



AZUSA PACIFIC
UNIVERSITY

Department of Campus Safety
Providing a Safe and Secure Community

AZUSA PACIFIC UNIVERSITY



2008-2009 VEHICLE CODE

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The APU Vehicle Code is effective as of August 1, 1994 (Updated September 2008)

THE APU VEHICLE CODE IS SUBJECT TO CHANGES WITHOUT PRIOR NOTICE

TABLE OF CONTENTS

INTRODUCTION

STATEMENT OF POLICY Sections 1000 – 1009

VEHICLE POLICY AND REQUIREMENTS Sections 2000 – 2003

REGISTRATION AND PARKING ENFORCEMENT Sections 3000 – 3014

TRAFFIC ENFORCEMENT Sections 4000 – 4016

LIMITED PARKING AND DRIVING PRIVILEGES Sections 5000 – 5006

FINES, FEES, AND FINE SCHEDULES Sections 6000 – 6003

APPEAL PROCEDURES Sections 7000 – 7004

STORED, ABANDONED, OR DISABLED VEHICLES Sections 8000 – 8003

BICYCLE RULES AND REGULATIONS Sections 9000 – 9003

USEFUL INFORMATION

AZUSA PACIFIC UNIVERSITY VEHICLE CODE

INTRODUCTION

Azusa Pacific University (APU) has the right to control traffic and parking on its properties as granted by the California Vehicle Code (CVC) {Refer to CVC 21107.8}. The APU Department of Campus Safety has been authorized to administer and enforce the Azusa Pacific University Vehicle Code (APUVC), which governs parking and traffic regulations on APU campuses and properties under its control for educational or residential purposes. The APU Vehicle Code applies to all vehicles operated or parked on any university controlled properties.

Use of any vehicle on any university controlled property is a privilege granted by the university and is not the right of any employee, student, guest or visitor. It is the expectation of the university that employees, students, guests and visitors will comply with the APU Vehicle Code for the sake of safety and the consideration of others.

The definition of "vehicle" as used in the APU Vehicle Code includes but is not limited to the following: cars, trucks, motorcycles, any electric powered vehicle, licensed motor scooters, mopeds, foot powered scooters, bicycles (electric or pedal powered), roller blades, all types of skates, and all types of skateboards.

The APU Vehicle Code is effective as of August 1, 1994 and is subject to change without prior notice.

STATEMENT OF POLICY **APUVC Sections 1000-1009**

1000: VEHICLE REGISTRATION:

All faculty, staff, and students must register their vehicle(s) with the APU Department of Campus Safety, whether or not the vehicle(s) is brought onto APU property. Vehicle registration forms are available online or in the Campus Safety Office. Any faculty, staff, or student will receive an APU parking permit after turning in a completed registration form.

While APU has ample parking to support the faculty, staff, and students who work at or attend APU, vehicle registration does not guarantee a parking space. Vehicle registration and the resulting parking permit grants the user/owner the privilege to operate and park a vehicle on university owned or controlled properties.

1001: VEHICLES ON CAMPUS:

All vehicles parked on APU property must display a current and valid APU parking permit. All vehicles not displaying a current and valid parking permit are subject to citation and/or towing. All vehicles on APU property must be registered with the Department of Campus Safety upon entering APU property. Visitors and guests must receive and display a daily parking pass to avoid citation and/or tow.

1002: LIABILITY:

APU assumes no legal responsibility or liability for any theft, loss of property, vandalism, accidents, or damages while the vehicle is on any university controlled property. The Department of Campus Safety Strongly recommends and encourages the removal of all items of value from your vehicle to help in preventing theft or loss of property.

Anyone who operates a vehicle on APU campuses or properties under its control for educational or residential purposes agrees to:

- **Obtain, read, and abide by the APU Vehicle Code (APUVC).**
- **Possess a current and valid driver license from their respective state.**
- **Maintain current licenses, registrations, and insurance for their vehicle(s) per their state's requirements.**
- **Pay all fines and fees resulting from any violations of the APU Vehicle Code (APUVC).**
- **Protect and hold harmless the university, its students, officers, and employees, from all claims of injuries to persons or damages to property by reason of the operation of any vehicle on university controlled or owned properties.**

1003: EXEMPT VEHICLES:

All Department of Campus Safety vehicles, marked university vehicles, and certain designated vehicles approved by the Department of Campus Safety are exempt from the APU Vehicle Code while in the performance of their official duties.

1004: CALIFORNIA VEHICLE CODE:

All provisions of the California Vehicle Code (CVC) are applicable on university property except as modified by the APU Vehicle Code {refer to CVC 21107.8}.

1005: PARKING SPACES:

All vehicles must be parked head-in within a painted marked space unless directed otherwise by a Department of Campus Safety Officer. Vehicles parked out of a marked space or not head-in is a violation and will be cited accordingly {refer to APUVC 3003}.

1006: MOTORCYCLES, MOPEDS, OR ANY LICENSED GAS POWERED SCOOTERS:

All motorcycles, mopeds, and approved gas powered scooters are required to park at the ends of the painted hashed out areas of the parking lots or in a designated parking space (i.e., motorcycle stall). There is no parking allowed in the painted blue hashed out sections of any handicap parking spaces {refer to APUVC 3011}.

No motorcycle, moped, or licensed gas powered scooter can be parked inside a residence, or on any courtyard, or porch/patio, or adjacent to any residence or building. Parking in these areas is a violation and will be ticketed accordingly {refer to APUVC 3012}

1006A: BANNED MODES OF TRANSPORTATION ON UNIVERSITY PREMISES:

The following types of vehicles/devices are prohibited from use on APU property: pocket bikes (gas powered or electric), motorized skateboards – which requires the operator to normally stand (gas powered or electric), mini-bikes, or any off-road type motorcycle, or all-terrain vehicles (three or four wheeled types). Possession of these vehicles/devices must be authorized by the Chief of Campus Safety prior to bringing them onto campus. The **California Vehicle Code** sections pertaining to these items can and will be strictly enforced by Azusa PD as well, (**refer to CVCs 407.5; 473; 21235; 21720; 21968**).

1007: REGISTRATION FEES:

All students are required to pay a registration fee when registering their vehicle(s). Registration fees are posted to the student's account and the fee varies based on class status (freshman/upperclassman). A higher fee does not result in preferential parking. The residential freshman fee is \$250 per semester. The non-residential freshman, non-freshman resident, and commuter fee is \$100 per semester. The graduate fee is \$100 per season (Fall or Spring). For CAPS students, there is a one time \$250 fee for the duration of the program.

1008: WARNING TICKETS, LIMITED or LOSS OF PRIVILEGES:

The Department of Campus Safety does not issue warning tickets except for those offenses that allow for warnings. The Department of Campus Safety is not required to notify an individual of the possibility of limited or lost parking privileges. It is the responsibility of the faculty, staff, student, guest or visitor to obtain, read and abide by the APUVC {refer to APUVC 1002}.

1009: TOWING CHARGES and TOWING DAMAGE:

APU has the authority to tow vehicles from APU property per the California Vehicle Code {refer to CVC 22658(a)}. Any vehicle that is illegally parked or in violation of the APU Vehicle Code can be towed from APU property. APU is not liable or responsible for towing charges or damages that may result when a vehicle is towed from any APU property. All towing charges or damage claims incurred are the responsibility of the vehicle owner and must be dealt with through the towing company and personal vehicle insurance carrier.

VEHICLE REGISTRATION POLICY and REQUIREMENTS

APUVC Sections 2000-2003

2000: PARKING PERMITS:

All APU parking permits are the property of the Department of Campus Safety. Every permit is issued to a particular vehicle and cannot be moved, given, sold, or transferred to another person or vehicle. Any attempt to transfer a permit to another person or vehicle is a violation and will be ticketed accordingly {refer to APUVC 3002}. Any attempt to obtain an APU Parking permit under false pretenses is a violation and will be ticketed accordingly {refer to APUVC 5004}.

▶ ***NO Undergraduate student, graduate student, or graduate intern will be issued a Faculty/Staff Permit.***

2001: PARKING PERMIT DISPLAY:

All APU Parking Permits must be displayed as required with the permit number and validation dates clearly visible and unobstructed:

- Students will be issued one (1) permit. The Parking Permit decal must be affixed to the inside of the front windshield (facing out) in the lower left corner (driver's side).
- Faculty and Staff will be issued one (1) permit per vehicle, up to two (2) vehicles. The Parking Permit decal must be affixed to the inside of the front windshield (facing out) in the lower left corner (driver's side).
- Motorcycles, mopeds, and licensed scooters will be issued a different parking permit sticker. This permit must be placed on the vehicle where it is visible.

▶ **WARNING: *There is a \$15 replacement fee for a lost APU Parking Permit.***

2002: TEMPORARY PARKING PERMITS:

Temporary parking permits are available for students, faculty, and staff who have a rental car or a temporary vehicle. Temporary permits are only available from the Department of Campus Safety and are valid for a maximum of two (2) weeks. Longer periods of time must be approved by the Chief of Campus Safety or his designee.

2003: VISITOR AND GUEST DAILY PARKING PASSES:

Visitor and Guest parking passes are available from the Department of Campus Safety or from the Information Booth at the main entrance of APU's East Campus. Visitor/Guest parking passes are valid for the date they are issued only and allows vehicles to park in "General" parking areas or those marked "Visitor." Visitor/Guest parking passes may also be issued by on campus departments with approval of the Chief of Campus Safety or his designee.

REGISTRATION AND PARKING ENFORCEMENT

APUVC Sections 3000-3014

3000: NO CURRENT VALID APU PARKING PERMIT DISPLAYED:

All vehicles are required to have a current and valid APU Parking Permit displayed in order to park on any APU owned, leased, or controlled properties {refer to APUVC 1001}. Any vehicle not displaying a current and valid APU Parking Permit will be in violation and cited accordingly.

-Violations of this offense may result in the vehicle being towed at the vehicle owner's expense

3001: IMPROPER DISPLAY OF APU PARKING PERMIT:

All APU Parking Permits must be affixed appropriately with nothing blocking the numbers or validation dates (Refer to APUVC 2001). For automobiles, the parking permit decal must be affixed to the inside of the front windshield (facing out) in the lower left corner (driver's side). For motorcycles, mopeds, and licensed scooters, the parking permit decal must be placed where it is visible. Any vehicle whose permit is blocked or obstructed or whose permit was placed in an inconspicuous place will be in violation and cited accordingly.

3002: FRAUDULENT DISPLAY, ALTERED, OR ANY MISUSE OF ANY APU PARKING PERMIT:

All APU parking permits are the property of the Department of Campus Safety {refer to APUVC 2000} and are issued to a particular person and vehicle. Any attempt to transfer a permit to another person or vehicle, or any attempt to utilize a permit issued to another person/vehicle, or any attempt to alter a permit is a violation and will be cited accordingly.

-Violations of this offense may result in a review of parking and driving privileges

3003: PARKED OUT OF OR OVER MARKED PARKING SPACE:

All vehicles (with the exception of motorcycles, mopeds, or approved gas powered scooters) are required to be parked within a painted and marked parking space. Any vehicle(s) parked over the painted lines, in the hash-marked area or occupying multiple stalls will be in violation and cited accordingly. (Parking in a blue hash-marked area is not permitted; refer to APUVC 3011).

All vehicles are expected to park in appropriate parking spaces. Any vehicle parked in an unauthorized area will be in violation and cited accordingly. Unauthorized areas include but are not limited to the following: lawns and landscaped areas; obstructing or blocking walkways, sidewalks, stairs, and doorways; blocking driving lanes; double parking; and/or posted no parking zones.

-Violations of this offense may result in the vehicle being towed at the vehicle owner's expense

3004: HEAD-IN PARKING ONLY:

All vehicles are required to park head-in only in parking stalls and with the flow of traffic (when applicable). Any vehicle(s) parked against the flow of traffic or not head-in (i.e. backed in) will be in violation and cited accordingly.

3005: RESERVED PARKING:

Reserved parking spaces are designated by signage and/or notice and are reserved for the specified vehicle(s) or individual(s) at all times, unless modified by signage or notice. Reserved parking spaces include but are not limited to: Residence Directors spaces, Service Vehicle spaces, Facilities Management spaces, Administration spaces, Visitor/Guest spaces, etc. Any vehicle parked in a reserved parking space not assigned to it will be in violation and cited accordingly.

-Violations of this offense may result in the vehicle being towed at the owner's expense

▶ ***Asset Management stalls in the Bowles Residence Complex (1150-1170 E. Alostia Ave.) are reserved 24 hours a day, seven days a week, 365 days a year. Any vehicle parked in one of these spaces that is not assigned to it may be towed at the vehicle owner's expense.***

3006: CAMPUS SAFETY PARKING ONLY:

Campus Safety parking spaces are designated by signage and/or notice within the parking space and are reserved for Campus Safety and/or emergency vehicles only. Any vehicle parked in a Campus Safety space will be in violation and cited accordingly.

3007: TIME SENSITIVE PARKING SPACES:

Time sensitive parking spaces are designated by signage and/or notice and include 20 minute parking spaces, loading zones, temporary parking spaces, etc. These spaces are available for parking according to the times posted or use(s) allowed. Any vehicle parked beyond the allotted times or uses other than those specified will be in violation and cited accordingly.

3008: OUTSIDE OF PERMITTED AREAS:

All APU parking lots are restricted to vehicles displaying current valid APU Parking Permits {refer to APUVC 3000} and each APU parking lot is restricted by permit type. Any vehicle parked in a parking lot without the appropriate permit will be in violation and cited accordingly.

For convenience, parking lot permit restrictions are as follows:

- Lot A – General Spaces: Commuter and Faculty/Staff permits only between 8am – 4pm;
Faculty Staff Spaces: Faculty Staff permits only between 7am – 5pm;
- Lot B – Administrative Lot: all parking spaces in this lot are reserved;
- Lot C – Faculty/Staff Lot: Faculty/Staff permits only between 7am – 5pm;
- Lot D – Faculty/Staff Lot: Faculty/Staff permits only between 7am – 5pm;
- Lot E – Faculty Staff Lot: Faculty/Staff permits only between 7am – 6pm;
- Lot F – General Spaces: Commuter and Faculty/Staff permits only between 8am – 4pm;
Faculty/Staff Spaces: Faculty Staff permits only between 7am – 6pm;
- Lot G – General Spaces: Commuter and Faculty/Staff permits only between 8am – 4pm;
Faculty/Staff Spaces: Faculty Staff permits only between 7am – 6pm;
- Lot H – General Spaces: Any APU permit
Faculty/Staff Spaces: Faculty Staff permits only between 7am – 6pm;
- Lot I – Citrus Annex I Spaces: Citrus College parking only between 7am – 3pm;
General Spaces: Any APU permit
NOTE: No overnight parking allowed in this lot
- Lot J – Administrative West Lot: Administrative West permits only
- Lot K – Citrus Annex II Spaces: Citrus College parking only between 7am – 3pm;
NOTE: No overnight parking allowed in this lot

3009: DISABLED PERSONS PARKING:

Disabled Persons parking is designated by blue painted spaces with the Disabled Persons symbol and/or signage and is restricted to vehicles displaying a current/valid Disabled Persons placard or license plate. Any vehicle parked in a Disabled Persons parking space without displaying a current/valid Disabled Persons placard or license plate will be in violation and cited accordingly.

- Any Law Enforcement Agency can enforce violations of this offense on campus {refer to CVC 22507.8}
- Violations of this offense may result in the vehicle being towed at the vehicle owner's expense

3010: MISUSE/UNLAWFUL USE OF DISABLED PERSONS PLACARD OR PLATE:

Disabled Persons placards or license plates are issued by the Department of Motor Vehicles (DMV) and allows the person to whom the placard or plate was issued to park in marked Disable Persons parking spaces or others stalls in accordance with the Disabled Persons placard or plate. Any person who utilizes a Disabled Persons placard or license plate that has not been issued to them by the DMV will be in violation and cited accordingly.

- Any Law Enforcement Agency can enforce violations of this offense on campus {refer to CVC 4461(a) and (b)}
- Violations of this offense may result in the vehicle being towed at the vehicle owner's expense

3011: WHEELCHAIR OR DISABLED PERSONS RAMPS OR ACCESS AREAS:

Disabled Persons ramps and access areas are designated by blue painted areas with blue hash-marks and must remain clear of vehicles at all times. Any vehicle parked in these areas will be in violation and cited accordingly.

- Any Law Enforcement Agency can enforce violations of this offense on campus {refer to CVC 22507.8}
- Violations of this offense may result in the vehicle being towed at the vehicle owner's expense

3012: CITRUS COLLEGE STUDENT:

Based on the agreement established between APU and Citrus College, no student from either school may utilize or receive a visitor parking pass from the other school. Any Citrus College student who uses a visitor pass while parking on APU property will be in violation and cited accordingly.

3013: VEHICLE ALARMS:

Any vehicle alarm sounding in excess of ten minutes or any vehicle alarm that the Department of Campus Safety receives a complaint about may be in violation and cited accordingly.

3014: FIRE LANES, RED ZONES, FIRE HYDRANTS:

Fire lanes are designated by red curbs and posted signs indicating "NO PARKING FIRE LANE." Red zones are designated by red curbs. Fire hydrants are often designated by red curbs but sometimes have no designations in front of them. These areas must remain clear of vehicles at all times. Any vehicle parked, attended or unattended, will be in violation and cited accordingly.

TRAFFIC ENFORCEMENT

APUVC Sections 4000-4016

4000: FAILURE TO OBEY TRAFFIC CONTROL SIGNS OR DEVICES:

Traffic control signs and devices maintain traffic patterns and restrict vehicles from unauthorized areas. Traffic control signs and devices include but are not limited to: cones, A-frames, bollards, signs, and/or painted markings. Any vehicle which disobeys traffic control signs or devices or which drives over, around, through, or under these signs or devices will be in violation and cited accordingly.

4001: STOP SIGNS:

Stop signs are universally recognized and standardized as a red octagonal sign with white lettering indicating "STOP." All vehicles are required to come to a complete stop at the appropriate area at all posted stop signs. Any vehicle which fails to stop at a posted stop sign will be in violation and cited accordingly.

4002: DRIVING OUTSIDE DESIGNATED DRIVING AREAS:

The University has provided areas designated for vehicles to drive on, including but not limited to parking lots, driveways, and roadways, which are designed for vehicle travel. Any vehicle which is operated/driven in areas not designated for driving, including but not limited to sidewalks, landscaped areas, Center Drive (when closed), will be in violation and cited accordingly.

4003: FAILURE TO YIELD TO PEDESTRIANS:

Due to the amount of pedestrian traffic on and around campus, drivers should be aware of pedestrians crossing roadways and yield to them. Any vehicle or wheeled device (bicycle, scooter, skateboard, etc.) that does not yield for (a) pedestrian(s) will be in violation and cited accordingly.

4004: SPEEDING:

The maximum speed on all University streets is posted as 15 mph and the maximum speed for all University parking lots is 5 mph. Any vehicle exceeding these speeds while on campus will be in violation and cited accordingly.

4005: UNSAFE PASSING:

Unsafe passing occurs when one vehicle passes another vehicle stopped for pedestrians, traffic, or some other obstruction, without sufficient clearance (within the lane of travel) or with an obstructed view. Any vehicle exhibiting unsafe passing will be in violation and cited accordingly.

4006: IMPROPER DRIVING:

Improper driving occurs when a vehicle drives or travels in the opposite direction of traffic or when a vehicle is driven while unsafe conditions exist. Any vehicle which exhibits improper driving will be in violation and cited accordingly.

4007: UNLAWFUL RIDING OR TOWING:

Unlawful riding occurs when a person rides on/in a moving vehicle in a way that is not designed or intended for passenger transport. Unlawful towing occurs when a device (bicycle, scooter, skateboard, etc.) is towed by a moving vehicle. Any driver who allows unlawful riding or towing and any passenger who participates in unlawful riding or towing will be in violation and cited accordingly.

4008: (REPEALED 09/01/08)

4009: HELMETS REQUIRED:

All drivers/operators of motorized wheeled devices (motorcycle, motor scooter, moped, motorized bicycle, etc.) are required to wear a properly fitted helmet while driving/operating the motorized wheeled device on campus. Any driver/operator who drives/operates a motorized wheeled device without a helmet will be in violation and cited accordingly.

4010: SOUND DEVICES:

Sound devices that create a nuisance will not be tolerated. Any vehicle emitting sounds that can be heard outside of the vehicle will be in violation and cited accordingly.

4011: HEADSETS OR EARPLUGS:

Driving/operating a vehicle, a motorized wheeled device (motorcycle, motor scooter, moped, motorized bicycle, etc.), or a bicycle while wearing a headset or earplugs on/in both ears creates a safety hazard. Any person who drives/operates a vehicle or motorized wheeled device while wearing a headset or earplugs on/in both ears will be in violation and cited accordingly.

4012: RECKLESS DRIVING:

Reckless Driving occurs when a person driving/operating a vehicle does so with disregard for the safety of persons or property. Any person who drives recklessly will be in violation and cited accordingly.

-Violations of this offense may result in a review of parking and driving privileges

4013: EXHIBITION OF SPEED (BURNOUTS):

Exhibition of speed occurs when a vehicle is engaged in a speed contest (race) with another vehicle or engages in burnouts, drifting, or other race actions. Any person who engages in a speed contest or engages in burnouts, drifting, or other race actions will be in violation and cited accordingly. Any person who participates, aids, or facilitates any of the above actions will also be in violation and cited accordingly.

-Violations of this offense may result in a review of parking and driving privileges

4014: FAILURE TO OBEY DIRECTIONS OF A DEPARTMENT OF CAMPUS SAFETY OFFICER:

Department of Campus Safety Officers often gives direction by orders, signals, or signage that must be obeyed for the sake of safety. Any person who fails to obey direction given by a Department of Campus Safety Officer will be in violation and cited accordingly. The offender will also be charged with Student Standards of Conduct Violations (1.1 Non-compliance with a University Official...)

-Violations of this offense may result in a review of parking and driving privileges

4015: EVADING OR FAILURE TO STOP:

All vehicles must pull over to the side of the road when approached by a Department of Campus Safety vehicle or an emergency vehicle exhibiting emergency lighting. Any vehicle that fails to pull over or that attempts to evade, flee, or elude a Department of Campus Safety vehicle or any other emergency vehicle exhibiting emergency lighting will be in violation and cited accordingly.

-Violations of this offense may result in receiving limited parking and driving privileges

4016: JAYWALKING/UNSAFE CROSSING:

Jaywalking occurs when a pedestrian crosses a roadway, except in a crosswalk, between adjacent intersections controlled by a traffic control signal device or by police officers. Any pedestrian who jaywalks will be in violation and cited accordingly.

-The fine for this offense is \$75

LIMITED PARKING AND DRIVING PRIVILEGES

APUVC Sections 5000-5006

5000: LIMITED PARKING AND DRIVING PRIVILEGES (STATEMENT):

As stated in the introduction, the “use of any vehicle on any university controlled property is a privilege granted by the university and not the right of any employee, student, guest, or visitor.” As such, this privilege can be limited or restricted for an extended period of time. Persons whose privileges have been limited will be restricted from parking or driving a vehicle on campus for the duration of their limitation {refer to APUVC 5005}.

5001: LIMITED PARKING AND DRIVING PRIVILEGES (DURATION):

Limited parking and driving privileges restricts the offender from driving/operating any vehicle, including APU vehicles, on any APU controlled properties and restricts the offender's vehicle from being parked, driven, or operated on any APU controlled properties for one semester. Any violations received during the limited period will extend the limitation for an additional semester, which may continue into subsequent academic years, which could last the duration of your affiliation with the university. The offender will also be charged with Student Standards of Conduct violations (1.1 Non-compliance with a University Official... and 15.0 Unauthorized Use of University Property or Premises).

5002: HABITUAL TRAFFIC OFFENDER:

Habitual traffic offenders are defined as A) any person who has received six citations for the same offense during one academic year, including any citations that were changed to warnings during the appeals process; B) any person who has received six or more citations during one academic year, including any citations that were changed to warnings during the appeals process. Any person deemed a Habitual Traffic Offender will receive limited parking and driving privileges and may be charged with Student Standards of Conduct violations (1.1 Non-compliance with a University Official... and 15.0 Unauthorized Use of University Property or Premises).

5003: CITATION TAMPERING:

Citation tampering occurs when a person places/displays a previously issued citation on a vehicle, often as an attempt to avoid a subsequent citation. Any person who tampers with a citation will be in violation and cited accordingly.

5004: FALSIFYING AN APU REGISTRATION FORM:

The APU Vehicle Registration Form is an official form required for registration with the APU Department of Campus Safety must contain accurate information. Any person who intentionally furnishes false information or who assists with furnishing false information on a vehicle registration form will be in violation and will receive limited parking and driving privileges and be charged with Student Standards of Conduct Violations (1.1 Non-compliance with a University Official... and 15.0 Unauthorized Use of University Property or Premises).

5005: LIMITED PARKING AND DRIVING PRIVILEGES (OFFENSE):

Any person deemed a Habitual Traffic Offender {refer to APUVC 5002} or any person who is in violation of an APUVC section resulting in Limited Parking and Driving Privileges, may be cited for and/or receive Limited Parking and Driving Privileges. Limited Parking and Driving Privileges restricts the driver and his/her vehicle from being parked, driven, or operated on campus. After receipt of a citation for Limited Parking and Driving Privileges, the offender will receive a letter which specifically lays out the limitation of his/her parking and driving privileges and the duration of the limitation. Any person who receives limited parking and driving privileges will be charged a \$25 administrative fee and may be charged with Student Standards of Conduct Violations.

5006: NON-COMPLIANCE TO LIMITED PARKING AND DRIVING PRIVILEGES:

Any person, while having limited parking and driving privileges {refer to APUVC 5005}, who drives or parks their vehicle on campus, will be in violation and cited accordingly. The offender will also be charged with Student Standards of Conduct Violations (1.1 Non-compliance with a University Official... and 15.0 Unauthorized Use of University Property or Premises).

FINES, FEES, AND FINE SCHEDULES

APUVC Sections 6000-6003

6000: PARKING CITATION FINES:

All parking citation fines are due within twenty-one (21) days from the issue date of the citation. Fines are payable at the Department of Campus Safety Office Monday-Friday 8am-5pm. Payments must be in US Currency (cash) or checks; coins will not be accepted. Credit Card payments are acceptable but must be made at the University Cashier's office. Citations not paid within the twenty-one day period will be posted to the student's account with a \$5 posting fee.

6001: FINE SCHEDULE:

There are three fine schedules based on the seriousness of the violation with increases in fine amount for subsequent offenses. Unless otherwise noted, the below fine schedules will be adhered to.

The first fine schedule is for basic offenses, including, but not limited to, most parking violations:

- 1st offense: \$25
- 2nd offense: \$50
- 3rd offense: \$75
- 4th offense: \$100, plus any fines for Limited Parking and Driving Privileges or Non-Compliance
- 5th offense: \$150, plus any fines for Limited Parking and Driving Privileges or Non-Compliance
- 6th offense or greater: \$200, plus any fines for Limited Parking and Driving Privileges or Non-Compliance

The second fine schedule is for more serious offenses, including, but not limited to, most moving violations:

- 1st offense: \$50
- 2nd offense: \$100
- 3rd offense: \$150
- 4th offense: \$ 200, plus any fines for Limited Parking and Driving Privileges or Non-Compliance
- 5th offense: \$ 250, plus any fines for Limited Parking and Driving Privileges or Non-Compliance
- 6th offense or greater: \$300, plus any fines for Limited Parking and Driving Privileges or Non-Compliance

The third fine schedule is for the most serious offenses:

- All offenses: \$250, plus any fines for Limited Parking and Driving Privileges or Non-Compliance

6002: FEES:

The Department of Campus Safety may charge a fee for certain violations and/or registration. For your convenience, some of the fees charged by the Department of Campus Safety are listed below.

Parking Registration Fees:

Residential Freshmen:	\$250 per semester
Non-Residential Freshman:	\$100 per semester
Non-Freshman Resident:	\$100 per semester
Commuter:	\$100 per semester
Graduate Student:	\$100 per season (Fall Season and/or Spring Season)
CAPS Student:	\$200 one time fee

Miscellaneous Fees:

Limited Parking Privileges	\$25
Unpaid Citation posting Fee	\$5

6003: PARKING AND MOVING CITATIONS:

Parking citations are generally issued at the time of the violation and placed on the front driver side windshield of a vehicle in violation. However, parking citations may be mailed or handed to the registered owner of the vehicle due to unusual circumstances. Moving citations are generally issued to the driver at the time of the violation but may be mailed due to unusual or unsafe circumstances.

APPEALS APUVC Sections 7000-7004

7000: CITATION APPEALS:

Any person who believes they received a citation in error may appeal the citation. To appeal a citation, a person must completely read and fill out the back of the citation, and turn it into the Department of Campus Safety within twenty-one (21) days from the date issued. Appeals received later than twenty-one days from the date of issue will not be accepted. Also, in order to appeal a citation, the vehicle must be registered with the Department of Campus Safety.

When the appeal has been received by the Department of Campus Safety, it will be forwarded to the Citation Appeals Committee, who will review the appeal and give a disposition.

7001: ACCEPTABLE APPEALS REASONS:

The following appeal reasons will be considered by the Citation Appeals Committee:

- Unclear regulations
- Unclear parking lot lines, curb paintings, markings, or signs
- Emergency circumstances or circumstances which made the violation necessary (may require proof)

7002: INVALID CITATION REASONS:

Any appeals that do not fall under the Acceptable Appeals Reasons will not be considered by the Citation Appeals Committee and will be denied. These include:

Appointments, Bad weather, Borrowed or used other vehicle, Class schedules, Did not get a copy of the citation, Did not get up in time to move vehicle, Did not have vehicle registration papers, Did not have time to register vehicle, Did not see any signs or markings, Finals, Forgot to appeal the citation, Forgot to move vehicle, Forgot to notify Campus Safety, Forgot to put my permit up, Job or Work schedule, Lack of parking, Late for class / Chapel, Hours of darkness, Headaches / Migraines, Ignorance or lack of knowledge of APU parking policies, Illness / injury, Someone else forgot to move or parked my vehicle, Someone else parked my car there, No parking or close spaces, Other people park there, Parked for a short time, Parked there before without getting a ticket, Permit fell off, Someone other than Campus Safety gave me permission to park, Time of arrival, Too tired, Too far to walk, Vehicle had some sort of mechanical problem, Weather, Etc.

7003: APPEAL DISPOSITIONS:

Once the Citation Appeals Committee has reviewed the appeal, they will give a disposition on the appeal which is final. Appeal dispositions will be returned by mail. Dispositions are as follows:

- Unchanged: The appeal has been denied and all fines are due
- Reduced: Fine is reduced
- Warning: Citation has been changed to a warning meaning there is no fine, but counts as an offense
- Voided: Citation is cancelled.

7004: APPEAL PAYMENTS:

Once the Citation Appeals Committee has given a disposition on the appeal, it will be returned by mail and any fines will be due within seven (7) days of the mailing date and can be paid at the Department of Campus Safety Office or the University Cashier's Office. Any fines not paid within the seven days of the mailing date of the appeal will be posted to the student's account with a \$5 posting fee.

STORED, ABANDONED, AND/OR DISABLED VEHICLES

APUVC Sections 8000-8004

8000: STORED, ABANDONED, AND/OR DISABLED VEHICLES:

Stored vehicles are those vehicles parked for an extended period of time without regular use. Abandoned vehicles are those vehicles that are no longer being used. Disabled vehicles are those vehicles which due to limitations, cannot be operated. Stored, abandoned, and/or disabled vehicles are not allowed on campus. Vehicles identified as stored, abandoned, and/or disabled will be marked and the vehicle owner will be contacted to remove the vehicle from the property. If the vehicle has not been removed within seven (7) days of being marked, the vehicle will be towed from the property at the vehicle owner's expense (including towing and storage fees).

8001: SEVENTY-TWO HOUR RULE:

No vehicle shall be left unattended for more than seventy-two (72) hours. Any vehicle left unattended for more than seventy-two hours will be identified as stored, abandoned, or disabled {refer to APUVC 7000}. These vehicles will be marked and the vehicle owner will be contacted to remove the vehicle from the property. If the vehicle has not been removed within seven (7) days of being marked, the vehicle will be towed from the property at the vehicle owner's expense (including towing and storage fees).

8002: SUMMER VEHICLE STORAGE:

The summer season is the primary season for repairs and construction within the parking lots. Because of this, vehicle storage is not allowed unless approved by the Chief of the Department of Campus Safety or the Chief's designee. Any vehicle stored for the summer without approval from the Chief or the Chief's designee may be identified as stored, abandoned, or disabled. These vehicles will be marked and the vehicle owner will be contacted to remove the vehicle from the property. If the vehicle has not been removed within seven (7) days of being marked, the vehicle will be towed from the property at the vehicle owner's expense (including towing and storage fees).

Any vehicle storage approved by the Chief must comply with the following:

- 1) Owner must show just cause for summer storage
- 2) Owner must completely fill out a Summer Storage Form
- 3) Vehicle must be parked in an area designated by the Chief
- 4) A copy of the door and ignition key must be left with the Department of Campus Safety, which can be retrieved at the conclusion of the storage period.

8003: VEHICLE MAINTENANCE:

No vehicle repairs/maintenance may be conducted on university property without written permission from the Chief of the Department of Campus Safety or the Chief's designee. Written permission must be obtained prior to beginning work on the vehicle.

-this section may not apply to university owned vehicles or vehicle repairs conducted within the university's motor pool

BICYCLE RULES AND REGULATIONS

APUVC Sections 9000-9002

9000: BICYCLE REGISTRATION:

All bicycles must be registered with the Department of Campus Safety. Bicycle registration forms are available online and in the Department of Campus Safety Office. There is no fee for bicycle registration. Any bicycle found that is not registered with the Department of Campus Safety will be in violation and cited accordingly

-The fine for this offense is \$25

9001: UNSECURED BICYCLES:

All bicycles must be parked and secured in a bicycle rack. Any bicycle found unsecured will be taken to the Department of Campus Safety for safekeeping. Bicycles held for safekeeping will be held for ninety (90) days then donated to a local charity or provided for lease. Bicycles found unsecured will be in violation and cited accordingly.

-The fine for this offense is \$25

9001: BICYCLE PARKING:

All bicycles must be parked and secured in a bicycle rack. Any bicycle found secured to anything other than a bicycle rack (including but not limited to: trees, railings, signs, benches) will be in violation and cited accordingly. Bicycles that are blocking walkways or sidewalks will be removed from their secured location, possibly by cutting the lock, and taken to the Department of Campus Safety for safekeeping. Bicycles held for safekeeping will be held for ninety (90) days then donated to a local charity or provided for lease. If a lock was cut to remove a bicycle that was blocking a walkway or sidewalk, there will be no replacement or reimbursement.

-The fine for this offense is \$25

9002: BICYCLES BLOCKING DISABLED PERSONS RAMPS OR ACCESS WAYS:

All bicycles must be parked and secured in a bicycle rack. Any bicycle found blocking a Disabled Persons ramp or access way will be in violation and cited accordingly. The bicycle will be removed from their secured location, possibly by cutting the lock, and taken to the Department of Campus Safety for safekeeping. Bicycles held for safekeeping will be held for ninety (90) days then donated to a local charity or provided for lease. If a lock was cut to remove a bicycle that was blocking a Disabled Persons ramp or access way, there will be no replacement or reimbursement.

-The fine for this offense is \$50

DEPARTMENT OF CAMPUS SAFETY



DEPARTMENT OF CAMPUS SAFETY
OPEN 24 HOURS

Located on the 1st floor of Adams Hall

Office Business Hours: 8:00am-5:00pm Monday-Friday

University Phone Extension: x3898 Direct Dial: (626) 815-3898 Fax: (626) 815-3884

Emergencies Use University Phone # 811

AZUSA POLICE
725 N Alameda Ave
Azusa, CA 91702
24 Hour Phone
(626) 812-3200

GLENDORA POLICE
150 S Glendora Ave
Glendora, CA 91740
24 Hour Phone
(626) 914-8250

LA COUNTY SHERIFF
122 N San Dimas Ave
San Dimas, CA 91773
24 Hour Phone
(909) 599-1261

UNIVERSITY HEALTH CENTER

University Phone Ext. – 2100 off Campus Direct Line (626) 815-2100
Office Hours: 8:00am – 5:00 pm Monday - Friday
Patient Hours: 9:00 am – 11:30 am & 1:00 pm – 3:30 pm Monday - Friday
(After Office Hours Call Campus Safety)

UNIVERSITY STUDENT COUNSELING CENTER

University Phone Ext. – 2109 off Campus Direct Line (626) 815-2104
Office Hours 8:30 am – 5:00 pm Monday – Friday
(After Office Hours Call Campus Safety)

HOSPITALS & MEDICAL OFFICE

Foothill Presbyterian Hospital
250 S Grand Ave
Glendora, CA 91741
(626) 963-8411

Kaiser Medical Center
1011 Baldwin Park Blvd
Baldwin Park, CA 91706
(800) 823-2020 Appointments

Magan Medical Clinic
420 W Rowland St
Covina, CA 91723
(626) 331-6411
