



Policy

A. NorthWest Arkansas Community College (NWACC) strives to provide adequate parking for students, faculty, staff and visitors. Automobiles, trucks, motorcycles and motor scooters are considered motor vehicles and their operators are required to comply with all college parking and traffic regulations as well as state and municipal laws and while on campus. Failure to comply may result in the issuance of a citation and/or towing of the vehicle. Students receiving citations may file an appeal to the Chairperson of the Judicial Committee. Faculty/staff may appeal to the chair of the NWACC Judicial Committee.

1. Students

All enrolled students must have a NWACC-issued hangtag, valid for one academic year, displayed for any motor vehicle parked on the main campus. Hangtags or decal to be affixed to the current hangtag are issued to the student, connected to student ID number rather than a particular vehicle's license number. This allows greater flexibility in choosing the vehicle to drive to campus. Students are strongly encouraged to utilize the parking garage where ample parking is available.

2. Faculty/Staff

Faculty/staff personnel must fill out the on-line application (located on the NWACC Website) for a parking hangtag or decal to be affixed to the current hangtag, valid for one academic year. For identification purposes the hangtag is issued to the individual and must be displayed on any vehicle parked on campus. Full time faculty/staff also have the option of purchasing a reserved/numbered parking space in the parking garage, or Burns Hall parking areas.

B. Parking Areas

Some areas and spaces are posted to indicate restricted parking for certain individuals or vehicles. All vehicles parked in restricted areas and spaces must conform to the posted restrictions or obtain special permission from the Department of Public Safety (D.P.S.) for any exception. Restricted parking areas and reserved and numbered spaces are enforced 24/7.

1. Student

Student parking is available in designated student parking areas at Burns Hall and the Student Center lots, and all levels of the parking garage other than those spaces designated as handicapped, reserved/numbered, visitor, or service vehicle. Student parking in the Burns Hall area may be used by faculty and staff when their parking areas are full.

2. Faculty/Staff

Faculty/Staff parking areas will be designated in the Burns Hall area. Faculty/Staff reserved and numbered parking will also be designated in the Burns Hall area and the parking garage. Faculty/staff may park in the Burns Hall student parking areas when their parking areas are full. On the rare occasion that all spaces in the Burns Hall area are full, faculty/staff may park in the parking garage; however, the Department of Public Safety must be notified immediately.

3. Visitor

Visitor parking for individuals or groups will be designated in the Burns Hall area, and parking garage. Limited time parking for visitors will be in the circle drive in front of Burns Hall and will be strictly enforced. Visitors parking longer than 10 minutes should request parking passes at the Public Safety office in Burns Hall.

4. Service/Vendor Vehicles

Vendor or service vehicles will have a designated parking area in the Burns Hall area.

5. Handicapped

Handicapped parking will be located in the most convenient building access areas at both Burns Hall and the parking garage. State issued handicapped placards or tags as well as NWACC-issued hangtags are required.

6. Motorcycle Parking

Motorcycle and/or scooters will park in designated areas only at Burns Hall or the parking garage.

C. Campus Parking and Traffic Regulations

The speed limit on campus is 10 mph. Parking and traffic laws and regulations are enforced by Department of Public Safety officers 24/7. These rules and regulations are designed to provide orderly parking for students, faculty/staff and visitors, and to ensure emergency access to campus facilities and provide a safe environment for all.

D. Citations

Failure to comply with campus parking and traffic regulations may result in the issuance of a citation. Each citation except an “unauthorized parking in handicapped space” citation has a corresponding fine from \$25 to \$50. Subsequent violations by the same individual may result in an amount double the initial fine**. All fines must be paid or an appeal filed within 10 business days of issuance. An appeal form may be obtained at the DPS office or the Learner Development Center and submitted to the chairperson of the Judicial Committee .

Violations for which drivers may receive citations include but are not limited to the following:

\$25.00 Fines

- Parking in Faculty/Staff designated space without appropriate hang tag
- Parking in parking garage without appropriate hang tag
- Parking in a visitor or limited-time space without approval
- Parking on the lawn
- Parking in manner that impedes traffic flow
- Failure to yield right of way
- Hazardous or reckless driving
- Failure to obey traffic control device
- Leaving the scene of an accident
- Parking in crosswalks
- Backing into parking spaces in the Parking Garage only, except for motorcycles
- Parking motorcycle in space not designated specifically for motorcycle parking

\$50.00 Fine plus possible towing expense

- Parking in fire lane or by fire hydrant
- Parking in reserved and numbered space without appropriate hang tag

\$100.00 Fine plus possible towing expense

- Unauthorized parking in handicapped space

**Other fines will be determined by the Judicial Committee.

E. Vehicle Towing

NWACC reserves the right to tow from its property any vehicle without a current parking permit, vehicles parked in numbered reserved parking spaces without appropriate tag, vehicles parked in a fire lane or by a fire hydrant, or vehicles parked in handicapped spaces without appropriate tag and/or license plate. Vehicles may also be towed if parked so as to impede the access of emergency vehicles or where causing a traffic or pedestrian hazard. Drivers and/or owners of towed vehicles will be responsible for towing and/or storage charges where applicable.

Procedures

A. Parking Hangtags

1. Students – Returning students must pick up a parking hangtag or decal which will be valid for an academic year. Hangtag distribution locations will be announced prior to the beginning of each semester. The hangtag or decal must be displayed on any vehicle parked on the campus. Loss of hangtags must be verified by the Department of Public Safety, and will be replaced for a fee.

2. Faculty/Staff – Faculty/staff personnel must fill out an on-line application for a parking hangtag or decal prior to the beginning of each academic year. Forms are located on the college website. The hangtag or decal is issued to the individual and must be displayed on any vehicle parked on campus. Full-time faculty/staff also have the option of purchasing a reserved numbered parking space in the parking garage or Burns Hall area. Loss of hangtags must be verified by the Department of Public Safety be replaced for a fee. Replacement hang tags must be paid for at the Cashier's Office and picked up at the Administrative Services Office.

3. Visitors – Visitors may pick up temporary parking permits from the Department of Public Safety in Burns Hall. Event planners may secure temporary parking permits for non-employee or student groups and mail those permits to participants prior to the event.

B. Citation Appeal Process

Students receiving tickets/citations issued by NWACC's Department of Public Safety have the right to appeal if they feel the citation is unjustified. Student citation appeals are administered under the auspices of NWACC's Judicial Committee. The appeal process must be initiated in the semester in which the ticket was received. To initiate the process, an appeal form, obtained from the Department of Public Safety, the Learner Development Center, satellite campus secretary, or from the web page www.nwacc.edu/appeal, must be filled out completely and submitted to the Chairperson of the Judicial Committee.

After reviewing the appeal form, the Chair of the Judicial Committee will arrange a pre-conference hearing with the student receiving the citation. The purpose of this meeting is to offer an opportunity to discuss the situation one-on-one and to seek an acceptable resolution hopefully precluding the need to take the matter to the entire Judicial Committee.

If a resolution is not reached during the pre-conference hearing then a meeting with the Judicial Committee will be scheduled within 10 working days. Failure to respond to the request for the pre-hearing conference results in the automatic denial of the appeal.

Faculty and staff members also have the right to appeal citations. Appeals must be filed in the semester received with completed forms submitted to the chair of the Judicial Committee. The Judicial Committee chair arranges and conduct a meeting with the faculty/staff member filing the appeal to seek a solution to the issue leading to the citation.