

GAVILAN COLLEGE

Parking Regulations

For e-mail inquiries please send our office a message at: security@gavilan.edu

The Gavilan College Security & Parking Department is committed to supporting the Gavilan Community College District community by creating a smooth, efficient traffic and parking experience. Our staff is dedicated to making your visit a positive one. If there is anything we can assist you with, please call us at 408-848-4703, or 408-710-7490 for urgent matters.

You may also contact us via email at security@gavilan.edu

Sincerely,

Ana Garcia

Director, Security & Support Services

Annual Part-time Staff/Faculty Parking Permit Information:

Staff Parking Permits are available for all full-time, part-time, and temporary staff, faculty, contractors and professional experts.

Part-time Faculty or College/District Staff:

Permits are available at the Human Resources Department, Business Office, and the Security Department. Please be prepared to show your Gavilan College ID. Lost/Stolen permits should be reported immediately to the Security Department by calling 408-710-7490.

Professional Expert/Contractor Staff:

Please contact your program coordinator or supervisor at your assigned campus for a Staff Parking Permit.

PARKING REGULATIONS:

The following regulations and procedures have been designed to provide for the effective use of parking areas, the safe movement of motor vehicles and pedestrian traffic, and the general safety of the campuses. Failure to comply with parking or traffic laws and regulations constitutes a violation subject to established penalties. Regulations must be observed at all times, including exam periods, registration, summer school, weekends, periods between semesters and inclement weather.

PARKING REGULATIONS ARE STRICTLY ENFORCED ON CAMPUS AND LEGAL PARKING TICKETS ARE ISSUED FOR VIOLATIONS WITH PENALTIES AND REGISTRATION HOLDS PLACED WITH THE DMV FOR NON-PAYMENT.

THE CALIFORNIA VEHICLE CODE AND COUNTY ORDINANCES APPLY TO ALL VEHICLES ON CAMPUS AND IS ENFORCED BY FEDERAL, STATE, AND LOCAL LAW ENFORCEMENT AS WELL AS CAMPUS SECURITY (under section 21113 (a) of the California Vehicle Code) . IT IS THE DRIVER'S RESPONSIBILITY TO KNOW AND ABIDE BY ALL APPLICABLE LAWS.

Parking is prohibited in any area not specifically marked as a parking space, including planted and unplanted landscapes, lawns, sidewalks, pedestrian malls, service docks, service drives, roadsides, driveways, streets and other traffic ways, pedestrian crossings, disabled ramps, bus zones; red, yellow, white and unmarked curbs, posted No Parking zones, barricaded or closed lots and streets. Vehicles must be parked with all wheels resting within the boundaries of the parking space as indicated by painted lines or other markers. Vehicles are to be parked in parking spaces front-end first (No "backing into" the space). Taking more than one parking space is prohibited.

No overnight parking is allowed between 10:00 PM-6:00 AM without prior authorization from the Director of Security & Support Services. Vehicles found in violation may be subject to citation. Please call 408-8710-7490 for further information, or email security@gavilan.edu

Business cards or notes left on a vehicle are not an acceptable substitute for a valid parking permit. Vehicles displaying only a business card or note will receive a citation. No warnings are issued.

Stolen permits should be reported immediately to the Gavilan Community College Security Department by calling 408-710-7490. Lost permits will not be replaced.

Voided, stolen, altered or counterfeit permits may be confiscated by the District Security Department using any reasonable means necessary.

Purchase and/or possession of a parking permit does not guarantee the availability of a parking space. It is the responsibility of the driver to locate an authorized parking space, legally park the vehicle and to properly display a valid parking permit. Vehicles with car covers are no exception.

STUDENT PARKING PERMITS:

Student semester length parking permits are static cling and must be attached to the inside lower-left corner (driver side) of the front windshield. Please make sure the inside of your front windshield is clean and dry before affixing the permit. To be properly displayed, the permit must be visible from the outside of the vehicle.

Improper or non-display of a permit will result in a parking citation. Students and visitors may purchase either a one-day "daily" parking permit, or a semester length parking permit.

Motorcycles do not require a parking permit when parked in a designated motorcycle parking area. Motorcycles parked in student parking stalls must display a valid parking permit. Sticker permits for motorcycles and convertible vehicles are available in the Security Department.

Semester length student parking permits:

Semester length student parking permits may be purchased online at www.gavilan.edu, or in the Admissions and Records office during normal business hours. To be valid, the permit must be properly placed on the vehicle and be clearly visible from the outside. To be properly placed, the permit must be affixed to the inside of the front windshield, bottom corner, driver's side.

One-day visitor or "daily" parking permits:

May be purchased from one of the many daily permit dispensers that have been provided for your convenience. Daily permits must be displayed on the driver's side of the front dashboard and the expiration date must be visible from the outside of the vehicle.

Daily permits are \$1.00 per day. Permit dispensers accept change only.

At the Gilroy Campus:

Daily parking permit dispensers are located in Parking Lots A, E, and H only. All dispensers will accept dimes, nickels and quarters, and dollar coins. Once purchased, daily permits may be used in any student parking stall on campus.

MOTORCYCLE PARKING:

Designated motorcycle parking is available in parking lots A,C,E,F, and E. No parking permit is required for motorcycles parking in designated motorcycle parking areas. Motorcycles parked in vehicle stalls require a valid parking permit. Stickers for Staff & Student motorcycles are available at the Gavilan Security Department.

SHORT-TERM VISITORS:

Visitors who will be on campus for a brief visit may take advantage of a limited number of free fifteen (15) or thirty (30) minute parking stalls. Vehicles properly parked in a marked time zone stall do not need to display a parking permit for the posted amount of time. Visitors who believe their visit may exceed the posted time limit of the time-zone stall are encouraged to purchase a daily parking permit for use in a student parking stall. Vehicles parked in a marked time-zone in excess of the posted time limit may receive a citation.

DISABLED PARKING:

All drivers who are disabled (as defined in section 295.5 CVC), and who have been issued a valid disabled parking placard or plates by the California Department of Motor Vehicles, are authorized to park in any disabled parking stall on campus. To be legally parked in a disabled stall, the disabled placard or plates must be properly displayed pursuant to the California Vehicle Code and D.M.V. guidelines. Vehicles properly displaying a valid disabled parking permit do not need to display any other District parking permit to park in a disabled parking stall. In addition, any vehicle properly displaying a valid disabled parking permit may park in any student, staff or time-zone stall without displaying any other District permit. Disabled permits are not valid for use in E-plate, Service Vehicle, Special Permit stalls, out of a marked parking stall or other restricted areas.

ENFORCEMENT:

Parking permit requirements are enforced **Monday - Friday** between 6:00 am and 10:00 pm, excluding district holidays. Parking areas specifically marked for disabled parking, red zones, loading zones, time zones and other restricted areas are enforced every day, 24-hours a day. Parking citations issued by the District Security Department are issued with the authority of the California Vehicle Code and the authorization of the Gavilan College Board of Trustees. District parking citations are legal documents that will be issued and processed in accordance with applicable state and local laws and regulations. In the event that you receive a parking citation while on campus, please carefully follow the payment or appeal instructions printed on your citation. Failure to do so may result in the addition of a late penalty amount and a hold being placed on the registration of your vehicle.

PAYING OR APPEALING A PARKING CITATION:

To avoid additional penalties, parking citations must be paid or appealed within 21 calendar days of the issue date. Payment or appeal may be made by mailing your citation to the address printed on the envelope that is your citation.

The Address is: Gavilan College Parking
Citations Services Center
PO BOX 63246
Irvine, CA 92602

Telephone:

Inquiries by phone may be made at (888) 443-4501

In Person:

Parking citations may not be paid in person, please send check or money order to the address on the citation.

CONTESTING A CITATION:

In the event that you believe your citation was issued in error and the indicated violation did not in fact occur, please submit a completed appeal form within 21 calendar days of the issue date of your citation. Per California law, failure to submit an appeal form within 21 calendar days of the issue date of the citation will result in the forfeiture of your right to appeal the citation.

Mail a written appeal to the address printed on your citation. When writing your appeal, please use facts, such as times and locations, to clearly explain why you believe the specific violation indicated on your citation did not occur. Please feel free to include pictures or other supporting documents that you believe will help explain or verify your statement, however, please note that supporting pictures or documents cannot be returned. Do not include payment for the citation when submitting your appeal form.

Once your appeal form has been received by mail or through the website, your appeal will be carefully considered by a review officer to determine if the facts provided constitute a legal and valid justification for the dismissal of the citation. Upon completion of the review, a letter will be mailed to the address you provided, with a statement indicating if the citation was dismissed or upheld. In the event that your citation was dismissed, you will not need to take further action. If your citation was upheld, please carefully follow the instructions included with the letter as they will provide you with steps to pay the citation, or to continue in the appeal process.