

## Lewis & Clark - Transportation and Parking Regulations

### Overview

Permission to park or operate a motor vehicle on Lewis & Clark property is governed by these regulations. It is a privilege granted by the College and does not ensure the availability of a parking space. Lewis & Clark has established these transportation and parking regulations to:

- provide for the protection and safety of the Lewis & Clark community by ensuring emergency access to the campus and its buildings,
- mitigate parking and traffic congestion in facilitating the College's pursuit of its academic mission and the life of the surrounding community,
- comply with traffic reduction requirements mandated by the city of Portland and the Oregon Department of Environmental Quality,
- organize vehicle parking and movement on the Lewis & Clark campus in an efficient, safe manner in accordance with the city of Portland's conditional use requirements.

The College reserves the right to revise the transportation and parking regulations described herein and all associated schedules of fees, fines, and penalties.

### Staff Authority

Transportation and Parking staff and Campus Safety Officers are duly appointed representatives of Lewis & Clark. They are designated by the College to enforce all parking and traffic regulations on College property, in the Collins View neighborhood, in the Dunthorpe neighborhood, and in other areas near the campus that are impacted by parking generated by the College.

### Parking of vehicles

Valid parking permits are required to park on campus or in off-campus housing leased by the College during the fall and spring semesters, Monday through Friday, from 7 am to 7 pm. There is no charge for parking after 7 pm weekdays or on the weekends. During summer session, parking permits are not required however no parking zones, loading zones, service courts and reserved parking spaces (staff and visitor only) will continue to be enforced.

### Parking fees

- *Payment methods.* Employees may purchase semester parking permits by authorizing monthly payroll deductions. Students must pay for their semester permits in full upon issue.
- *Daily parking passes.* There are four, day-pass dispensing machines located in the commuter parking lots. Passes may also be purchased online at the link below.
- Permits may be purchased on the Transportation and Parking website.

### Vehicle registration

Vehicles owned and/or operated by students, faculty, or staff that will be parked at any time on the campus or in adjacent neighborhoods must be registered with the College. Unregistered vehicles parked on the campus or in the neighborhood are subject to fines, immobilization (booting), and/or towing at the owner's expense.

### Permit cancellation, denial, or non-renewal

The College may revoke a parking permit or refuse to issue a parking permit without prior notice. Parking permits may be revoked, denied, or not renewed for non-payment of parking fines, multiple violations, or obtaining a permit by false information.

### Daily, visitor, and guest permits

For those driving cars to campus on an occasional basis during the fall and spring semesters, the College offers the following parking permit options:

- *Student and staff daily parking passes.* Students and staff may purchase daily parking passes from the parking machines in the upper Griswold, lower Griswold, Graduate School and Law School parking lots. A license plate is required to purchase a daily permit. Daily parking passes are valid for one day only. First year undergraduate students are not permitted to purchase daily parking passes.
- *Visitor parking passes.* All visitors shall purchase a daily permit from one of four permit dispensing machines, from the online portal or via a departmental event pass. Organizers of special events must contact Transportation and Parking if visitor permits are to be issued. Students, faculty, and staff are not allowed to use visitor parking spaces.
- *Guest parking passes.* Guests of the College may park in specially designated reserved spaces near the Information/Campus Safety office from 8 am to 5 pm. Those eligible for guest passes include prospective students, parents of prospective students, parents of current students, and job applicants. There is no charge for a guest pass. Guest passes are issued by the Campus Safety Office. Students, faculty and staff are not permitted to use guest parking passes.
- *Trustees.* The Office of the President will issue special parking permits to all trustees of the College.

### Carpool permits

Lewis & Clark encourages carpooling to reduce the number of single-occupancy vehicles on campus. Those who register for carpool permits with Transportation and Parking will pay discounted parking fees and will be entitled to park in spaces reserved for carpools. When not carpooling, a valid day pass must be displayed. Each carpool permit will be issued three complimentary daily passes per semester for use when not carpooling.

- *Carpool definition*
  - Two or more Lewis & Clark community members who are qualified under the carpool registration process with Transportation and Parking, constitute a valid carpool.
  - Students who are residents on campus are not qualified for a carpool parking permit.
- *Permit procedures*
  - One carpool permit will be issued per carpool group.
  - The permit will be associated with the primary vehicle and driver, who will register and pay for the permit.
  - All vehicles associated with the carpool must be registered and listed under the primary vehicle.
  - All carpools must submit a form acknowledging carpool regulations and procedures.
- *Changes in carpool status*
  - Changes in carpool status shall be reported in the online permit system.
  - Changes in status include, but are not limited to changing residences, a change in carpool members, or a change of carpool vehicles.

- *Monitoring*
  - Vehicles registered to the same carpool and parked on campus within the same four hour window must display a daily parking permit or be subject to fines. If the daily complimentary permits have been used, the second car will receive a parking violation that will be charged to the permit holder on the account.
  - Transportation and Parking staff monitor carpools and may suspend carpool privileges for violation of the stated rules. Any carpool participant found to be in violation of this section will be subject to parking citations with associated fines.

### **Designated and assigned parking areas**

Authorized parking areas on the Lewis & Clark campus are specifically designated by striping on the pavement except in the following locations:

- North Drive roadside (between the Lower Griswold and Fir Acres lots).
- Between McAfee and the southeast driveway exit from the Fir Acres Campus.
- Platt Circle

Vehicles must be parked between the lines in striped parking spaces. All vehicles parked on an authorized roadside must be completely off the roadway and on the other side of any red lines designating fire lane clearance. Parking vehicles with tires on the red lines is prohibited.

### **Disabled persons' permits**

Disabled parking spaces are provided in College parking lots in accordance with the Americans with Disabilities Act (ADA). Parking spaces reserved for disabled persons shall be designated as reserved by signs showing the symbol of accessibility. Vehicles parking in disabled parking spaces must display official state issued disabled person's parking permits. Permission must be obtained from the Lewis & Clark College ADA Coordinator to park, for reasons of physical disability, in any areas of the campus not designated for daily permit or disabled persons parking. Any visitors, students, faculty, or staff who park on the campus with a state issued disabled person's parking permit must also obtain and display either a valid daily parking pass or a semester parking permit during hours of enforcement. The fine for a reserved disabled person's parking space parking violation is set by Oregon State Law. The initial fine is \$190.00 and for each subsequent violation the fine is \$450.00.

### **Staff permit parking**

Staff permit parking areas are reserved by pavement markings and/or posted signs. Vehicles with staff permits may also park in unreserved parking spaces. Vehicles with staff permits are not permitted to park in service areas, loading zones, and spaces reserved for other uses.

### **Reserved parking permits**

Parking spaces designated by signs for the President and selected officers of the College are reserved at all times.

### **Graduate and Undergraduate Student Parking**

Undergraduate and graduate students may park in any unreserved parking space if a valid parking permit is registered to the vehicle.

### **Law Student Parking**

In the Law School parking lot, specific spaces are reserved for third and fourth year law students and their carpools. Unless signs indicate otherwise, staff parking spaces in the Law School parking lot are

open for law student parking after 5 pm provided that a valid permit issued by the College is registered to the vehicle. Parking spaces are reserved for use by all law students in the upper Griswold parking lot during the indicated hours. Law students may park in any other unreserved parking spaces on the campus if a valid parking permit is registered to the vehicle.

### **First Year Resident Prohibition**

First year resident students in the undergraduate college are prohibited from having vehicles on campus. An application for waiver may be submitted to Transportation and Parking and must be accompanied by documentation. First year residents who bring cars to campus under any circumstances without a waiver, are in violation of this rule and subject to parking fines and disciplinary action. For more information and access to the waiver, please see the Transportation and Parking website.

### **Off-Campus Residential Housing Parking Permits**

Each Lewis & Clark resident of College-owned, off-campus housing is required to register their vehicle. This registration shall allow the renter to park on the property in a designated parking space. One visitor parking permit shall be issued to each resident for the purpose of guest parking on the property. A renter may apply for additional, temporary visitor parking permits issued at the discretion of Transportation and Parking. It will be a violation for a vehicle to display a visitor or temporary visitor parking permit for the purpose of parking the vehicle on the rental property while the vehicle owner is not at the residence. Vehicles in violation of the use of resident, visitor, and/or temporary parking permits, shall be subject to citations, fines, vehicle immobilization, and/or towing of the vehicle. Assignment or use of any permit by any person or vehicle not authorized by those policies shall subject all parties to citations and fines and will be considered a violation of applicable lease provisions.

### **Prohibited campus parking areas**

Parking is prohibited in the following areas:

- Where official signs are posted to prohibit or restrict parking
- Within 10 feet of a fire hydrant
- On service roads, service courts, and sidewalks
- On landscaped areas and off-road pedestrian walkways
- In areas not specifically marked for parking except for the North Road and lane from Templeton to the southeast driveway exit from the Fir Acres Campus
- Along any red-painted curb or surface striping denoting a fire/emergency vehicle zone
- In any moving traffic lane on campus roadways
- The crosshatched areas adjacent to parking spaces reserved for the disabled

### **Responsibility for illegal parking**

The permit holder, or in the absence of a valid permit, the registered owner of the vehicle, is responsible for any parking violations of that vehicle and for all offenses other than moving violations under these regulations. If another person was using the vehicle at the time of violation, either the permit holder or the registered owner will be held responsible for the violation.

### **Neighborhood parking prohibition**

Students, faculty, and staff are not permitted to park on public streets in neighborhoods within the vicinity of the College. This neighborhood parking prohibition does not apply to residential street frontages of students, faculty, and staff who reside in the neighborhoods and provide proof of residence

to the Transportation and Parking office. The neighborhood parking enforcement boundaries may be viewed on line at <http://lclark.edu/dept/parking/objects/ParkingEnforcementMap.pdf>.

### **Fire lanes**

No vehicle other than a fire or emergency vehicle may obstruct a fire lane. Fire lanes are designated by signs, red-painted curbs, or red lines painted on the pavement. No vehicle may be parked with its wheels or tires on or over the red lines.

### **Parking violation notices**

When there is cause to believe that a violation of these regulations has occurred, the Transportation and Parking Office will issue a parking violation notice that lists the date, approximate time, location, nature of the violation and fine amount. The parking violation notice may be served by affixing a copy to the vehicle involved, including on any vehicle parked in violation of College parking rules or by emailing a copy to the alleged violator at his or her campus email address.

### **Penalty payment and appeal procedure**

Parking fines will automatically be charged Transportation & Parking to the college accounts of students, faculty, and staff.

- A parking violation notice may be appealed online within 10 days of receiving the citation.
- If the alleged violator does not appeal the notice of violation within 10 days, the fine will remain as charged on the college account of the violator and the right to appeal will expire.
- If the parking citation is appealed and the violation is upheld, the fine will remain as charged to the individual's college account. If the appeal is upheld, the fine will be reversed.

### **Appeals Review and Adjudication Process**

All parking citation appeals submitted within ten days of issuance are reviewed initially by the Transportation and Parking Office. Office staff may void the appealed citation and waive the fine if deemed appropriate according to the Rules and Regulations. Otherwise the appeal will be sent to an Appeals Hearing Officer hired by the College. The Appeals Officer is authorized to uphold the appeal, deny the appeal, waive the fine, or reduce the fine.

### **Immobilization or impoundment after due warning**

Any vehicle parked on Lewis & Clark property may be subject to immobilization (booting) or impoundment for cause after notification, as specified in these regulations. The College and its officers, employees, and agents are not liable for any loss or damage of any kind resulting from impoundment or booting. The following sequence of enforcement procedures may be taken if vehicles receive 3 or more consecutive parking violation notices within a fiscal year (June 1 through May 31) of the College:

- Upon receiving a third parking violation a warning may be placed on the vehicle giving notice that it will be immobilized (booted) the next time it is in violation.

Information on Parking Fines is available here:

[http://www.lclark.edu/offices/transportation\\_and\\_parking/fines/](http://www.lclark.edu/offices/transportation_and_parking/fines/)

### **Parking of motorcycles, motorized bicycles, and motor scooters**

Parking of motorcycles, motorized bicycles, and motor scooters is permitted only in areas specifically designated by signs for motorcycle parking. Such vehicles are not permitted to park in other areas, such as pedestrian pathways or sidewalks, in or near buildings and their entrances, service courts, parking

spaces for four-wheel motor vehicles, and areas designated for pedestrians. Otherwise, for the purposes of these regulations, motorcycles, motorized bicycles, and motor scooters are considered to be motor vehicles and are subject to all traffic and parking regulations of the College.

### **Parking of bicycles**

All bicycles on campus must be parked and secured in bicycle racks or bicycle lockers at all times. Bicycles may not be attached or locked onto handrails, railings, signposts, or light posts. Bicycles may not be stored inside buildings unless specific bicycle storage areas have been designated.

### **Service areas**

Building service courts are for maintenance, loading, and unloading only. Vehicle access to service areas is authorized only by display of a vendor parking permit or by use of a College vehicle. Students, staff, and faculty vehicles in service areas for loading and unloading must also display a vendor permit. Vendor permits are issued at the Campus Safety Office.

### **Speed**

The maximum campus speed limit for motor vehicles and bicycles is 15 miles per hour.

### **Pedestrian right-of-way**

The operator of a motor vehicle, bicycle, or other vehicle must slow down or stop, if necessary, to yield the right-of-way to any pedestrian.

### **Overnight parking of occupied vehicles**

Overnight parking of occupied vehicles on the campus, including motor homes, campers, trucks, cars, etc., is not permitted. Short-term occupancy for special needs may be authorized through the Transportation and Parking office.

### **College-owned vehicles**

College-owned motor vehicles are allowed access to all campus service areas to carry out necessary functions. However, these vehicles may not park for non-essential reasons in fire lanes, service courts, or disabled parking areas even when they are carrying out necessary functions for the College. College-owned vehicles must not block disabled persons' access to sidewalks or buildings. College-owned vehicles may not park on sidewalks or in front of building entrances except when necessary for maintenance purposes, or during loading or unloading. Vehicles must be moved immediately after maintenance, delivery, or loading is completed.

### **Liability of the college**

Lewis & Clark and its employees are not liable for any loss or damage to vehicles or contents of vehicles parked on Lewis & Clark College property due to theft, fire, impoundment, or other causes.

### **Temporary and permanent signs**

No person without authorization from Transportation and Parking may place, remove, relocate, deface, or in any way change a sign, barricade, structure, marking, or direction placed for the purpose of regulating parking or traffic. Permission to make temporary or permanent changes of this nature must be obtained from The Department of Transportation and Parking.

### TriMet bus passes

Lewis & Clark sells discounted monthly TriMet bus passes. Bus passes are available for purchase to students, faculty, and staff with the following stipulations:

- To qualify for a discounted TriMet bus pass, students must be currently enrolled, faculty must be currently teaching or conducting daily research on the campus, and staff must be currently employed.
- Only one discounted monthly TriMet bus pass per month may be purchased by each qualified individual.
- Students, faculty, and staff are not permitted to purchase a discounted TriMet bus pass for use at any time by another person (including spouses, relatives, friends, and acquaintances).
- Discounted monthly TriMet bus passes are available only to students, faculty, and staff who commute to the College by TriMet and who have not purchased a parking permit. Bus pass ticket books may be purchased by parking permit holders.
- Students, staff, and faculty who live within walking distance to the campus are not permitted to purchase discounted bus passes.
- Carpool riders are not permitted to purchase discounted monthly TriMet bus passes, but may purchase ticket books.

Bus passes may be purchased on the Transportation and Parking website, in the office, at Campus Safety, or the Law School Business Office.