

**Williamsburg Technical College  
PROCEDURE**

**SECTION E – FACILITIES MANAGEMENT**

Title <b>VEHICLE PARKING</b>	Number <b>E-12.1</b>
Division of Responsibility <b>Administration and Finance</b>	Approval Date Page <b>1/21/2021 1 of 2</b>
Approval Vice President _____  President _____	Supersedes Procedure No. <b>E-12.1</b> Date <b>5/24/10</b>

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

- I. All privately owned or operated vehicles driven on campus by students must be registered prior to the close of registration of the first semester in which they are enrolled. Vehicle registration is coordinated by Student Affairs and is accomplished by completing a registration card and receiving a vehicle registration decal. There is no charge for the decal. The decal must be displayed and is valid for the remainder of the academic year. The Business Office coordinates registration of faculty and staff vehicles.
- II. Students who drive an unregistered vehicle to the campus because of unusual circumstances may obtain a special parking permit from Student Affairs. This permit must be displayed in the left front window.
- III. Students who become temporarily disabled during the semester may obtain a special parking permit from Student Affairs with appropriate medical documentation. Employees who become temporarily disabled may obtain a temporary parking permit from the President’s Office with appropriate medical documentation.
- IV. The person registering the vehicle is responsible for all violations assessed against that vehicle. Student Affairs must be notified of any changes in ownership of the vehicle, license number, address of the owner, etc.
- V. Traffic and parking regulations are to be obeyed at all times. The speed limit on campus is 15 mph. Drivers must not operate their vehicles in a reckless manner. Pedestrians have right-of-way on campus, but they should exercise caution and courtesies so as not to impede the orderly flow of traffic. Violators will be ticketed.
- VI. All vehicles must be parked in designated parking spaces and areas. White lines designate student parking; yellow lines designate employee parking; blue lines designate handicapped parking. Vehicles must be parked so that the entire vehicle is within the lines designating a parking space. Some spaces/lots are restricted, as marked, for use by faculty/staff and the handicapped. No parking is permitted on any access road. The parking area in front of the Administration Building

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(Building A) is reserved for official visitors, assigned vehicles, and emergency vehicles. Students and visitors may park in any parking space not otherwise restricted.

VII. Persons violating traffic regulations will be assessed a fine. Persons who feel that their citations for violation of a traffic regulation are unwarranted should confer with the Vice President for Administration and Finance. This action must be taken within five class days after receipt of the citation.

VIII. Fines are paid to the Business Office, and violations must be cleared within five class days after the receipt of a citation or an additional penalty will be assessed. All fines are considered debts to the College and must be paid in full before grades or requests for transcripts will be released, or before awarding diplomas/certificates/degrees. Registration cannot be completed without removing all indebtedness to the College.