



Parking Regulations

These procedures are intended to promote the safe and orderly movement of traffic on all District and College property for vehicles. All applicable provisions of the California Vehicle Code are expressly applicable to the traffic upon the highways, roadways, driveways, paths, parking facilities and grounds of the District and Colleges.

Parking of motor vehicles limited to specially designated areas. Official permits are required when parked on District property. Vehicles parked or left standing in violation of the provisions of this procedure are subject to fines, towing, or impoundment. The District provides parking facilities for vehicles for the sole purpose of conducting college business. Persons park on District property at their own risk. The District assumes no liability for damages or loss to any vehicle or its contents. All persons who enter on District and/or College property are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions. Vehicle covers cannot be used as the cover does not allow the parking permit to be clearly displayed. The Campus and Parking Services (CAPS) office is responsible for parking enforcement at the Grossmont and Cuyamaca college campuses. Parking rules and regulations are enforced year round including holidays, spring break, weekends and summer session. Owners are solely responsible for loss, damage or theft to their vehicle while parked on the Grossmont or Cuyamaca campuses. Vehicles parking on campus must be parked between two demarcated lines and there is no overnight parking permitted on campus after 11:00pm.

Codes, Regulations, and District Policies Related To This Procedure

Governing Board Policy 6750
California Education Code section #76360
California Vehicle Code section #21113
SDICCCA Reciprocal Faculty/Staff Parking Agreement
PLNU Parking Agreement

Primary Stakeholder: Department of Campus and Parking Services

Vehicles parked in Grossmont-Cuyamaca Community College District (GCCCD) property must have a valid parking permit properly displayed at the following times:

1. Monday through Thursday, 7:00 am – 10:00pm
2. Friday and Saturday, 7:00 am- 4:00pm

3. Sundays are free parking and do not require a permit.
4. Disabled parking spaces are enforced at all times.

This procedure identifies the process for obtaining parking permits for students, faculty, staff, guests and visitors.

Visitors parked without a valid permit or pass displayed will be issued parking citation by GCCCD CAPS personnel.

Parking Permits: Obtaining and Displaying

Student Permit: This type of permit may only be applied to the front window. The permit may not be laminated, placed in a plastic sleeve, forged or displayed in any other manner than described. All information on the permit must be clearly visible. The single vehicle permit is transferable to other vehicles. This type of permit must be displayed on the front windshield and not obstructed by windshield tinting. Citation will be given for improperly displayed permits. Lost or stolen parking permits must be replaced at the vehicle owner's expense. The parking permit is static cling and may be transferred to multiple vehicles.

Faculty/Staff Permit: This permit may be transferred to another vehicle. Permit must not be obstructed by a sunshade, window tint, vehicle cover, or items on the dashboard, or by anything which prevents the visibility and/or expiration date. Citation will be given for improperly displayed permits. Family members, guests and students are not permitted to use or borrow a Faculty/Staff Permit. Each full-time and part-time contract employee of GCCCD is entitled to receive one (1) automobile permit and may request one (1) additional permit with the proof of two (2) vehicle registrations. GCCCD staff permits are property of the District and for use of the employee only. Friends, family members and others found in possession of the permit may be cited and the permit confiscated.

Motorcycle/ Moped Sticker Permit: Motorcycle parking permits are not required. Motorcycles, scooters, and mopeds must be parked in designated motorcycle areas. Motorcycles parked in auto spaces or undesignated areas will be cited. Motorcycle spaces are designated by signage and ground stencils.

Daily Guest Parking Permits: Electronic or printed daily parking permits must be displayed face-up on the dashboard and may not be obstructed by anything which prevents visibility of the date or permit information. Daily permits are now available via our mobile phone application [Passport Parking, Inc.](#) It is available for [iOS](#) and [Android](#).

Guest/Special Event Parking Permits: Temporary guest passes must be displayed face-up on the dashboard and may not be obstructed from view. Permits are only valid when issued through CAPS Office. Hang tag permits must also be displayed on the dashboard or rearview mirror

without obstruction. Departments and individuals are not permitted to create their own parking permits. Violations will be cited for counterfeit or altered permits.

Disabled Parking Placards: All vehicles using a disabled parking space must display a state issued identification placard (DMV issued placard, DP or DY plates). Note: application for placards or plates are available at the DMV or at the doctor's office. GCCCD does not supply temporary placards. Parking with a disabled placard is never permitted along red curbs, fire zones or sidewalks. Placard misuse will be heavily enforced and a CAPS specialist may ask to see your placard and registration at any time. Please be prepared to show proof of ownership when requested by a Parking Services Specialist.

Vendor Permits: All vendors visiting Grossmont or Cuyamaca College must display a valid vendor permit issued by Campus and Parking Services. Permit must be clearly displayed on vehicle dashboard. Violation of vendor permit rules may result in revocation of future vendor permits. To obtain a parking permit, vendors must present a company badge or business card with a valid ID and have a point of contact name.

*Memorandum of Understanding: The Grossmont- Cuyamaca Community College District honors any San Diego County Community College valid staff permit. The Campus and Parking Services Department will provide SDICCCA, PLNU and other qualified parking permits as requested by department head and will be renew each semester as needed.

How to Obtain a Parking Permit

Daily Permits

Both Colleges provide one hour parking and daily parking permit dispensers.

Daily permits are also available via our mobile phone application [Passport Parking, Inc.](#) It is available for [iOS](#) and [Android](#).

Student Parking & Community Learning Students

1. Obtaining a parking permit. Parking permits may be purchased online through WebAdvisor by going to [Public Safety \(gcccd.edu\)](#). Student parking permits are valid in student parking lots only.
2. Students who do not purchase a semester parking permit are required to purchase a one-day permit from the permit dispenser or mobile phone application, [Passport](#).
3. Lost or stolen permits will not be replaced. Replacement permits may be purchased on WebAdvisor.

Faculty and Classified Employees

1. **Newly Hired Faculty, Classified Staff, and Adjuncts:** One staff/faculty parking permit is available at no charge to newly hired faculty and classified staff for the duration of the

current parking cycle. One replacement permit is permitted per parking cycle. Permits are available through the CAPS offices at each campus.

Provide or show all of the following items to obtain a permit:

- Copy of the hire letter OR
- Staff ID card or Driver's License AND
- List of license plates (tags) for the vehicle that will be parked on campus

Staff permits are valid in student and staff lots. Sticker permits that are lost or stolen may be replaced for a fee. Replacement permits will be valid through the end of the current parking cycle.

2. Faculty and Classified Staff Renewal: Parking permits must be renewed at the conclusion of each parking cycle.
3. Terminating Faculty and Classified Staff: Staff permits must be turned in to CAPS Office whenever faculty or classified staff terminates employment with GCCCD.

*Note: As part of the union agreements with CSEA, AFT Guild, and the Administrators Association, two staff parking permits will be provided to each employee covered under union fringe benefits. The approximate value of the parking permit is \$300.00.

Hourly (Non- Contact) Employee Parking

1. Student Hourly Employee: Obtain a student hourly parking permit application at Cashiers Office and have supervisor fill out, sign and date. Return filled out application to Cashiers Office to obtain a student parking permit. Staff parking permits will not be given to student hourly employees.
2. Supervisor/Manager: Fill out, sign and date the hourly parking application form for hourly employees who require a student parking permit. Advise the employee that:
 - A state issued current driver's license must be presented.
 - One student parking permit will be offered at no cost. Should the permit be lost or stolen, a new permit will need to be purchased.
 - The permit is valid for student parking lot only.
3. Cashier's Office: Verify that the student hourly parking application has been signed by the employees supervisor or manager, verify driver's license, and if appropriate, issue student parking permit.

Vendor Permit

To obtain a vendor permit, please contact Campus and Parking Services at 619-644-7654 or district.parking@gcccd.edu. Vendors are not permitted to drive on pedestrian pathways or interior campus without permission on CAPS Office.

Construction Permits

For information on how to receive a construction permit, please contact Campus and Parking Services at 619-644-7654 or district.parking@gcccd.edu.

Special Events

The department organizing the event is responsible for coordinating with Campus and Parking Services. Campus and Parking Services must be notified two weeks in advance of the chosen option.

1. Notify guests in advance that there will be no reserved parking and that they will need to use a ticket dispenser for the day in order to avoid a parking citation.
2. Distribute electronic parking permits or utilize free coupon code provided by Campus and Parking Services. Contact Campus and Parking Services at district.parking@gcccd.edu. Please provide event name, event times, and number of guests attending event.

Parking Citations

The Department of Campus and Parking Services is vested by the Governing Board with the authority and responsibility to enforce parking regulations in accordance with the California Vehicle Code. All student, staff, faculty, visitors, and guests must display a valid parking permit while parked on District property. The parking permit is a license to park a specific vehicle in accordance with District Parking Regulations. Daily parking permits may be purchased at Cashiers Office, through the [Passport parking application](#) or any parking permit dispenser located in parking lots at Grossmont or Cuyamaca College. The purchase of a parking permit does not guarantee a parking space.

CVC 40220 allows for installment payments to qualifying low-income individuals who apply within 120 days from the issuance of a notice of parking violation, or within 10 days after an administrative hearing determination, whichever is later. For more information, including about applying and determining if you qualify, please call 619-644-7654 or visit our website <https://paymycite.com/ab503.aspx>. A payment plan application form will be required.

Codes, Regulations, and District Policies Related To This Procedure

- California Vehicle Code 21113, 22507.8, 40200.40202-40211, 40215, 40220-40222, 40230, 4461, 4463, 5204.
- Governing Board Action of August 1st 1995, docket items 301. Bail Fees
- Governing Board Policy #'s 203, 324, 416, 539, and 813. Motor Vehicles and Parking Regulations

Parking Violations and Fees

Description of Violation	Fine	Fine and Delinquent Fee
Failure to display valid student parking permit	\$45.00	\$120.00
Failure to display valid staff parking permit	\$45.00	\$120.00
Parked blocking exit of adjacent vehicle	\$45.00	\$120.00
Parked blocking traffic lane	\$45.00	\$120.00
Parked in marked red zone/fire lane/hydrant	\$100.00	\$175.00
Time Zone Violation 10, 15, 20, 30 & 60 Minutes	\$45.00	\$120.00
Parked in undesignated area	\$45.00	\$120.00
Parked in a marked no parking zone	\$45.00	\$120.00
Parked across two parking stalls or sharing a space	\$45.00	\$120.00
Improperly displayed permit	\$45.00	\$120.00
Altered/Counterfeit Permit	\$100.00	\$175.00
Current vehicle registration not displayed	\$45.00	\$125.00
Parked in violation of posted signs	\$45.00	\$120.00
Parked in handicap area without a valid placard	\$400.00	\$475.00
Handicap placard misuse	\$400.00	\$475.00
Altered/Counterfeit handicap placard	\$500.00	\$575.00

Parking Enforcement Hours

Campus and Parking Services enforces parking regulations and cites permit violations on all District property as follows:

- Monday - Thursday from 7:00 a.m. - 10:00 p.m.
- Friday and Saturday from 7:00 a.m. - 4:00 p.m.

Campus and Parking Services enforces parking regulations during certain holidays, weekends, and spring recess. No citing hours pertain to student lots and parking permits only. All other regulations will be enforced, including staff lots.

Payment for Parking Citations

A parking citation may be paid in one of the following ways:

1. Deliver parking citation payment to the College Cashiers Office corresponding to the College at which the citation was issued. Parking fines may be paid in person with cash, check, money order, or VISA/Master Card.
2. Mail parking citation payment to the College Cashiers Office corresponding to the College at which the citation was issued. To avoid delinquent fees, payments must be postmarked and received by the citation due date.
 - Grossmont College

Cashiers Office
8800 Grossmont College Drive
El Cajon, CA 92020

- Cuyamaca College
Cashiers Office
900 Rancho San Diego Parkway
El Cajon, CA 92019
3. Call the College Cashiers Office corresponding to the College at which the citation was issued to make a payment over the phone.
 - Cuyamaca College Cashiers Office (619) 660-4256
 - Grossmont College Cashiers Office (619) 644-7660
 4. Pay parking citation online by going to www.paymycite.com/gcccd

Citation Appeal Process

Administrative Review Parking Citations- Step 1

Parking citations must be contested on www.paymycite.com/gcccd. The citation must be contested within twenty-one (21) calendar days of the citation issue date or within fourteen (14) calendar days from the receipt of the Notice of Delinquent Parking. Persons appealing their citations may present anything they wish to support their position that the citation should be dismissed. This may include statements, permits, photographs, or receipts. It is also important that the citation number, vehicle license plate number and state be included with the request. The owner and driver of the vehicle are both responsible for the parking citation and bear the burden of proof when contesting the citation. Notice of the decision will be mailed to you regardless of the outcome and further instructions given if necessary. Questions regarding parking may be directed to district.parking@gcccd.edu.

The burden of proof is required by the appellant, not the issuing officer. Citations issued due to lack of knowledge, not seeing information, or receiving information from a source other than Campus and Parking Services are not grounds for dismissal.

Administrative Second Level Hearing- Step 2

If an appeal is denied at the first stage, the appeal may be presented to an administrative hearing officer. State Law requires that all fees due on the citation be deposited and that the administrative hearing be requested within twenty one (21) days from the receipt of the administrative review results. Campus and Parking Services should be contacted to coordinate a second level hearing. Second level hearings may also be done by mail at request.

The day of the administrative hearing, Campus and Parking Services will present a copy of the citation and any additional statements, photos, etc. provided by the officer in support of the citation. Attendance is encouraged at the hearing in case the hearing officer has any questions. However, if you are unable to attend, the hearing officer will review all the information presented and make a decision. If you make an appointment to attend a hearing and do not show up or cancel 24 hours in advance the citation will automatically be upheld.

When Campus and Parking Services is notified of the hearing officer's decision, a decision notice will be mailed via certified mail. Should the citation be dismissed, the Campus will refund the deposit fee. If the decision of the hearing officer is not to your satisfaction, the decision can be appealed to Superior Court.

Superior Court Appeal- Step 3

The Administrative hearing officer's decision can be appealed to the Superior Court within thirty calendar days (30) from the receipt of the second level hearing results. The contestant may seek review by filing an appeal to be heard by the superior court. The fee for filing the notice of appeal is provided in section 70615 of the Government Code. The court will notify the contestant of the appearance date by mail or personal delivery. If the court finds in favor of the contestant, the amount of the fee shall be reimbursed as well as any deposit of parking penalty by Campus and Parking Services in accordance with the judgement of the court.

Parking Violation Regulatory Authority

The California Vehicle Code (Section 21113) gives Grossmont-Cuyamaca Community College District the authority to regulate parking on campus. In addition to the regulations stated in the code, parking citations may be issued for any violation of local ordinances, city or county codes.

1. **Failure to display a valid student parking permit:** All students parked in Grossmont-Cuyamaca Community College District (GCCCCD) property must have a student valid parking permit properly displayed.
2. **Failure to display a valid staff parking permit:** All faculty/staff parked on Grossmont-Cuyamaca Community College District (GCCCCD) property must have a valid staff parking permit properly displayed at all times. GCCCCD accepts staff parking permits from the following institutions: PLNU, Mesa College, San Diego City College, Southwestern College, Palomar, Miramar, Mira Costa, Imperial Valley, Mt. San Jacinto and San Diego Continuing Education.
3. **Parked in undesignated area:** Designated parking spaces are indicated by a line or markings on both sides of the space. Areas without such markings are not legal parking

spaces. Vehicles must be parked completely within the lined space (no wheels on or over the lines).

4. Improperly displayed permit: A staff/student parking permit is only valid when displayed:
 - Affixed to the front windshield, lower corner of the driver's side, above the VIN number.
 - Hanging from the rear view mirror, clearly displayed so that the color and expiration date are clearly visible and not obstructed by other objects.
 - Daily/guest permits must be clearly displayed on vehicle dashboard.
5. Altered/counterfeit permit: Displaying an altered, counterfeit, or stolen permit/placard will result in a substantial penalty and may also result in College disciplinary action.
6. Parking in reserved spaces: No staff, student or guests shall park in a reserved parking spot unless authorized by Campus and Parking Services.
7. Parked in time zones: Campus and Parking Services has assigned time zones for parking. Each time zone has a sign stating the maximum time that is allowed. Vehicles parked in time zone space for more than the allotted time are in violation and subject to a citation. No grace period is given for parking over the allotted time in a time zone. Staff and student permits are not valid in time zones.
8. Disabled parking spaces: California Vehicle Code regulations are enforced at all times. Parking in handicap spaces or areas without a valid DMV-issued ADA placard or license plate may result in a costly parking citation.
9. Access ramp and loading dock parking: California Vehicle Code regulations are enforced at all times. No vehicle shall be parked in an access ramp or loading dock without prior authorization from Campus and Parking Services. Loading docks are not private parking spaces and may only be used for loading and unloading vehicles. Active loading and unloading is required with flashers on. Once finished the vehicle must be moved to a regular parking space.
10. Parked blocking exit of the adjacent vehicle:
11. Parked blocking traffic lane: No person shall park, stop or stand any vehicle on any access road in such a manner that would prevent the passage of emergency vehicles.
12. Red zone/ fire lane/hydrant: No person shall stop, park or leave standing any vehicle in any area where the curb is painted red/fire lane/hydrant, regardless of whether or not the vehicle is attended.
13. Parked in no parking zone: No person shall stop, park or leave standing any vehicle in any area posted or marked as no parking, regardless of whether or not the vehicle is attended.
14. Parked across two parking stalls: Designated parking spaces are indicated by a line or markings on both sides of the space. Areas without such markings are not legal parking spaces. Vehicles must be parked completely within the lined space (no wheels on or over the lines).
15. Registration: The DMV of California does not offer a grace period after a vehicle's registration expiration date has passed. Renewal fees must be paid on or before the

date of expiration shown on the current registration card or penalties will be due in accordance with Vehicle Code Sections 9552 - 9554.

16. Violation of posted signs: When signs or markings which prohibit or limit parking are erected on any street, road or area, no person shall park or leave standing any vehicle upon such a street, road or area.
17. Handicap Placard Misuse: Placard abuse can result in the cancellation and revocation of the placard and loss of the privileges it provides, and is punishable by an applicable penalty.