

## PLEASE READ CAREFULLY

Central Oregon Community College (COCC) provides designated parking areas for students, staff, residents, and visitors. Parking at COCC is regulated and enforced by the Campus Public Safety Department, in partnership with the Department of Motor Vehicles. It is important that all visitors and community members familiarize themselves with campus parking regulations, before attempting to park on COCC property. Not all parking regulations are posted on campus; however, all vehicles are subject to enforcement. Under Oregon Revised Statute 341.300, Public Safety Officers have the authority to issue citations and/or impound vehicles at the owner's expense. COCC parking is available 7 days a week, between the hours of 6 AM and 10 PM. Vehicles parked on-campus after-hours, will receive a citation and may be towed.

All persons driving or parking on college property are required to comply with all state laws and COCC regulations. By entering COCC property, drivers are acknowledging awareness of these laws and regulations, and understand that violations are subject to enforcement.

## IMPORTANT THINGS TO KNOW

**DISPLAY.** COCC parking permits are free and required for all vehicles parked on COCC property.

**BE AWARE.** If you see something, say something. Public Safety Officers are on-duty 24/7.

**ARE YOU A CAMPUS RESIDENT?** Vehicles that belong to Wickiup Hall residents require special parking permits that are only available from the Wickiup Hall front desk.

**REPORT.** If you have been involved in a traffic accident or you witness an accident, call the Campus Public Safety Department. In an emergency, call 9-1-1.

**PREVENT.** Avoid crime on campus by always locking your vehicle's doors and by not leaving valuable items in plain view.

**SLOW DOWN.** The speed limit on campus is 20 MPH on roadways and 10 MPH in parking lots. Be alert for pedestrians and stop for those crossing the street.

**DISABLED PARKING.** Only vehicles with a valid, state-issued disabled parking placard or license are permitted to park in disabled parking spaces.

**RED/YELLOW ZONES.** Parking, stopping, or standing a vehicle in a red or yellow zone is prohibited.

**PETS.** Pets are not permitted on campus, including in vehicles.

**WEAPONS.** Firearms and dangerous weapons are prohibited on campus, including in vehicles. [per ORS 161.015(1)(2), ORS 166.360, ORS 166.370.]

**SMOKING.** Smoking or the use of smokeless tobacco is limited to campus parking lots only and must be 25 feet from any building.

Central Oregon Community College  
**TRAFFIC/PARKING REGULATIONS**  
2019-2020

SECTION A

**REGISTRATION & PERMITS**

**PARKING PERMITS**

- A. Parking permits are free of charge.
- B. Permits are required 7 a.m. to 5 p.m. seven days a week, in student permit required parking lots.
- C. Staff and students must register all vehicles brought onto college property.
- D. New license plates obtained for vehicles already registered need to be updated with the Campus Public Safety Department, within three business days.
- E. Permits are to be permanently affixed to the exterior of motor vehicles so that they are clearly visible on the driver's side rear bumper or window. Motorcycles and motor scooters must display the permit in such a manner that is easily visible. Permits shall not be affixed upside-down, nor sideways. (Note: permits may later be removed with a hair dryer or cleaning solution.)
- F. Failure to display a parking permit, and the improper display of permits, constitutes a violation by the operator of the vehicle. Taping or clipping of the permit to the vehicle is not considered permanently displayed.
- G. Should a parking permit become mutilated or obliterated in any way, a new vehicle permit must be obtained.
- H. Parking permits are not transferrable from person to person, nor vehicle to vehicle. If a vehicle is sold, traded, or becomes inoperable, it is the vehicle owner's responsibility to remove the permit and contact the Campus Public Safety Department for a new permit, within 24 hours.
- I. Temporary permits are available for visitors, staff, or students, when not using a permitted vehicle. Contact the Campus Public Safety Department for further details.

**CARPOOL PERMITS**

- A. Reserved carpool parking spaces are available for anyone who registers with the carpool program, through the Campus Public Safety department. When parked in a designated carpool space, the vehicle must display a current carpool permit, display a current COCC parking permit and at least two people must arrive in the car, at the time it is parked.
- B. Each carpool group must submit a completed Carpool Registration Form (available in the Campus Public Safety Office) to the Campus Public Safety Department, before permits are issued to the participants, and before the participants may use the reserved carpool spaces on campus.
- C. In the event that a carpool participant does not meet the minimum requirement of two people sharing in their commute on any given day, the participant is not permitted to park in a reserved carpool space. Using the hang tag to park in a carpool space, when traveling alone, defies the spirit of the program and is grounds for immediate loss of program privileges and related parking fines.

SECTION B

**TRAFFIC & PARKING REGULATIONS**

**GENERAL STATEMENT**

- A. For the purpose of these regulations, the term "motor vehicle" includes automobiles, trucks, motorcycles, motor scooters, motor bikes and any other motor-powered method of transportation.
- B. COCC assumes no responsibility for the care and/or protection of any vehicle or its contents at any time during which it is operated or parked on any college property. Vehicles should be locked when parked on campus. Valuables (handbags, wallets, stereo & camera equipment, phones, etc.) should not be left in plain view, inside the vehicle.
- C. The individuals to whom the permit is issued or registered shall be responsible for all parking/traffic violations of the vehicle, regardless of who is operating the vehicle. The permit holder shall advise all drivers of the vehicle, of the College's policies regarding campus traffic and parking — particularly where the vehicle is authorized to park.
- D. A campus visitor is any person other than staff or students, parking a non-registered vehicle on campus. At no time are staff and students considered visitors for the purposes of parking a vehicle on campus.
- E. All state and local laws governing movement, operation, and parking of vehicles shall apply on college property. On special occasions and in

emergencies, parking and traffic limitations may be imposed by the college as required by the conditions which prevail.

- F. All accidents involving moving vehicles which occur on college property must be reported immediately to the Campus Public Safety Department.
- H. Driving and parking on college property is a privilege, not a right. This privilege may be revoked by the Campus Public Safety Department.

## PARKING INFORMATION

- A. The responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered a valid reason for violation of parking regulations. Parking is allowed in designated spaces only.
- B. On the Bend campus, marked visitor parking spaces are available in Boyle Education Center Lot G1, Metolius Lot B15 and Mazama Lot F6. Additionally, campus parking permits are not required in parking lots D1, D3, D4, G3, G4, and H2 (see parking map). Visitors parking on campus in other locations must display a valid visitor parking permit, issued by a college department or the Information Booth, located in the Boyle Education Center. Visitor permits shall be displayed on the driver's side of the vehicle's dashboard. Campus visits by 20 or more guests should be reported to the Campus Public Safety Department, prior to arrival. Visitor parking is available on COCC's other campuses, and is marked with signage.
- C. Student parking areas are indicated by parking signs and/or by designations on the campus map. Each person driving a vehicle on campus is responsible for becoming familiar with the map and the proper parking areas.
- D. Staff and visitor parking spaces may be delineated by signs only, and may not be visible on the parking map. Alternatively, some staff lots and permit-required areas may not be delineated by signage and may only be visible on the parking map.
- E. Wickiup Hall residents are required to display current resident permits. Resident permits begin with the letter "R." Resident permits allow for overnight parking in the I1, I2, I3, I4, F2, F3, F4 and F6 lots. Vehicles parked overnight in any other location are subject to citation, and/or towing (even with an "R" permit displayed). Resident permits are free and can ONLY be obtained at the Wickiup Hall front desk.
- F. Additional Prohibited Parking:
  - 1. Along a curb, anywhere on campus other than designated parking spaces.
  - 2. Fire zones, no parking zones, zones for disabled parking, service vehicle only spaces, red curbs and yellow curbs.
  - 3. Non-designated parking areas (non-paved or graveled areas, – excluding B12 – landscaped areas, painted walkways, etc.).
  - 4. Other illegal parking as designated on the campus map or by signs and painted areas.
  - 5. No parking on campus roadways or natural areas.
- G. Vehicles remaining on college property more than 48 hours, may be removed at the owner's expense. If a vehicle becomes inoperable, or to request permission to park overnight, contact the Campus Public Safety Department.
- H. College Way, on the Bend campus, is a city street and is governed by city traffic laws. Citations received for violations on College Way are payable to the City of Bend. Reduce speed when negotiating speed bumps on College Way.
- I. ADA spaces are available for anyone with state disabled license plates/state ADA parking permit when used lawfully. Vehicles displaying these plates/permits must be driven by the disabled person or have the disabled person as a passenger. If ADA stalls are full, you are permitted to park in any lawful parking stall regardless of limitations (staff, visitor, etc.) while displaying placard. Temporary permits issued by the College do not allow for parking in ADA marked stalls.
- J. At no time may a bicycle be locked to any fixture other than a bicycle rack. No permit is required, but licenses for theft prevention are recommended and may be obtained from the City of Bend Police Department. Bicycle racks are provided at the following locations:
  - Boyle Education Center
  - Culinary Institute
  - Health Careers Center
  - Library
  - Mazama Recreation Center
  - Metolius Hall, north of parking lot
  - Pence Hall
  - Pioneer Hall
  - Ponderosa Hall
  - Science Center
  - Wickiup Hall
- K. Motorcycles, or any other vehicle with a combustible engine, are only permitted to park in designated motorcycle parking spaces or standard parking spaces. Motorcycles parked in ANY other location will be cited and/or impounded. A limited number of motorcycle parking spaces are available at:
  - Alpine Way
  - B6 parking lot
  - B9 parking lot
  - B15 parking lot
  - Grandview Hall
  - Metolius Hall
  - Newberry Hall
  - Ponderosa Hall
- L. Vehicle maintenance is not permitted on college property.
- M. If you have special parking needs, please contact the Campus Public Safety Department.

- N. Parking on campus between 10 p.m. and 6 a.m., excluding Wickiup Hall residents with a valid resident permit, is not permitted, unless authorized by the Campus Public Safety Department.
- O. Vehicles towing trailers (i.e. flatbed, campers, boats, etc.) or oversized vehicles may park only at the northern-most end of the library lots (parking lot D4).

### III. PARKING REGULATIONS AND CITATION AMOUNTS

- No vehicle shall be parked in a designated staff parking lot or space, at any time, without a staff, service, or authorized temporary parking permit. (\$25)
- No vehicle shall be parked in a visitor parking stall with a student or staff parking permit displayed. (\$25)
- No vehicle shall be parked in a marked yellow zone. (\$35)
- No vehicle shall be parked in an area designated as “fire lane” by signs or curb markings. (\$35)
- No vehicle shall be parked in a parking lot designated as permit required without a current and valid COCC parking permit displayed. (\$25)
- No vehicle shall be parked in an area that is not authorized for parking. (\$30)
- No vehicle shall be parked as to obstruct the normal flow of traffic in parking lots and roadways. (\$30)
- No vehicle shall be parked facing the wrong direction. (\$25)
- No vehicle or person shall disobey a traffic control device. (\$20)
- No vehicle shall improperly display a parking permit, and the permit shall be in the authorized location on the vehicle, as stated in the parking and traffic regulations. (\$25)
- No COCC parking permit shall be displayed on a vehicle for which it is not issued. (\$20)
- No vehicle shall be parked that is in violation of state law, or where prohibited by signs, markings, or other traffic control devices. (\$25)
- No vehicle shall be parked in the roadway, unless authorized. (\$30)
- No vehicle shall be parked in more than one parking space, at any one time, without authorization from Campus Public Safety. (\$25)
- No vehicle shall be parked more than 18” from the wheels to the curb. (\$25)
- No vehicle shall be parked in a landscaped or natural area, not designated or authorized for parking. (\$35)
- No vehicle shall be parked in a resident only parking lot or space, without displaying a current and valid resident parking permit or authorized temporary parking permit. (\$30)
- No vehicle shall be parked on campus between 10 p.m. and 6 a.m. unless authorized by Campus Public Safety or parked in a lot approved for residential parking with an appropriate resident permit displayed. (\$30)
- No vehicle shall be parked in a marked red zone. (\$35)
- No vehicle shall be parked in front of a fire hydrant. (\$35)
- No vehicle shall be parked in an ADA space without a valid, current, state issued permit, license, or placard that is lawfully displayed. (\$150)
- No vehicle shall be parked in an ADA designated loading area adjacent to an ADA parking stall (hash marks). (\$50)
- No vehicle shall be parked under building eaves or immediately next to buildings and structures, unless clearly marked as a parking space. (\$50)

### IV. TRAFFIC REGULATIONS AND CITATION AMOUNTS

- Failure to come to a complete stop at a marked stop sign. (\$35)
- No person shall drive on a roadway against the designated flow of traffic. (\$25)
- No person shall disobey a traffic control device. (\$25)
- No person shall exceed the designated speeds in parking lots (10 miles per hour) and roadways (20 miles per hour) or drive beyond the speed safe for roadway and traffic conditions. (\$35)
- No person shall apply his or her vehicle horn unless used as authorized by Oregon state law. (\$30)
- No vehicle shall be operated on campus that emits excessive noise as stipulated in state law and causes a disturbance to the peace of the campus. (\$30)
- No person shall operate a vehicle in a reckless manner that endangers the safety of other drivers, pedestrians or the property of others. (\$50)
- No person shall operate their vehicle in a manner that purposely causes audible tire friction for the purpose of demonstration or disturbing the peace of others. (\$30)
- No vehicle shall be operated during hours of darkness without state required lighting. (\$35)

- Failure to yield to a pedestrian in a marked crosswalk. (\$35)
- Received five or more parking or traffic violations in the academic year. This penalty is assessed at time of fifth and subsequent violations. Violations that are waived through appeals process or administrative void do not count. (\$50)
- Unlawful use of ADA placard or permit as defined by the State of Oregon, Department of Motor Vehicles. (\$150)
- All drivers are required to follow State of Oregon driving laws while on campus. Laws that are not addressed in separate college policies are hereby enforced. (\$30)
- No unauthorized person shall move, change, drive into or beyond any area temporarily designated as closed or with other traffic direction as indicated by a temporary traffic control device such as traffic cones, barricades or signs. (\$40)
- Upon activation of caution lights and display of lighted stop sign on a campus shuttle bus, motorists approaching from in front and behind the bus shall stop until the driver deactivates the lights and stop sign. (\$40)

## SECTION C

# POLICY ENFORCEMENT

## DISCIPLINARY ACTION

- A. Citations will be issued for failure to comply with these regulations.
- B. The Registrar will be asked to withhold registration materials or transcripts of students who have failed to meet their financial obligations to the College, including non-payment of traffic and parking citations. Unpaid accounts may also be sent to the Oregon Department of Revenue for collection.
- C. A vehicle owner/operator who receives five (5) traffic/parking citations, paid or unpaid, within the academic year is subject to having their vehicle impounded and campus parking privileges revoked. Vehicles may also be impounded if parked in a manner that is deemed a hazard or violation of college policy. Vehicles are towed at the expense of the owner/operator. The owner/operator may also be subject to a student conduct hearing.
- D. All penalties for violations must be paid at Admissions and Records, located in the Boyle Education Center. Citations become delinquent seven (7) business days after issuance. Violators may mail payment (ticket must be included) for fines directly to the Cashier, Boyle Education Center, 2600 NW College Way, Bend, OR 97703. Fines may be reduced by \$5, if paid within seven (7) business days.

## APPEALS OF CITATIONS

- A. All COCC citations, may be appealed to the Citation Appeals Committee. City citations must be appealed to the Bend Municipal Court.
- B. The Citation Appeals Committee has the responsibility of adjudicating most (city citations excluded) traffic, parking, and policy citation appeals. If you believe you received a citation in error, or there were extenuating circumstances which should be considered, you have the right to appeal your citation. Appeal forms are available at the Campus Public Safety Office, the ASCOCC Student Government office in the Campus Center, the Admissions and Records office, and the Information Booth located in the Boyle Education Center.

### Appeals Procedure:

1. Obtain an official appeal form at one of the previously listed locations.
2. Fill the form out completely. Incomplete forms will not be considered.
3. Attach a legible copy of the citation to the appeal form.
4. Keep a photocopy of the citation and the appeal form for your own records.
5. File the completed appeal form at the Campus Public Safety department, located in the Boyle Education Center, or mail to Campus Public Safety at 2600 NW College Way, Bend, OR 97703.
6. COCC's Citation Appeals Committee will review all appeals received. If you wish to be present, indicate so on your appeal form, and the appeal board will set up an appointment.
7. The Citation Appeals Committee will usually notify you by mail of their decision within 2 weeks (14 days) of review.
8. You are encouraged to pay your fine within seven days of issuance in order to take advantage of the reduction in charges (\$5 off total citation). If your appeal is approved, your payment will be refunded by the cashier.
9. All fines must be paid or resolved prior to registration periods or you will not be allowed to register for the following term.
10. All fines must be paid at the Admissions and Records office during regular business hours, by mail, or online.
11. The Citation Appeals Committee's decision is final.

## SECTION D

# ADDITIONAL INFORMATION

## REPORTING A CRIME OR ACCIDENT

- A. If there are injuries requiring immediate medical attention, dial 9-1-1. If there are no injuries, and the vehicles may be moved without the assistance of a tow truck, pull the vehicles to the side of the road and allow traffic to flow freely. Report the incident to the Campus Public Safety department. The involved parties may obtain a copy of the Campus Public Safety report from the Campus Public Safety office, after three business days.
- B. If you see a concerning incident in-progress, attempt to remember as many details as possible and contact the Campus Public Safety Department as soon as possible. If there is a crime in progress, and/or persons in danger, dial 9-1-1. You may also notify Campus Public Safety via one of the Code Blue Emergency towers or emergency phones located throughout campus. It is always best to report an incident, even if you are not sure if you should. There is no penalty for reporting an incident, situation, or suspicious circumstance, which turns-out to be nothing!
- C. The lost and found is located in the Coats Campus Center. Contact the Student Life office or a building attendant to obtain or search for found property. If reporting missing, stolen, or lost property, contact the Campus Public Safety department.

## ALTERNATE FORMS OF TRANSPORTATION

- A. Students are encouraged to use alternative transportation (bus, bike, walk, COCC shuttle) to get to the College. For those students who drive, please park in college parking lots or on College Way. Please do not park in adjacent neighborhoods.
- B. A specially equipped ADA shuttle is available at select times. To request ADA transportation contact Campus Services at (541)383-7776.

## UNMANNED AERIAL SYSTEMS POLICY

### Purpose:

The use of unmanned aerial technology is an emerging issue for colleges. The potential for privacy violations, crashes, disruption to the campus environment and even weaponized uses underscores the need for Campus Public Safety to have policy in place to support enforcement actions. While commercial use of unmanned aerial systems (UASs) may lie in the near future, CPS has already contacted private individuals operating from campus. This policy will have to evolve with the technological realities related to UAS, but will give needed direction to CPS and the campus community.

### Scope:

This policy applies to any student, staff, visitor, or community member operating unmanned aerial vehicles on or above the campus without proper permission. This policy does not apply to official, UAS education programs of COCC.

### Policy:

Use of unmanned aerial vehicles (UAV) or systems (UAS) from, on, or above COCC college property is prohibited without prior, written approval from the President or his or her designee.

### Procedure:

Unmanned aerial vehicles can create safety and privacy risks that are disruptive to the campus environment. These procedures should be followed to ensure compliance with the policy:

1. All requests to use or operate unmanned aerial vehicles or systems from, on, or above COCC college property should be directed, at least 24 hours in advance, to the department of Campus Public Safety via the online request form located on the CPS webpage.
2. Campus Public Safety will respond to and investigate incidents involving the use of UAVs or UASs and may refer cases to local, state, or federal law enforcement agencies on a case by case basis.
3. Monetary fines or disciplinary action may be imposed by the College.
  - a. Initial violation \$50 (other citations may be issued if other violations were committed).
  - b. Additional UAS policy violations double the amount of the initial citation upon each subsequent violation.
4. Downed UAVs may be recovered by campus public safety and held as found property or turned over to law enforcement agencies if there is evidence of criminal activity, including unlawful audio or video recording, distribution of illegal substances, or weaponized usage.
5. Commercial UAS services on campus must also be pre-approved through Campus Public Safety.

## THE ANNUAL SECURITY REPORT & ANNUAL FIRE SAFETY REPORT

These documents are available online at: [cocc.edu/departments/public-safety/clery.aspx](http://cocc.edu/departments/public-safety/clery.aspx)

In an emergency call 9-1-1, then call Campus Public Safety at (541)383-7272.