOR / CARPOOL BY PERMIT ONLY</b>
<b>185 N. MADISON AVE</b>	<b>SOP GARAGE (180 N OAKLAND AVE)</b>	<b>STAFF IN GREEN ZONE ONLY FAC/ADMIN IN RED ZONE ONLY NO VISITOR / CARPOOL BY PERMIT ONLY</b>
<b>185 N. MADISON AVE</b>	<b>SOP EXTERIOR LOT</b>	<b>NORTH ROW GREEN/RED ONLY</b>
<b>155 N. MADISON AVE</b>	<b>ITS BUILDING LOT</b>	<b>CARPOOL / RED AND GREEN ONLY</b>
<b>166 N. MADISON AVE</b>	<b>SCOTTISH RITE UPPER LOT</b>	<b>M-F 6AM-5PM NORTH WALL, SPACES 14-29</b>
<b>509 E. WALNUT ST</b>	<b>AMBROSE COFFEE</b>	<b>MIXED GREEN/RED STALLS ONLY</b>
<b>490 E WALNUT ST</b>	<b>KOREAN STUDIES BUILDING</b>	<b>STAFF IN GREEN STALLS ONLY FAC/ADMIN IN RED STALLS ONLY CARPOOL BY PERMIT ONLY</b>
<b>146 N. OAKLAND AVE</b>	<b>TAYLOR HALL LOT</b>	<b>CARPOOL BY PERMIT ONLY MIXED GREEN/RED</b>
<b>464 FORD ST</b>	<b>PAYTON HALL LOT</b>	<b>STAFF IN GREEN ZONE ONLY FAC/ADMIN IN RED ZONE ONLY CARPOOL BY PERMIT ONLY</b>

*This permit does not allow the faculty or staff member to park in timed parking stalls, nor parking stalls reserved for the students and visitors of Fuller Theological Seminary. Violators will be cited pursuant of C.V.C. 21113a.*

### **1.3 Permit #3 – Temporary Parking Permit**

This permit may be issued by the Parking Office to guests of Fuller Theological Seminary, as well as students, staff, and faculty who would like to buy short-term parking. Upon payment, a temporary permit will be available to print and place on the dashboard. This permit allows guests of the Seminary to park in any space that has been designated for their permit's color. *This permit **DOES NOT** allow the user to park in any timed stall such as 2 hr Visitor parking, nor any stall designated for Carpool parking. Please reference the permit fee schedule for daily, weekly, and monthly rates.*

### **1.4 Permit #4 – Overnight and Overflow Permits**

Permits #1-3 are only valid during the hours of 6:30AM-11:30PM. No overnight parking is allowed with daytime permits. Parking on campus properties overnight requires special permission and a signed waiver of liability. Motorists seeking to leave their vehicle parked on campus overnight must visit the Parking Services office in person to sign a release of liability waiver and obtain an overnight permit.

Parking overnight is classified into two categories:

#### **1.4.1 Overnight Access**

Overnight Access is a temporary privilege added to an existing daytime commuter student or commuter employee permit, and is meant for short-term overnight parking. Your Parking Services representative will specify when and where this access privilege is valid.

#### **1.4.2 Overflow Access**

Overflow permits are separate from and exclusive to regular commuter (student or employee) permits and are meant for long-term overnight parking. Overflow parking is permitted 24/7 in the Student Service Center lot (235 N. El Molino) and the exterior School of Psychology Lot (185 N. Madison Ave). No overnight parking is permitted in the School of Psychology Garage. Students who live in Fuller housing are eligible to apply for overflow parking.

## 1.4.2 Boondocking

Overflow and overnight parking permits are for temporary or long term parking of unoccupied vehicles. The practice of sleeping in, or living out a vehicle, sometimes referred to “boondocking” is not permitted on any Fuller property.

## 1.5 Permit #5 – Carpool Permit

Auxiliary Services in cooperation with Parking Services offers an Employee Rideshare program that provides various incentives for carpooling among employees.

The associated carpool parking permit enables permit holders to park in designated carpool stalls around campus. Vehicles parked in those stalls **MUST** have a valid carpool permit in conjunction with a valid staff of fac/admin permit. One carpool hanging permit will be assigned for everyone in that carpool party.

This program is not open to students.

### 1.5.1 Carpool Space Locations

ENTRANCE ADDRESS	DESCRIPTION	NOTES
235 N EL MOLINO AVE	SSC LOT	3 SPACES AT WEST END OF LOT, NEXT TO BUILDING
185 N MADISON AVE	SOP GARAGE	4 SPACES ALONG WESTERN WALL OF GARAGE
155 N MADISON AVE	ITS BUILDING LOT	2 SPACES IN SOUTHEAST CORNER
193 N OAKLAND	490 BUILDING	1 SPACE WEST END OF SOUTHERN ROW
146 N OAKLAND AVE	TAYLOR HALL LOT	1 SPACE / CLOSED WEDNESDAYS 8AM-3PM
464 FORD PLACE DR	PAYTON HALL LOT	1 SPACE NEXT TO SERVICE VEHICLE BLOCK



## 1.6 Permit Fee Schedule

(Note: additional processing/transaction fees may apply)

TYPE	DAILY	WEEKLY (7-DAYS)	MONTHLY (CALENDAR)	QUARTERLY
VISITOR	\$2.50	\$15.00	N/A	N/A
ALUMNI	\$2.50	\$15.00	\$25.00	\$45.00
STUDENT COMMUTER	\$2.50	\$15.00	\$25.00	\$45.00 1st Car \$10.00 2nd Car
STAFF	\$2.50	\$10.00	\$15.00	N/A
FACULTY/ ADMINISTRATIO N	\$2.50	\$15.00	\$25.00	N/A
CARPOOL	N/A	N/A	N/A	N/A
OVERNIGHT	\$2.50 w/day permit \$5.00 without	N/A	N/A	N/A
OVERFLOW	N/A	N/A	\$30/Fuller \$60/ Non-Fuller	N/A
EMERITUS	\$2.50	N/A	\$10.00	\$30

### 1.6.1 Pro-Rated Purchases

The rates for Week and Quarter permits are discounted, and thus are not eligible for pro-rated purchase or refund. For permit periods less than a quarter, the appropriate daily, weekly, and monthly rates will apply. Monthly permits are issued for the corresponding date on the calendar. These may not coincide to 30 day periods. For example, a month of parking bought Feb. 1 would expire March 1st, even if there are 28 days in February that year.

## **1.7 Displaying Your Permit**

The Parking Permit decal must be permanently affixed utilizing the self-adhesive on the permit to the inside of the front windshield (facing out), in the lower left corner (driver's side). Permits shall not be taped or placed on any other surface of the vehicle or on a parking placard. Permits must be clearly visible from the outside of the vehicle. If the officer or cadet cannot read or see the permit, you will be subject to citation.

Motorcycles and mopeds will only need to register their vehicle, they will *not* need to display a permit.

## **1.8 Registering Multiple Vehicles**

Commuters are allowed to register one car per registration. An additional vehicle can be added to the permit registration for a fee of \$10.00/vehicle. Staff and faculty/administration are allowed to register up to four cars per registration. Any vehicles on the same registration are not allowed to be parked at Fuller campus at the same time. The second (or subsequent) vehicle must serve as a backup or alternative. If both(multiple) cars are being used to park simultaneously, then the users must pay for separate permit registrations. Multiple vehicle registrations are only available to individuals with multiple vehicles, or families who alternate cars. Those with roommates or other arrangements may not register multiple vehicles under the same account. For those with multiple vehicles registered, a plastic hanger will be issued. Only one permit will be issued and it will be the responsibility of the parker to move it to the vehicle they are driving that day. Those who wish to register multiple vehicles must provide their vehicle's state registration to verify ownership/proper right of use.

### **1.8.1 Temporarily Using Another Vehicle**

In the event that a registered vehicle is out of service for repairs or a rental vehicle is given, the replacement vehicle's information (color, make, model, and license plate) must be submitted to the parking office and a temporary parking permit will be issued.

## **1.9 Grace Period.**

There is a grace period of five days during the first week of each quarter (ending Friday) to allow students to purchase the necessary quarterly permit and resolve any outstanding citations. Students must resolve their outstanding citation(s) in order to receive the most recent quarterly permit. *After the first week of the quarter, violators will be cited pursuant of C.V.C. 21113a.*

## 1.10 Permit Cancellation/Refund

A student's parking permit may be canceled with a full refund by the second Friday of the quarter. After this date, no refund will be granted. All other permits are not eligible for refund.

## 1.11 Permit Sharing

Permits are non-transferable and will not be valid if the permit number does not match the vehicle information given on the Vehicle Registration Form(s). If permits are being altered, duplicated, produced, or shared by students, staff or faculty, consequences may include but is not limited to: having your parking permit and privileges revoked, meet with the Chief/Director of Campus Safety, Human Resources, and/or Student Concerns to discuss the proper course of action.

## 1.12 Shared Parking Areas

In addition to the parking facilities on Fuller-owned properties, Fuller has contracted with neighboring organizations to obtain conditional access to additional parking space. As such, these lots may be shared with other organizations and the parking rules and regulations are influenced by the requirements and conditions stipulated by the property owner.

## 1.13 Visitor Parking Spaces

All VISITOR stalls are reserved for guests and visitors. Student and employee parking in these stalls is prohibited.\* The VISITOR stalls located in the SOP GARAGE (185 N. Madison Ave) are intended for FPFS client parking and are **strictly enforced**. No vehicle with any Fuller permit is allowed to park in these stalls **at any time**, not even for short periods. **Any Fuller-affiliated vehicle found in these stalls will be cited and these citations will not be eligible for appeal.**

### 1.13.1 Alumni Parking

Recently-graduated students and recently-retired faculty may still have the corresponding, albeit expired, decals on their vehicle. Both will be considered as Fuller affiliates and may NOT park in any Visitor stall. Visitor stalls are reserved for non-affiliated drivers only. **Alumni of Fuller are not considered visitors** and are not eligible for timed zones. Alumni must secure temporary day parking or quarterly commuter parking.

### **1.13.2 Admissions Guests**

Prospective students who have scheduled an appointment with the [Admissions Department](#) may park in dedicated parking stalls (labeled as “ADMISSIONS GUEST”) located at the rear of the Student Service Center ([250 N. Madison Ave](#)).

Please make sure you park only in the designated stalls, or else you may be subject to citation and towing by the [LA County Department of Water & Power](#).

### **1.13.3 Auditing Students**

Students who are auditing classes are not considered visitors and cannot use the 2hr visitor spaces. Those who are auditing must obtain the appropriate commuter permit if they wish to park on campus

### **1.13.4 FPFS Clients**

Visitors and patrons of the [Fuller Psychological & Family Services](#) (FPFS) may park in the 2-HR Visitor Parking stalls located in the garage level of the Weyerhaeuser School of Psychology building ([180 N. Oakland Ave](#); enter lot at [185 N. Madison Ave](#)). The clinic is located on Level 2 of the building, accessible by stairs or elevator.

NOTE: The 2-hour time limit on stalls is strictly enforced. If you cannot find parking in these stalls, you may find parking on nearby city streets. Parking in other zones inside the garage or in the lot outside is prohibited without the appropriate permit. Those with a valid Handicap placard may park in the Handicap Parking stalls next to the elevator.

### **1.13.5 Vendors and Contractors**

Vendors and contractors are only allowed to park on campus while fulfilling a Fuller work order or appointment. Contractors and vendors should park in the service vehicle lanes where available. Overnight parking is not allowed without the proper permit.

## **1.14 Electric and Hybrid Spaces**

In an effort to incentivise environmental awareness and protection, Fuller has provided a number of priority stalls for electric and hybrid vehicles around campus. ELECTRIC vehicle stalls are equipped with electric outlets that electric vehicle drivers may use to charge their vehicles. Any electric (not hybrid) vehicle, regardless of permit type, may park in an ELECTRIC vehicle stall while charging during daytime hours. HYBRID stalls are subject to the zoning regulations of the lot in which they are located. ELECTRIC

vehicles may only use the ELECTRIC vehicle stall during the time of charging. Once a vehicle is fully charged, it should be moved to the designation of their permit in order to make room for other vehicles that need to charge. Electric vehicles that are parked and not charging may be subject to citation. There is also a free public charging station at the Scottish Rite North lot located at 160 N. Madison Ave.

## **1.15 Handicap Spaces**

Per state and federal accessibility laws and regulations, Fuller provides a number of HANDICAP stalls around campus. Vehicles parked in these stalls must display a valid and current Handicap placard. Fines for violation of HANDICAP stalls are determined by civil authorities, not by Fuller Parking Service. Violators may be subject to other penalties and means of prosecution by governmental bodies independent of Fuller Theological Seminary.

### **1.15.1**

People with handicap parking placards are not required to purchase a parking permit in order to park in the handicapped spaces. We do ask that if you are disabled and plan on parking your vehicle on campus, please register your vehicle with the Parking Office so we may contact you if any issues arise regarding your vehicle. The Disabled Placard does not allow you to park in spaces outside of the designated handicap spaces. The correct parking permit must be obtained in the event that no handicap parking is available. It does not allow you to park in a reserved parking stall. Handicap placards found parked in non-HANDICAP stalls without a proper permit for that area will be cited.

### **1.15.2 Medical Issues**

Permit holders may occasionally have medical issues that require them to avoid physical activities such as walking great distances. In this case, an appropriate handicap placard should be attained through an individual's healthcare provider and the DMV, that will allow you to park in a HANDICAP space.

## **1.16 Motorcycles**

It is preferred that motorcycles be parked in motorcycle access to allow for additional vehicle parking. Motorcycles parked on campus must be registered via [fuller.thepermitstore.com](http://fuller.thepermitstore.com).

## **1.17 Bicycles**

Bicycles are not to be secured to anything other than the bicycle racks located around campus. These racks are provided as a courtesy and riders assume all liability for parking a bicycle on campus.

As with all urban areas, incidence of bicycle theft is high in the Pasadena area; all cyclists are **strongly encouraged** to use a U-LOCK or similar device to secure the bicycle to the rack. U-LOCKS are for sale at the Parking Services Kiosk in the Payton Hall lobby at a price of \$10.00.

## **1.18 Contracted Lots**

### **1.18.1 Presbyterian Church of Pasadena Parking Lot**

The lot located at 99 N. Madison Ave has been previously rented by Fuller. Fuller parking is no longer allowed in this lot. It is the property of Mill Creek Properties and maintained by the Presbyterian Church of Pasadena. Any towing action would be taken by Mill Creek Properties or the Presbyterian Church of Pasadena and not by Fuller; drivers whose vehicles were towed must contact Mill Creek Properties or the Presbyterian Church to obtain further information about the whereabouts of their vehicle.

### **1.18.2 Scottish Rite Cathedral lot**

The lot located at 150 N. Madison Ave., also known as the Scottish Rite NORTH LOT, is rented by Fuller. Fuller rents spaces #14-29 against north wall, Mon-Fri 6am-5pm. Any enforcement and towing done after hours and in restricted spaces is done independent of Fuller Parking Services.

### **1.18.3 Corson Parking Lot**

The lot located at 460 Corson St. was formerly leased from Carmel Partners. Fuller parking is no longer allowed in this lot. Any enforcement and towing of this lot is done independent of Fuller's Parking Services.

## 2.0 Event Parking

FTS hosts a wide variety of events sponsored by the Seminary itself or other affiliates. As with any other metropolitan destination, parking at Fuller Pasadena is at a premium. In order to ensure that there is adequate parking for those who pay for the right to use it, event parking procedures must be followed. A facility use fee will be charged for all Fuller events. This cost can either be paid by the guests of the event or the sponsoring department.

### 2.1 Requesting Event Parking

The sponsoring individual or department must submit form PS-300.

[https://docs.google.com/forms/d/e/1FAIpQLSc4LGDzgNhTUUI51hfGMIBK4SuYOOeksqTGdWcjJCszLF2-Dw/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSc4LGDzgNhTUUI51hfGMIBK4SuYOOeksqTGdWcjJCszLF2-Dw/viewform?usp=pp_url).

It is important that parking for an event be approved prior to event advertising since an event-specific promocode may be used to help register parking for the vent. A preparation period of two weeks prior to first advertisement should be given for events 75 people or fewer. For events that expect over 75 participants, a minimum of 4 weeks notice should be given. This time is necessary to secure additional rental spaces from our affiliates.

#### 2.1.1 Event Parking Restrictions

Under no circumstances are event attendees permitted to park in marked Resident Only stalls. Vehicles parked in residential stalls will be cited and may be towed at owner expense and liability. Citations for parking in Resident stalls are not eligible for appeal.

#### 2.1.2 Event Facility Fee Schedule

Event Size	Price Per Permit
0-75 Vehicles	\$2.50
Over 75 Vehicles	\$4.00

### 3.0 VIOLATIONS / CITATIONS / FINES

As with all metropolitan areas, parking in the Pasadena area on or near the Fuller main campus is extremely limited. To maximize the opportunities for Fuller visitors, students, and employees to find a parking space, Fuller maintains a permit-based system that is strictly enforced under the California Vehicle Code, Sec 21113a . Additionally, HANDICAP, HYBRID, and ELECTRIC stalls are subject to applicable laws and statutes of city, county, state, and federal authorities.

Parking regulations for all Fuller parking facilities are in effect and are enforced 24 hours a day, 7 days a week. **You as a driver are responsible for familiarizing yourself with the parking regulations before bringing your vehicle campus.** A copy of the regulations is available on the website and distributed with every new permit purchase. Every lot has a sign posted at the entrance specifying which permits are valid in that lot. **Ignorance of Fuller’s parking regulations is not a valid excuse for seeking dismissal of a citation.**

#### 3.1 Causes for Citations

Should a vehicle be observed in violation of the Fuller Pasadena campus parking regulations, a citation will be issued under the authority granted to Fuller under the California Vehicle Code, Section 21113a. If the offense occurs in a FIRE LANE or HANDICAP stall, additional civil and federal penalties may apply above and beyond those assessed by Fuller.

#### 3.2 Citation Penalty Classes

Penalties are assessed based on the specific nature of the violation and Fuller affiliate status. Please see the list of causes for citation below for the penalty amount for each type of violation.

VIOLATION	FINE AMOUNT
No Valid Permit Display (This includes improperly placed or obstructed permits)	\$45.00
Parked outside the painted stall	\$30.00
Parked in restricted area	\$45.00
Vehicle causing obstruction	\$30.00



Motorcycle not in compound	\$30.00
Vehicle subject to tow away	\$75.00
Parking permit has expired	\$45.00
Vehicle parked over time limit	\$30.00
Altered permit	\$45.00
Driving in unauthorized areas	\$45.00
Parking in areas/spaces reserved for tenants only	\$45.00
Parked in a handicapped space	\$250.00
Parked in a fire lane	\$75.00
Parked in a loading zone exceeding 15 minutes	\$30.00
Parked on a sidewalk	\$30.00
Parked on campus owned grass	\$30.00
Blocking a driveway or other road access	\$30.00
Backed into a stall facing oncoming traffic	\$30.00

**3.3 Warnings**

Based on Fuller parking policies and Parking Enforcement Officer’s discretion, some citations may be issued as a WARNING ONLY, without a penalty/bail amount specified. Drivers receiving a warning citation should contact the Parking Services office as soon as possible to find out more information about the reason for the issuance of a warning citation. Drivers who accrue multiple warning citations for the same issue may be subject to further penalties.

**3.4 Public Authorities Compliance**

Fuller parking facilities contain government-specified FIRE LANES and HANDICAP stalls which are regulated by the relevant authorities at the city, county, state, and/or federal levels; the jurisdiction of these bodies applies independently from Fuller

Theological Seminary, and violators may be subject to penalties or other punitive action assessed by these bodies independent of penalties assessed by Fuller.

### **3.5 Payment of Citation Penalties**

Payment for citations may be made online with credit card at [fuller.thepermitstore.com](http://fuller.thepermitstore.com) or at the Parking Services Kiosk in person or by posted mail. A \$2.95 processing fee will be added to every citation payment. Payments paid in person may be made in the form of cash, personal check, or credit card. Mailed payments must be in the form of personal check. Please do not mail cash payment. Current students with outstanding tickets will have the penalty charged to their student account, which they may then pay using the standard payments methods arranged with Student Financial Services.

### **3.6 Outstanding Citations**

Currently enrolled students will have 30 days to make payment. After that time period, the fine amount will be added to the student account with an additional \$10.00 administrative fee. Outstanding citations may affect graduation status and the withholdance of diplomas until all accounts are paid in full.

### **3.7 Vehicle Immobilization Device (Boot)**

A vehicle that has **3 unpaid (open) citations will** receive a Vehicle Immobilization Device (**boot**) which will be placed on the vehicle's tire. Campus Safety will keep track of the number of tickets each vehicle receives. Each boot removal fee is **\$95.00**. If your vehicle is booted the total cost of the fines will be the equivalent of the **\$95.00** boot removal fee, plus the combined cost of all outstanding citations, which must be paid in full in order to have the boot removed. **You will also need to provide current Driver's License as well as your Student or Staff Identification Card before the boot will be removed.**

Any attempt to remove, tamper with, or damage the V.I.D. is unlawful and will be prosecuted under Penal Code 594.

When removing a boot, the Campus Safety Officer is to inform the violator that **if they continue to violate policies through the remainder of the quarter they will be rebooted for every offense at \$50.00 a violation even if they have already paid off their tickets.** Continued accumulation of outstanding citations may result in the repeated booting of a vehicle until the account has been paid, and/or the towing of the vehicle from Fuller property.

### **3.8 Towing of Vehicles**

The enforcement of parking violations will be accomplished through the issuing of parking citations. In limited situations it may be warranted to tow a vehicle from Fuller property. In such cases, vehicles will be towed pursuant to CVC 22658. Vehicles impounded or towed will be towed by Hillcrest Towing, 250 N Hill Ave, Pasadena, CA 91106 (626) 798-7817.

## **4.0 CITATION APPEALS**

### **4.1 Citations Given in Error or Due to Extenuating Circumstance**

Appeals must be made within twenty-one (21) days of the date of the citation. Violators who feel they have either received their citation in error or due to an extenuating circumstance may fill out a request to contest a citation. Citation appeals are filled out via [fuller.thepermitstore.com](http://fuller.thepermitstore.com). The parking supervisor will not accept walk-ins to discuss parking citations. An appointment with the supervisor can be made through correspondence to [parking@fuller.edu](mailto:parking@fuller.edu).

First-time offenses are not adequate grounds for citation appeal. Acts of defiance or knowing violation are never eligible for appeal. Citation appeals will not be given when another course of action could have been taken by the violator, including parking on the city street. Situations not eligible for appeal include, but are not limited to: running late for a class/meeting/appointment, using an unregistered vehicle, and forgetting to properly display a valid permit.

The parking supervisor will review the appeal application and contact the driver in regards to their request. All decisions are final. Appeals that are granted may involve crediting the penalty amount back to a student account (if applicable), or a reduction of fee. Correctable offenses may be considered after evidence has been provided that the behavior has been corrected and the violator is in compliance. If an appeal is denied, the driver is responsible for paying the penalty within 5 business days from the appeal decision.