

# Parking Privileges Policy

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The School currently has on-campus parking facilities in the North Parking Lot and South Parking Lot. Employees are provided, as part of their benefits package, access to these parking facilities as described below.

## 1. Definitions.

a. *Parking Privilege* is defined as a benefit granted to employees who follow the policy rules prescribed in this Parking Privileges Policy. Parking Privileges are optional, meaning an employee may elect one of the options, or none at all.

b. *Parking space* is the term used to identify any single space within an employee's assigned parking facility, either North Parking Lot or South Parking Lot.

c. *North Parking Lot (North Parking)* is defined as the exterior lot located at 1625 2<sup>nd</sup> Ave, on the NE corner of 2<sup>nd</sup> Avenue and Cedar Street. *South Parking Lot (South Parking)* is defined as the 225 Cedar Street building's parking garage. The School reserves the right to assign an employee to either parking location, or one at another site at the School's sole discretion.

d. *Authorization* refers to the permission of a single employee to park a single vehicle.

e. *Vehicle* is defined as a motor-driven vehicle; *motorcycle* is defined as any motor-driven vehicle designed to travel on not more than three wheels touching the ground; *bicycle* means any vehicle propelled solely by human power, either through a chain, belt, or gears, or, without such devices, that has at least one wheel more than 14 inches in diameter. This includes tricycles, recumbents, unicycles, and tandems.

f. *Hang tag* refers to the hanging tag which is mounted on an authorized vehicle's rear view mirror.

## 2. Governing Authority and Violation of Policy.

a. **Governing Authority.** The Dean and President of the School is the governing authority of this policy. There will be no exceptions to this policy unless approved by the Dean and President, or designee.

i. **Authorization.** Authorization is managed by the Facilities Management ("FM") department.

b. **Violation of Policy.** Violation of this policy may result in towing of a vehicle at the owner's expense, and/or revocation of parking privileges.

### 3. Parking Spaces and Eligibility.

**a. Eligibility.** Parking spaces are purposefully not assigned by number so that everyone has an equal chance of parking in their preferred space, depending upon the size and maneuverability of their vehicle. Eligibility is as follows:

**i. Faculty:** All faculty (other than adjunct faculty, defined below), receive a South Parking space.

**ii. Adjunct Faculty:** Adjunct faculty may access any of the street-metered parking spaces or nearby paid parking lots and be reimbursed by filling out a reimbursement form and turning it in to the Vice Dean for Academic Affairs' office.

**iii. Members of the Cabinet and Heads of Departments:** The Dean, Vice Dean, Assistant Deans, Vice Presidents, and Heads of Departments receive a South Parking space.


**iv. Executive Assistants:** The Executive Assistants to the Dean and President, and Vice Dean, receive a South Parking space.

**v. Staff:** Benefit eligible staff members receive South Parking (primary) or North Parking (secondary) space based upon their seniority. Seniority is based upon hire date. For purposes of this policy: If an employee concludes employment, then is re-hired within three (3) months, the date of hire will be based upon the first hire date. Employees re-hired three (3) months and one (1) day or later after concluding an employment period will be assigned a hire date based upon the second date of hire.

**vi. Part-time Staff:** Part-time staff members, working less than 30-hours per week, may receive a parking space in one of the two parking lots.

**b. Visitors.** Visitors who serve CWSL's mission may park in Visitor Parking at the North Parking lot when attending or speaking at events, for the time period of the event, with prior written approval from Facilities Management. Visitor spaces are first-requested, first-reserved. Requests for Visitor Parking must be made no later than 48 business-hours prior to the date of visit. Send Visitor Parking requests to [ROOMS@cwsu.edu](mailto:ROOMS@cwsu.edu). When the space booking has been confirmed, hosts of approved visitors will be provided with an authorization flier that must be presented face-up on the driver's side dashboard of the visitor's vehicle. See attached Exhibit A. Hosts of other visitors should inform them of the nearest pay lots and metered street parking spaces. For a list of nearby parking options, visit [www.CWSL.edu](http://www.CWSL.edu), enter "Parking" in the search field area, and click on *California Western Parking Map*.

**c. Accessible Parking Spaces.** There are three (3) accessible parking spaces located in the South Parking garage. Two are on level P2 and one is on level P3. There are three (3) accessible parking spaces located in the NW corner of the North

Parking lot. All are indicated by the Universal Access Symbol: . Employees may use these spaces in their authorized parking facility only while clearly displaying valid, current DMV-issued Disabled Person parking placards or license plates. Those vehicles parking in the accessible spaces on campus must also continue to display School authorization hang tags. Persons displaying a valid DMV Disabled Person parking placard may park on city streets in blue parking zones, green curbs, in time-limit zones without time restriction, and at metered parking spaces for free and with no time restriction.

Employees who have been issued DMV Disabled Person parking placards and plan to use the designated spaces must advise FM in writing prior to their use of the spaces, and advise of any expiration of their placard.

**d. Number of Parking Spaces On-Campus.** The North Parking lot holds fifty-one (51) vehicles, plus three (3) standard accessible and van accessible spaces. The South Parking garage holds eighty (80) vehicles, plus three (3) standard accessible and van accessible spaces. Accessible spaces must remain available at all times for those with a disability (reference Section 3.c. above). Spaces are not numbered, assigned or reserved.

**i. Number of Parking Spaces Per Employee.** Employees authorized to use a parking space shall be allowed to park only one (1) vehicle at a time. More than one (1) vehicle owned by a single employee and parked concurrently is a violation of this policy.

**e. Wait List.** Upon hire a staff member's name is placed on a waiting list for a parking space in the South Parking garage. Through attrition, the employee's name moves up the list. Due to the nature of attrition, the wait for a space in the South Parking garage is indefinite. Employees whose regular duties do not include working on campus will be placed on the wait list. In the event their name moves to the top of the wait list, they will receive parking only if their regular duties include working on campus. (See section 3.a.v.)

**f. Re-assignment of Authorization.** Any South Parking space assigned to a staff member is done so with the understanding that the staff member may be re-assigned to a North Parking space for an administrative purpose. All re-assignment of parking shall be done with the most advance notice possible. Any employee re-assigned to a North Parking space will have his/her name placed back on the top of the waiting list for an on-campus parking space as described above.

#### **4. Requirements for Hang Tags**

**a. Authorized Vehicles.** Only those vehicles that have been identified as employee vehicles are authorized to park, and of those, only vehicles which meet the size limitations (see Section 6 below) may be parked in the South Parking location. It is a

violation of this policy to register a vehicle that belongs to another employee, or to park without authorization.

**i. Vehicle identification.** Details on all authorized vehicles must be provided to FM for inventory before the vehicle may park on campus. Details include make, model, year, color, and license plate number.

**ii. New Vehicles, New License Plates.** It is the employee's responsibility to provide updated vehicle identification information for new vehicles or license plates to FM prior to parking on-campus.

**iii. Temporary Vehicles.** It is the employee's responsibility to provide FM with vehicle identification information for temporary or rental vehicles used in place of their normal vehicle for any time period over 24 hours. This information must be provided prior to parking on-campus.

**b. Requirement to Display Hang Tags.** All employee vehicles with authorization to park on campus must display a School hang tag on their rear-view mirror whenever they are parked on campus property. Hang tags are provided by FM.

The hang tag must be displayed with the logo facing the windshield. Employees are responsible for ensuring their authorization hang tags are fully visible on their authorized or temporary vehicle when parked on campus. Lost or damaged cards must be reported immediately to Facilities Management.

White hang tags indicate authorization to park in South or North Lots. Yellow hang tags indicate authorization to park in North Lot.

**c. Hang Tag Replacement and Additional Hang Tags.** FM provides all parking hang tags.

Parkers are provided with two (2) hang tags at no cost. Additional hang tags may be purchased up to a maximum of four (4). The purchase fee of an additional hang tag is \$5.00 (five dollars) per tag. Tags damaged due to normal wear and tear will be replaced at no cost. Tags damaged by other than normal wear and tear, or that must be replaced due to loss, are charged back to the employee at \$5.00 (five dollars) per tag.

Upon termination of employment, employees must turn over all hang tags to the school.

**d. Hang Tag Violations.** Parking privileges may be suspended or revoked for the following reasons:

- Displaying a hang tag that belongs to another employee
- Displaying a hang tag that has been reported lost or stolen

- Displaying a hang tag that has been revoked.
- Displaying a hang tag that has been altered or falsified

## 5. Use of Spaces and Proper Parking Procedures.

**a. Damage to Vehicles.** Employees are expected to follow the laws of the State of California as they pertain to vehicle accidents within the parking facilities. California Vehicle Code, Division 10, Chapter 1, Section 20002, makes it a misdemeanor to leave the scene of an accident involving property damage to a third party, without first providing the other party with certain identifying information. Accordingly, you are expected to notify the owner of any vehicle you cause damage to, regardless of how minor, by either notifying them in person or leaving a note on the vehicle.

**b. Allowing Others Use of Space.** Employees may allow another employee use of their parking space when out of the office (e.g.: vacation) without prior approval from FM, if that employee is a member of the same department. A message must be sent in advance to FM to advise.

**c. Carpooling.** When employees carpool, they may use the parking space of an employee who is authorized to park on campus when the carpool occupancy includes that authorized employee.

**d. Vehicle Maintenance.** Vehicles in any campus parking lot may not be maintained, detailed/cleaned, or repaired while on property.

**e. Inoperable or Disabled Vehicles.** Inoperable or disabled vehicles may not be left on property. Employees are responsible to have the vehicles removed.

**i. Towing.** Vehicles which require towing may be towed by a professional independent contractor that is commercially licensed and insured. When contacting an independent towing company for the South Parking garage the company must be advised of the height clearance limitations in the garage and specifically the presence of low sprinkler heads, so the responding truck can avoid damaging sprinkler heads, plumbing lines, lighting, and other facility infrastructure. Garage height clearance is noted in section 6.a. and is posted above the garage entry. If damage is caused to a motor vehicle being towed by an independent contractor, the School is not liable or responsible for any such damage.

### **f. Procedure When Lot is Full.**

- South Parking: If all spaces are taken, park at the North Parking lot. If both South and North Parking are full, park at a nearby pay lot or metered parking space, pay the fee, and submit a request for reimbursement to FM.
- North Parking: If all spaces are taken, park at a nearby pay lot or metered parking space, pay the fee, and submit a request for reimbursement to FM. North Parking authorization does not include access to South Parking spaces.

**g. Parking Lot Schedule.** See Exhibit B.

**h. Bicycles and Motorcycles.** Bicycles, motorcycles or small scooters may be parked in the South Parking garage with prior approval. Contact FM for details.

## **6. Vehicle Size Limitations.**

**a. Height Clearance in South Parking garage.** The maximum height clearance of the 225 Cedar Street garage is as follows:

- P3 (lowest level with disabled-designated spaces): 7'10"
- P1 & P2 (top and middle levels): 6'11"

**b. Vehicle Size Limitations.** Due to tight dimensions and short turning radiuses in the South Parking garage, a limitation must be made on the dimensions of vehicles authorized to park in the garage.

Vehicles 202.01" or greater in length will not be allowed privileges to park in the South Parking garage. Vehicles 77.01" or greater in width will not be allowed privileges to park in the South Parking garage.

Vehicle dimension references will be obtained from a reliable source, as deemed by FM (i.e. manufacturer website, dealership, etc.).

If an employee obtains a vehicle which does not meet the above size limitations, that employee may elect to be reassigned to a North Parking lot space.

## **7. Parking Election, Parking Cash Out Program, and Related Income Tax Aspects.**

**a. Parking Election.** Unless an employee elects otherwise, the employee will be provided parking based upon the assignment of parking spaces discussed in this policy.

**i. Income Tax Aspects.** The receipt of parking by an employee generally is not taxable income to the employee (provided the value of the parking does not exceed an annually-adjusted upper limit stated in the tax code). Currently the value of the parking benefit is below the taxable limit.

**b. Parking Cash Out Program.** Full time employees whose office location is off-site may choose to participate in the parking cash out program. Part-time staff are not eligible for the parking cash out program. In order to choose the parking cash out program, the employee must complete and sign the Parking Privilege Policy Acknowledgement form indicating his/her choice. Request the form from FM or HR. The form must be received by Human Resources by the 15<sup>th</sup> of the month prior to have the new election effective in the next month.

**i. Income Tax Aspects.** The receipt of cash under the parking cash out program is taxable income and will be reported as such on the employee's Form W-2.

## **8. Notice of Risk and Overnight Parking.**

**a. Notice of Risk.** Parking spaces in either parking lot are utilized on an "at your own risk" basis. Employees who elect to park in parking spaces do so under the express condition that the School is not responsible for any damages due to any risk, including accident, vandalism or theft.

**b. Violation Fees.** Any ticket or towing violation fees incurred by an employee at any on-campus facility are the employee's sole responsibility.

**c. Overnight Parking.** Parking overnight in the South Parking lot is not advised. Employees who wish to park overnight must receive prior approval from FM. Contact FM with dates of stay and description of vehicle to be approved prior to the intended period. Parking overnight in the North Parking lot is prohibited.

## **9. Parking Etiquette**

Repeated failure to follow these rules may result in revocation of parking privileges.

**a. Proper Parking Procedures.** To accommodate all vehicles, maintain safety, and be courteous, you must park your vehicle squarely within a designated space and pull fully forward into the space. Smaller vehicles should not take large spaces better suited for larger vehicles.


**b. Drive with Caution.** When using campus parking facilities, observe all signage indicating exits, entries, speed limits, and other rules, regulations and policies. Use controlled speed with regard for the safety of pedestrians, bicyclists, and other vehicles.

**c. Extend Courtesy to Others.** In all parking facilities, extend courtesy to fellow drivers. Be responsive to requests to slow your vehicle. Be courteous and respectful of persons who may be directing traffic.

**d. Swinging Car Doors Cause Dents.** Due to the tight spaces in the parking facilities, it is best to hold your door while entering or exiting your vehicle to avoid causing a dent in your neighbor's vehicle.

**e. Middle Space Parking.** In many areas of the South Parking lot there are groups of three (3) parking spaces. Given the tight turning radiuses and close proximity of spaces on the opposite wall, for reasons of courtesy please consider taking exterior spaces before choosing the middle space in a group



**f. Parking Next To Accessible  Spaces.** When parking contiguous to a space designated as accessible, do not encroach on such parking spaces by parking on crosshatch lined areas, or on or over the blue space boundary markings.

CALIFORNIA WESTERN  
SCHOOL OF LAW | San Diego

# VISITOR

Approved Date: \_\_\_\_\_ [ date ] \_\_\_\_\_

Approved Time: \_\_\_\_\_ [ time ] \_\_\_\_\_

Space Number:  01     02     03

**THIS DOCUMENT MUST BE CLEARLY  
VISIBLE ON THE DRIVER'S SIDE  
DASHBOARD OF VISITOR'S VEHICLE**

## EXHIBIT B – Parking Lot Schedule

<b>Days</b>	<b>Times</b>	<b>Authority to Park</b>	<b>Availability</b>
<b><i>South Parking Lot – 225 Cedar Street</i></b>			
All	24-hours per day	CWSL employees with white tags, only	Parkers currently assigned to the South Lot will continue to use white-colored hang tags. If the South Lot is full, white-tag users may seek open spots in the North Lot. If the North Lot is full, white-tag users must find alternative parking and submit a reimbursement request to Facilities Management.
<b><i>North Parking Lot – 1625 2<sup>nd</sup> Ave</i></b>			
Monday – Friday	7am – 4pm*	CWSL employees with yellow or white tags	Parkers currently assigned to the North Lot will continue to use yellow-colored hang tags and will be authorized to park in the North Lot beginning November 1st. If the North Lot is full, yellow-tag users must find alternative parking and submit a reimbursement request to Facilities Management.
Monday – Friday	4p – 7am (overnight)	Public, with payment via on site kiosk	-
Saturday and Sunday	24-hours per day	Public, with payment via on site kiosk	-
CWSL school holidays	24-hours per day	Public, with payment via on site kiosk	-

\*Employees whose work shift extends past 4pm may continue to keep their vehicle in the lot past this “employees only” period, until end of shift. This shift schedule is simply to identify when the public parking period will commence.