

## **Parking Plan Policy**

**Overview:** In order to receive a Parking Decal a driver must show proof of Liability Insurance. This is required by our landlord, the city, the state and is required by the campus to protect the university. All drivers will be briefed to the fact that there are inherent hazards of driving on Mare Island. These are railroad crossings that do not have automatic barricades and that when driving in the industrial area there are open dry docks and heavy equipment operating and people should drive with care. This is explained in the application for the decal.

**Parking Plan:** Signs are posted at all entrances to the campus stating that permits are required to park on campus. Faculty and staff will get their permits from Human Resources. Students will get them from student services. The driver will be issued a hanging permit that will be displayed on the rearview mirror. If you borrowed a car for the day you would contact campus security, complete the application for a temporary pass and obtain a temporary pass to be returned to security when leaving campus. If you have more than one vehicle each vehicle will require its own permit

There will be no charge for decals. Student decals will have an expiration date. Faculty and Staff Stickers will be of a different color than student decals and will be turned in along with keys, phones, etc. when an employee's employment with the university ends. Each decal will have an assigned number. All lost parking decals can be replaced for a \$25.00 fee.

All parking lots will be designated as general parking. Anyone with a valid decal will be allowed to use the general parking lots. There will also be specific spots for handicapped, motorcycle and visitor parking. Visitors will be assigned a specific date stamped pass for the day. Temporary parking passes may be picked up from Campus Security or the department or college they are visiting. The Admission Office may secure a Temporary Visitor Parking Pass for candidates they are interviewing as may each college when they know they will have a visitor.

**Enforcement:** Tickets will be issued by our Campus Security. Campus Security will be responsible for enforcement. Fines will range depending on the infraction. A fine of \$15.00 for parking in a designated lot without a proper decal or for parking in a space that is not a legal parking space, \$25.00 for parking on campus without a sticker or in a Red Zone and \$100.00 for parking in a handicapped space. The second occurrence would double the fine and the third occurrence would result in losing your parking privileges on the campus for the remainder of the school year. Fines can be paid at the Bursar office for students and Fiscal Affairs for Faculty and Staff. A traffic committee made up of the Director of HR, the Associate Vice President for Administration, a faculty member and a student will be set up to serve as the appeal process for those wishing to dispute tickets. The committee will meet once a month to hear cases.

Review of this policy will occur as the University grows.

**Touro University California**  
**PARKING CITATION APPEAL FORM**

**WARNING:** This appeal form must be submitted within 14 days from date shown on your citation. Students, Faculty, Staff can submit appeal forms to the Facilities Department in Wilderman Hall.

**IMPORTANT:** No other forms, letters, notes, etc. can be substituted for the appeal form. Only one citation can be appealed per appeal form. The first appeal of the school year is **FREE** of charge. Thereafter, there will be a \$10.00 administrative fee for each additional appeal.

**YOU MUST PRINT CLEARLY**

**If this form is not legible and ALL sections are not completed your appeal WILL BE DENIED.**

**PLEASE RETAIN YOUR CITATION**

**CITATION INFORMATION**

Today's Date: \_\_\_\_\_ Date of Citation: \_\_\_\_\_ Appeal Date: \_\_\_\_\_  
(14 days after date of citation)

Location of Violation: \_\_\_\_\_ Violation(s): \_\_\_\_\_

ID # of issuing Officer: \_\_\_\_\_

License Plate # and State of Issue: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

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**CITATION APPEAL SUBMITTED BY**

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
                    First                      MI                      Last

PO Box or Street Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone (    ) \_\_\_\_\_ Work Phone (    ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Parking Decal #: \_\_\_\_\_

**Reason(s) you feel this citation should be dismissed:** (You may continue on the back of this Form)

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I certify that the information provided on this form is true, correct and valid.

**Signature** \_\_\_\_\_

**Disposition** (*Office use only*)

Dismissed: \_\_\_\_\_ Denied: \_\_\_\_\_ Fine: \_\_\_\_\_ Reduced: \_\_\_\_\_ Other: \_\_\_\_\_ Updated Parking Permit: \_\_\_\_\_  
Appeal Citation Response Sent: \_\_\_\_\_ Due Date if Denied: \_\_\_\_\_

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