

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Registration and Parking Regulations	<u>Number</u> 122
Related Policy:	Parking and Flow of Traffic – 6Hx20-1.024	<u>Page</u> Page 1 of 2

**I. Purpose**

To identify rules and procedures for registration and parking of vehicles on College campuses.

**II. Procedure**

**A. Registration**

1. All students and employees operating motor vehicles on any Pensacola State College campus must register their vehicles at the time of class registration or upon employment. Register with the Public Safety Department on the Pensacola, Warrington, and Milton campuses, and the administrative offices of the South Santa Rosa center and Century center.
2. Registered vehicles will be issued a College parking decal. To obtain a decal, the student must present a current student identification card (or receipt for fees paid) and their vehicle registration. Employees must present a College ID card or a copy of their contract, as well as their vehicle registration. There is no charge for parking decals. Vehicle registration procedures apply to part-time as well as full-time students and employees.
3. The decal shall be permanently affixed to the outside rear window (right side) or rear bumper (right side) so that the decal is clearly visible from behind. Motorcycles and similar vehicles shall display the decal on the rear of the vehicle so it is clearly visible from behind.
4. If a decal is lost, becomes illegible, or is invalid due to expiration, it is the student's or employee's responsibility to immediately re-register the vehicle.
5. Decals are non-transferable.
6. The person who registered a vehicle and was issued a decal is at all times responsible for the vehicle displaying that decal, regardless of who is driving the vehicle. If the vehicle is sold, the decal should be removed.
7. Parking decals (and driving privileges) are subject to revocation by the administration in the event of repeated violations of campus parking and traffic regulations.
8. Handicapped parking will only be by displayed handicapped certification decal issued by the State of Florida or any other state. Contact the Public Safety Department for additional information.

B. Parking

1. Student parking decals allow parking in parking spaces with a white or unmarked curb. Other curb colors are reserved as follows:
  - a. Green – Employee parking;
  - b. Blue – Handicapped parking;
  - c. Red – Visitor parking; and
  - d. Yellow – No parking at any time.
2. Green reserved spaces are restricted from 7:00 a.m. to 5:00 p.m., Monday through Friday. Handicapped parking spaces are reserved at all times.
3. Motorcycle parking areas are located throughout the campuses and are designated by signs and appropriately spaced white lines.
4. Violations which make a vehicle subject to towing at the owner's expense are:
  - a. Parking in roadways or thoroughfares;
  - b. Parking in a fire lane;
  - c. Parking within ten (10) feet of a fire hydrant;
  - d. Parking in yellow-lined areas with yellow curbs;
  - e. Parking in loading zones, driveways or on sidewalks;
  - f. Abandoning a vehicle for more than 48 hours; and
  - g. Parking in closed or posted areas.
5. If it is necessary to drive an unregistered vehicle on campus, contact the office where you received your decal. They will issue you a temporary parking decal.
6. If overnight parking is necessary, please notify the Public Safety Department.

Responsible Official	Chief of Police/Director, Public Safety
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President's Signature:	Date: 02/21/2017
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