

# NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

## 6010P Parking Procedure

### Parking Enforcement Authorization

The President, or designees, may order any motor vehicle parked at the college in violation of the policy or procedure to be ticketed, immobilized and/or towed at the owner/operator's expense.

### Employee Parking Fees

The fees for employees, including tax, shall be \$114.00 annually. Fees are non-refundable.

Each employee who works 50% or more will be assessed \$114.00. Each employee who works less than 50% will be assessed \$57.00. Adjunct and part-time temporary faculty will pay pro-rated fees per semester.

An employee who is a student may submit a copy of their fee statement to the President/Designee and request fees be reduced accordingly. An employee who does not park on any NCTC property may submit a request for a waiver on the Employee Parking Fee Form.

### Parking Enforcement

All parking spots on the campuses are open to everyone on a first-come, first-served basis with the following exceptions:

- A. There will be set aside handicapped parking as required by law (MN Statute 169.345 and 169.346). All vehicles parked in a designated handicap area must display a valid permit or license plate.
- B. There will be set aside parking for the college's fleet of vehicles, including college department vehicles.
- C. There will be set aside visitor parking, permit required.
- D. There will be a limited number of parking spots reserved for the Workforce Center on the Thief River Falls campus.
- E. There will be a limited number of parking spots reserved for Massage Therapy on the Thief River Falls campus.

Parking is prohibited in areas designated as:

- A. Deliveries only
- B. Service areas
- C. Fire lanes
- D. No parking

Parking is also prohibited in the following locations and vehicles may be ticketed:

- A. On the grass.
- B. Where the curbing is painted yellow.
- C. When blocking a driving lane.
- D. When vehicle is in improper position (taking up two parking spaces by parking over the yellow line.)
- E. Overnight without prior approval from the Director of Facilities.

All persons operating a vehicle on college property are responsible for being familiar with and complying with all traffic and parking policies and procedures. Drivers must drive safely and give pedestrians the right of way at all times. The speed limit in the college parking lots is 15 mph.

The responsibility for finding a legal parking space rests with the vehicle operator. Lack of space is not considered a valid excuse for violation of parking procedure.

### **Overnight Parking**

Overnight parking is strictly prohibited in all parking lots for any vehicle that is specifically designed, equipped and/or used for sleeping and/or overnight accommodations (i.e. personal vehicle, camper, motor home). Sleeping and/or staying overnight in any vehicle on college property by anyone is not permitted. Vehicles associated with a specific commercial vendor assigned to do business with the college may park overnight with the approval of the Director of Facilities.

Anyone leaving their vehicle in the parking lot overnight is to inform the Director of Facilities and provide the make, model, and license plate number on the vehicle and a contact number for emergency purposes.

Airport: Park on the south east side of the main parking lot.

EGF: Individuals or groups of less than 6 vehicles - Park in the south parking lot *against* the curb *facing the street*, not in the middle or close to the buildings.

Groups over 6 vehicles - Park in the northeast parking lot on the east side by the field.

Groups of people traveling together should park by each other in the same area.

TRF: Park in the north east parking lot, which is marked overnight and fleet vehicle parking.

### **Towing**

Vehicles left unattended on college property over ten days will be subject to towing at the owner's expense. The owner is responsible for any damage to vehicles as a result of towing.

### **Breakdowns or Jump Starts**

Employees cannot assist in vehicle repair of any kind. In addition, employees and students within automotive programs are not able to assist in emergency vehicle repair that does not coincide with the academic curriculum.

The physical plant department at each campus location does provide a "booster" battery pack that individuals can utilize. A driver's license deposit is required for the usage of the jump-start booster. The driver's license is returned upon return of the booster. The college does not guarantee the availability or the effectiveness of the booster battery pack.

Date of Implementation:	3/8/05
Date of Adoption:	3/8/05
Date & Subject of Revisions:	4/18/06 Rate change to \$30 per semester
Date & Subject of Revisions:	4/09/07 Rate change to \$47.50 per semester/\$95 annually; deleted language referring to EGF designated

3/26/12 – Added language on parking enforcement, overnight parking, towing,  
and breakdowns

8/27/13-Rate change to \$57 per semester/\$114 annually