

SECTION: Human Resources

NUMBER: A-001-01-0009

AREA: General

UPDATED: 03/01/2022

SUBJECT: Parking

REVIEWED: 12/13//2022

I. PURPOSE

Rocky Mountain College has policies in place that are intended to provide the College community with assistance and management of established parking areas. This also includes issuance of permits, administering and settlement of fines, appeal process, and other policies that affect the usage of any motorized vehicle on campus.

Rocky Mountain College has established rules and regulations concerning the use of motorized and non-motorized vehicles on campus and its properties. These regulations do not conflict with or supersede any set forth by the city of Billings or Yellowstone County. The Office of Campus Safety at the College is responsible for parking and traffic enforcement on College grounds.

Employees, students and visitors to Rocky Mountain College assume responsibility for their vehicle and/or its contents while parked on College property.

II. POLICY

PARKING AND VEHICLE REGULATIONS

All vehicles parked on Rocky Mountain College property must display a current parking permit. These permits include: Rimview (green), Tech (black), North Fortin (brown), Anderson/Widenhouse (gold), Prescott (red), or visitor.

A. Vehicles are prohibited from sidewalks, lawns, fire lanes, and other areas not designated for use. Exceptions include maintenance, authorized campus personnel, contractors, and emergency response vehicles.

B. Any vehicle found to be in violation of RMC parking policies will be cited and when applicable, fined. Once a citation has been issued, Rocky Mountain College does not assume any responsibility if the owner/operator does not receive the notice. A photographic record of cited vehicles will be maintained by the Office of Campus Safety and will be available to the owner/operator upon request.

C. The speed limit on campus property is five (5) miles per hour for all vehicles.

D. All posted signs and traffic control devices must be obeyed.

E. All vehicular traffic will yield to pedestrians, as they have the right of way.

F. No person shall operate a vehicle on campus in a careless or reckless manner or while under the influence of alcohol or drugs.

Parking Management

Responsibility for locating an open parking space in the appropriate designated parking area rests with the vehicle operator.

The lack of a readily available designated parking space is not an excuse for a violation of any parking regulation. Overflow parking for all lots is available in the North Lot with access from Rimrock Road, as well as the streets north of campus.

C. Vehicles that are not moved from a parking space for 14 days are considered abandoned and are subject to towing.

D. Inoperable vehicles need to be restored to running condition in a timely manner.

Immobilizing Motor Vehicles

RMC will immobilize vehicles for the following reasons:

A. Permitted vehicle with three or more unpaid citations per semester.

B. Non-permitted vehicles parked in any campus lot for more than 24 or with two or more citations pending.

C. Vehicles witnessed engaging illegal activity on campus property.

Vehicles will remain immobilized until the director of campus safety or the vice president/dean for student life authorizes removal of the device. In an emergency, either of these individuals may grant authorization for removal of the arresting device.

Rocky Mountain College assumes no responsibility for any damages incurred if a vehicle is immobilized. Attempting to remove wheel locks or drive with one attached will cause physical damage to the vehicle and may cause personal harm to the operator and bystanders.

Removal of Motor Vehicles from Campus

RMC will remove vehicles from campus property for the following reasons:

Illegally parked vehicles that pose a direct hazard will be removed immediately. These may include vehicles parked in a fire lane, any designated "No Parking" zone, and any other unauthorized areas.

Vehicles considered abandoned – vehicles unmoved for 14 days are considered abandoned.

Any vehicle without a proper permit parked in a designated handicap zone.

Vehicles that are inoperable.

Non-permitted vehicles parked in any campus lot for more than 24 hours.

Parking Permits

Rocky Mountain College parking permits may be obtained from the Office of the Executive Vice President/Dean for Student Life, or the Campus Safety Office. All vehicles used by faculty, staff, and students must be registered annually with the Office of the Executive Vice President/Dean for Student Life. Please have the following information available when registering a vehicle:

Vehicle owner's name;

Vehicle make, model, color, and year; and

Current vehicle license plate number, including state of issuance.

All vehicles must be registered with this information before a parking permit will be issued. Returning students must validate their parking permits each year by September 1 of that school year. Permits are to be displayed on the vehicle rearview mirror and must be clearly visible and readable with the number of the permit facing out. Permits for motorcycles must be appropriately displayed where it can be seen. Parking of campers, RVs, and trailers for a period longer than 24 hours is strictly prohibited.

Special Parking Needs

Drivers using parking designated for disabled persons must display a valid state- or College issued placard, license plate, or other form of identification recognized by state, federal, or campus authority.

B. Visitor parking is for visitors (not students, staff, or faculty) who come to campus for a short duration during daytime hours (8:00 a.m. - 5:00 p.m.). Long-term visitor parking needs (overnight or consecutive days on campus) should be coordinated with the vice president/dean for student life or director of campus safety.

C. Long-term visitor parking permits may be obtained from the Office for the Vice President/Dean for Student Life or the director of campus safety. Individual College departments may make arrangements with either of these offices to have permits available for distribution to their visitors upon approval.

Motorist Assistance

- Vehicle accidents occurring on campus should immediately be reported to the director of campus safety. In addition, individuals are strongly encouraged to report accidents to the Billings Police Department.
- Vehicle accidents occurring on the surrounding streets should be reported to the Billings Police Department at 406.657.8200.

Non-Motorized Vehicles

Non-motorized transportation includes bicycles, skateboards, roller blades/skates, etc. If motors are attached (i.e., motorcycles, scooters, powered bicycles, etc.) then they are considered vehicles and are subject to the vehicular rules stated above. Non-motorized transportation may be

used on campus as a point-to-point means of transportation. The use of these items to engage in extreme activities, stunts, and other related activities is prohibited. Non-motorized transportation is prohibited from use inside buildings. Bicycles are to be locked on a bicycle rack, not on handrails or inside academic buildings. Pedestrians always have the right of way in any vehicular or non- motorized transportation situation.

Registration of automobiles is handled through the Office of Campus Safety. Students, faculty and staff will be issued RMC parking permits free of charge.

Parking permits should be placed on front windshield.

All tickets must be paid within 24 hours. Payment should be made at the RMC Business Office. Unpaid tickets will be placed on an individual's business office account and may be turned over for collection. Transcripts, grades and registration may be held until all tickets are paid.

Should a vehicle be illegally parked, the Office of Campus Safety shall be authorized to have the vehicle towed.

A towing service has been authorized by the College to patrol restricted areas (i.e. fire lanes, loading zones, and handicapped access) and tow all vehicles not registered with the College.

Any vehicle left unattended or abandoned on College property for a period of more than three (3) months is subject to removal and will be towed at the owner's expense.

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III. REVIEW AND RESPONSIBILITIES

Responsible Parties: Executive Vice President for Student Life

Review: As deemed as appropriate

IV. APPROVAL

Approved: _____ Date: _____
President

Approved: _____ Date: _____
Chair / Board of Trustees