



**AIKEN TECHNICAL COLLEGE  
PROCEDURE**

Procedure Title:	SECURITY SERVICES ON CAMPUS - PARKING REGULATIONS	Procedure Number: 2-5-105.3
Institutional Authority:	Vice President of Administrative Services	
Associated SBTCE Policy/Procedure:		
Governing ATC Policy:	2-5-105	

Approved:    
President Vice President of Administrative Services

Date Adopted: 07/01/2004  
Date Revised: 02/11/2008; 09/08/2008

**DISCLAIMER**

**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.**

The regulations set forth in this procedure will apply to the drivers of all vehicles, public or private, operated on the Aiken Technical College campus. Campus is defined as all property located in Aiken County, South Carolina, which is owned, leased, or used on an official basis by Aiken Technical College. The driver of any vehicle operated on campus shall comply with all regulations. The Vice President of Administrative Services and the Director of Safety and Security have the authority to implement, administer, enforce, and adjudicate violations of regulations.

Parking and traffic control regulations are designed to serve visitors, students, faculty, and staff. Registration of vehicles allows easy and quick identification of authorized vehicles as well as vehicles of visitors or unauthorized vehicles. Penalties imposed for violations are deliberately placed at a level designed to attract attention as opposed to being punitive.

## I. General Provisions

1. The alteration, destruction, defacement, or removal of any official traffic control sign or device shall be considered sufficient cause for suspension from all classes subject to appeal.
2. The college assumes no responsibility for the care of and/or protection of any vehicle or its contents at any time while it is operated or parked on campus.

## II. Vehicle Registration

1. The Vice President of Administrative Services and Director of Safety and Security are responsible for the issuing of parking permits and the reporting and the recording of violations.
2. All faculty, staff, and students who operate a motor vehicle on campus are required to register their vehicle with the Campus Security Office. A permit will be issued upon registration and payment of the parking fee. This permit must be easily visible and displayed on the inside left bottom corner of the front windshield. Loaner or rental vehicles must be temporarily registered with the Campus Security Office as soon as the vehicle is brought on campus.
3. In the event the permit is stolen, lost, or if the permit is destroyed or becomes illegible, the person to whom the permit was issued should report such action to the Campus Security Office. The Campus Security Office will provide a replacement decal at no cost.
4. Upon leaving employment with Aiken Technical College (voluntary or termination) persons are required to return their faculty/staff parking decal to Campus Security.

## III. Parking Areas

1. Student parking spaces are clearly marked with white lines.
2. Restricted parking is indicated by yellow or red painted curbs, pavements, or appropriate signs (e.g. faculty, handicapped, etc...)
3. Parking is prohibited in all areas with red painted curbs or pavements, or no parking signs.
4. Brief stops alongside yellow painted curbs are permitted to load or unload passengers or materials. Handicapped parking spaces may not be used for this purpose. Stopping or standing alongside a red curb is prohibited at all times.
5. Fifteen minute parking alongside yellow painted curbs for loading or unloading materials is permitted. Security should be informed when possible.

6. Parking Lot #1, east of the 700-800 building, is restricted to faculty, staff, and other designated parking.
7. Parking Lot #2, south of the 700-800 building, is primarily for student parking. Restricted spaces are appropriately marked.
8. Parking Lot #3, south of the Administration building (100-200), is restricted to visitor parking.
9. Parking Lot #4, west of the Administration building (100-200), is restricted to faculty, staff, and other designated parking.
10. Parking Lot #5, west of the 300 & 400 building, is primarily for student parking. Restricted spaces are appropriately marked.
11. Parking Lot #6 is restricted to Aiken County Sheriff's Office, handicap, and visitors.
12. Parking Lot #7, north of the 500 building, is primarily for student parking. Restricted spaces are appropriately marked.
13. Parking Lot #8, between the Information Technology building and the 500 building, is primarily for student parking. Restricted spaces are appropriately marked.
14. Parking Lot #9, on the north side of the Perimeter Road across from the ITC and Health Science buildings, is primarily for student parking. Restricted spaces are appropriately marked.
15. Parking lot #10, east of building 700-800, is primarily for student parking. Restricted spaces are appropriately marked.
16. Parking Lot #11 west of the MTTC building is primarily for student parking. Restricted spaces are appropriately marked.
17. Parking Lot #12 in front of the MTTC building is restricted to visitor and staff.

#### IV. Violations and Penalties

1. Violation of any of the above regulations will result in the penalties indicated on the citation received.
2. Unpaid fines of students will be entered in students' files. Those students will be unable to obtain grades, transcripts, or re-register until the account is cleared.
3. Fines will not be deducted automatically from student accounts. Students are responsible for the payment of their fines.

#### V. Vehicle Towing and Impounding

1. A vehicle may be impounded, towed, and stored at the owner's expense and risk if:
  - a. The vehicle is parked in a fire lane (red painted curb or pavement);
  - b. The vehicle is parked in such a way as to create a hazard;
  - c. The vehicle is left unattended for 48 hours without approval;

- d. The vehicle is left illegally parked after being warned/ticketed by a Security Officer; and
- e. The vehicle has received four (4) tickets for no permit.

#### VI. Appeals

Initial appeals will be reviewed by the Security Captain. Secondary appeals will be made in writing, via the Director of Safety and Security. If unresolved after the secondary appeal, written appeal may be made to the Vice President of Student Services for review by a panel. The panel will consist of the Vice President for Student Services, one faculty member, and one member appointed by the Student Government Association. To void the citation, the panel must reach consensus.

#### VII. Authority

The Vice President of Administrative Services and the Director of Safety and Security and security personnel employed or contracted to provide security services on campus are authorized to issue citations for violations of the regulations contained herein.

Procedure Review		
Review Date	Reviewed By	Date Completed
07/01/2007		
02/11/2011		
09/08/2011		