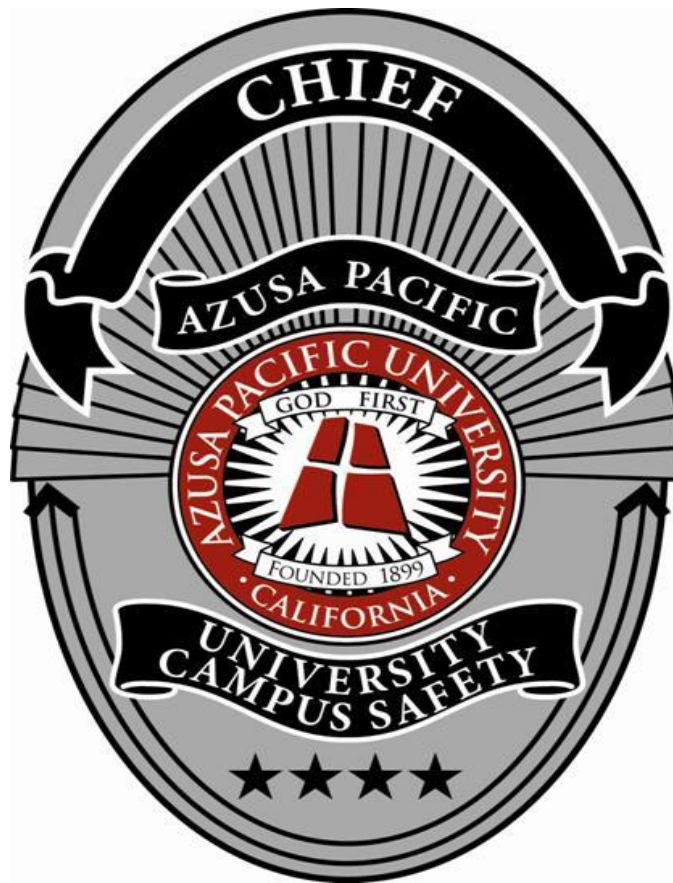




**Department of Campus Safety**  
**APU VEHICLE CODE**  
**AZUSA CAMPUS**



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**AZUSA PACIFIC UNIVERSITY**  
**DEPARTMENT OF CAMPUS SAFETY**  
**VEHICLE CODE**

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## **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}. APU's Department of Campus Safety is 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. All vehicles must display a current APU parking permit at all times.

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, hoverboards, foot powered scooters, bicycles (electric or pedal powered)

The APU Vehicle Code was first adopted August 1, 1994 and revised in October 2017. It is subject to change without prior notice.

## **STATEMENT OF POLICY**

### **APUVC Sections 1000 - 1005**

#### **1000: 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 his/her respective state of residence.**
- **Maintain current licenses, registrations, and insurance for his/her vehicle(s) per his/her 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**

#### **1001: EXEMPT VEHICLES:**

All Department of Campus Safety vehicles, golf carts, bicycles, and other designated vehicles approved by the Department of Campus Safety are exempt from the APU Vehicle Code while in the performance of their official duties.

#### **1002: 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}. Azusa Police Department has authority to cite for any California Vehicle Code violation on APU property.

### **1003: REGISTRATION FEES:**

All students are required to pay a registration fee when registering their vehicle. Registration fees are posted to the student's account. The fee is based on the student's class status and living area (freshman/upperclassman). A higher fee does not result in preferential parking. The residential freshman fee is \$300 per semester. Non-residential freshman and all other students pay a fee of \$125 per semester (does not apply to Regional Campuses). The graduate fee is \$125 per semester (fall or spring).

Registration fees will only be refunded in the case of academic withdrawal, within the add/drop period of each semester.

### **1004: TOWING (AUTHORITY):**

APU has the authority to tow and/or relocate 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 may be towed from APU property at any time at the owner's expense. 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 addressed with the towing company and/or the vehicle owner's insurance provider. Any vehicle in violation of the following may be towed at the registered owner's expense:

- A) Deemed a Habitual Offender as stated in APUCV 5000.
- B) Failing to obey notices/signs advising to remove vehicles from a designated area or location by a specified date and time (i.e. clearing a lot for an event or construction).
- C) Blocking driving lanes, fire lanes, double parking, parking out of marked space, or any other location that may limit access or present a hazardous condition.

This list is not exhaustive and/or limited by the conditions listed above.

### **1005: BANNED MODES OF TRANSPORTATION ON UNIVERSITY PREMISES:**

The following types of vehicles/devices are prohibited from use on APU property: golf carts, hoverboards, pocket bikes (gas powered or electric), motorized skateboards which requires the operator to normally stand (gas powered or electric), motor powered bicycles, mini-bikes, any off-road type motorcycle, or all-terrain vehicles (three or four wheeled types), or any other mode of transportation deemed inappropriate by the Chief of Campus Safety or designee. Possession of these vehicles/devices must be authorized by the Chief of Campus Safety or designee prior to bringing them onto campus. The **California Vehicle Code** sections pertaining to these items can and will be strictly enforced by Azusa Police Department as well (**refer to CVCs 407.5; 473; 21235; 21720; 21968**). *Exemptions to this section are as follows: APU owned/operated vehicles, golf carts, gators, etc. that are used for business operations.*

## **REGISTRATION AND PARKING ENFORCEMENT**

### **APUCV Sections 3000-3015, fine schedule 1**

#### **3000 (A): UNREGISTERED VEHICLE:**

All faculty, staff, adjunct, and student vehicles must be registered with the Department of Campus Safety, **AND** 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 APUCV 3001}. While APU has sufficient parking to support the faculty, staff, adjunct, and students who work at or attend APU, vehicle registration does not guarantee a parking space. Vehicle registration and

the resulting parking permit grant the user/owner the privilege to operate and park a vehicle on university owned or controlled properties.

- You must register your vehicle at [apu.thepermitstore.com](http://apu.thepermitstore.com)
- After a successful completion of the registration process, faculty, staff, adjunct, or students will receive an APU parking permit through the mail. Prior to receipt of the permit, the permit holder is required to print a temporary parking permit provided digitally at the end of the registration process
- If a Vehicle Identification Number (VIN) is used during registration, the license plate number must be provided to the Parking Office within 45 calendar days after registration.
- Refer to APUVC 3000 (B) for Visitor and Temporary parking permits

► **WARNING: There is a replacement fee for a lost APU Parking Permit.**

► **NO Undergraduate student or Graduate student will be issued a Faculty/Staff permit unless they are a staff employee. (Note, student employees will not be issued a Faculty/Staff permit.)**

### **3000 (B): VISITOR AND TEMPORARY PARKING PERMIT:**

Visitor parking permits are available at the Department of Campus Safety located on the first floor of Adams Hall, or from the Welcome Booth, located on University Drive, on APU's East Campus. Visitor parking permits are valid only for the date they are issued (daily permit), and allow vehicles to park only in parking lots A, F, G, H, and I in non-reserved parking spaces or those marked "Visitor." Visitor parking permits may also be issued by on campus departments with approval of the Chief of Campus Safety, or designee. Contact the Parking Office to obtain a department visitor parking permit. Current APU students are not authorized to use visitor permits.

Temporary Parking Permits must be obtained during normal business hours (7:00 a.m. to 4:00 p.m.) through the department's Parking Office or after hours at the department's Dispatch Center both located in the Adams Hall lobby. These permits are mainly used under circumstances which cause an unregistered vehicle the need to park on-campus for more than one day. The department assesses the need for this type of permit on a case-by-case basis.

All visitor and temporary parking permits must be displayed on the driver's side dashboard facing upward, and must be unobstructed from view.

### **3000 (C): VEHICLE REGISTRATION LIMITS:**

Faculty/staff and adjuncts are only allowed to have two (2) vehicles registered with Campus Safety at any given time. Students are only allowed to register one (1) vehicle with Campus Safety. Faculty/staff and adjunct dependents may not drive and/or park their parent's faculty/staff permitted vehicle while they are in attendance at APU. If a faculty/staff or adjunct permitted vehicle is to be driven by the faculty/staff or adjunct dependent (student), the following steps must be taken:

- A) The faculty/staff permit must be returned to the department's Parking Office by the registered owner of the vehicle (the faculty/staff member).
- B) The Parking Office will cancel the faculty/staff parking permit.
- C) The student must re-register the vehicle under his/her name online at [apu.thepermitstore.com](http://apu.thepermitstore.com)

### **3001: DISPLAY OF APU PARKING PERMIT:**

A current valid parking permit must be displayed in conjunction with the vehicle being currently registered. Only one current permit may be displayed per vehicle and no more than one (1) expired permit may be displayed on a vehicle at any time.

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
- Faculty, staff, and adjunct will be issued one (1) permit per vehicle, with a maximum of two (2) vehicles allowed to be registered
- The Parking Permit decal must be permanently affixed utilizing the self-adhesive on the permit to the inside of the front windshield (facing out), and on the lower left corner (driver's side). Permits shall not be taped or placed on any other surface of the vehicle or on a parking placard.
- Vehicle covers are only allowed if the vehicle license plate is visible on the vehicle cover.

Motorcycles, mopeds, and licensed scooters will be issued a different parking permit decal. This permit must be placed on the vehicle where it is easily visible for our department's personnel.

### **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 and are issued to a particular person and vehicle. Any attempt to transfer a permit to another person/vehicle, utilize a permit issued to another person/vehicle, or alter a permit in any way is a violation and the vehicle will be cited/towed accordingly. Any unauthorized reproduction and/or display of any APU parking permit is prohibited and will also be a violation of this section.

### **3003 (A): PARKED OUT OF, OR OVER, MARKED PARKING SPACE:**

All vehicles with the exception of those listed in APUVC 3003(B) are required to be parked within a painted and/or marked parking space. Any vehicle parked out of, or over, the painted lines, in the hash marked area, or occupying multiple stalls will be in violation and cited/towed accordingly at the registered owner's expense.

All vehicles are expected to park in appropriate parking spaces. Any vehicle parked in an unauthorized area will be in violation and cited/towed 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; red curbs and/or posted no parking zones. Violations of this offense may result in the vehicle being towed at the registered owner's expense (refer to APU VC 1004).

### **3003 (B): 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 parking aisles. These areas are designated with yellow or white hash-marked ends of the parking aisles or in a designated parking space for that type of vehicle (i.e., motorcycle space). All other areas are prohibited unless approved by the Chief of Campus Safety or designee.

### **3004: HEAD-IN ANGLED PARKING:**

All vehicles are required to park head-in only while parking in any angled parking space. Backing into or pulling through to the front stall of an angled parking space is not allowed.

**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: Faculty/Staff, Campus Safety Vehicle, Residence Directors, Service Vehicle, Facilities Management, Administration, Visitor/Guest spaces, Carpool, etc. Any vehicle parked in a reserved space will be in violation and cited/towed at the registered 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/towed at the registered owner's expense.

### **3007: TIME SENSITIVE PARKING SPACES:**

Time sensitive parking spaces are designated by signage and/or notice and include time sensitive 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 for uses other than those specified will be in violation and cited/towed at the registered owner's expense.

### **3008: OUTSIDE OF PERMITTED AREAS:**

All APU parking lots and living areas (see list below) are restricted to vehicles displaying current and valid APU Parking Permits {refer to APUVC 3000A} and each APU parking lot and living area is restricted by permit type. Any vehicle parked in a parking lot or living area without the appropriate permit will be in violation and cited/towed at the registered owner's expense. All residential parking spaces are reserved by permit for current residents of that specific living area (overflow parking is available in Lot H).

Parking permit lot restrictions are as follows:

**(All vehicles must display an APU parking permit at all times).**

Commuter Students:

Continued access to all general spaces in all parking lots 24 hours per day, 7 days per week.  
No parking in faculty/staff spaces Monday-Friday 7:00 AM-5:00 PM

Residential Students Residing in Dormitories:

No parking in Lot A general spaces between 8:00 AM and 5:00 PM Monday-Friday. Parking during these hours will be in Lot H on West Campus.  
No parking in faculty/staff spaces Monday- Friday 7:00 AM-5:00 PM.

Residential Students Residing in Shire and University Village:

No parking in Lot A general spaces between 8:00 AM and 5:00 PM Monday-Friday. Parking during these hours will be in Lot H on West Campus.  
No parking in faculty/staff spaces Monday-Friday 7:00 AM-5:00 PM.

Residential Students Residing in Bowles, Alostia Place\* and University Park:

No parking in Lot A general spaces between 8:00 AM and 5:00 PM Monday-Friday. Parking during these hours will be in Lot H on West Campus.  
No parking in faculty/staff spaces Monday-Friday 7:00 AM-5:00 PM.

\*Alostia Place: NOTE: This permit alone does not allow parking in Alostia Place. To obtain an Alostia Place on-site parking placard, speak with Campus Safety personnel in the Parking Office located in Adams Hall.

***Residential students may park in all lots Monday through Friday from 5:00 PM to 8:00 AM. All parking lots will be open to residential students Friday at 5:00 PM through Monday at 8:00 AM. Students parked in faculty/staff spaces must vacate the space Monday-Friday by 8:00 AM unless otherwise marked. Exceptions are when parking lots are closed via signage, barricades, Campus Safety personnel, events on campus, and/or any other conditions deemed necessary by the Department of Campus Safety.***

Commuter-Regional Campus: This permit allows parking at the student's Regional Campus and at the Azusa Campus in Lots A, F, G, H and I

Faculty/Staff: This permit allows parking in Lots A, C, D, E, F, G, H, I, and J

Faculty/Staff are not permitted to park in RD stalls (RD permit required) or in any designated residential parking areas.

*NOTE: Parking in Lot B requires a Faculty/Staff parking permit and permission from the Office of the President.*

Lot I: Parking available as stipulated above. No overnight parking allowed in this lot

Lot J: Administrative West Lot: Administrative West permits only

Lot K: Citrus Annex II: Citrus College parking only. **Note:** No overnight parking allowed in this lot

Between the hours of 5 p.m. to 8 a.m., unless otherwise marked (i.e.: 7 a.m. to 7 p.m.), Faculty/Staff parking lots and stalls (excluding living areas and reserved spaces) are open to all currently registered vehicles, as well as visitors (provided they have a permit), unless otherwise indicated by: signage, barricades, Campus Safety personnel, events on campus, and/or any other conditions deemed necessary by the Department of Campus Safety.

Between the hours of 5 p.m. to 8 a.m. all general parking stalls (excluding living areas and reserved spaces) are open to all currently registered vehicles, as well as visitors (provided they have a permit), unless otherwise indicated by: signage, barricades, Campus Safety personnel, events on campus, and/or any other conditions deemed necessary by the Department of Campus Safety.

### **3009: DISABLED PERSONS PARKING, MISUSE/UNLAWFUL USE OF DISABLED PERSONS PLACARD OR PLATE:**

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 government issued 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/towed accordingly at the registered owner's expense.

Disabled Persons placards or license plates are issued by the Department of Motor Vehicles (DMV) and allow 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/towed accordingly at the registered owner's expense.

- 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 registered owner's expense
- Persons requesting special parking accommodations due to a temporary disability should contact the Learning Enrichment Center.
- A valid APU parking permit is required for parking on campus, including disabled parking {refer to APU Vehicle Code 3000(A) & (B)}.

### **3010: WHEELCHAIR OR DISABLED PERSONS RAMPS OR ACCESS AREAS:**

Disabled Persons ramps and access areas are designated by blue hash-marks and must remain clear of vehicles at all times. Any vehicle parked in these areas will be in violation and cited/towed accordingly at the registered owner's expense

- 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 registered owner's expense (Refer to APUV 3003A)



### **3011: 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/towed accordingly at the registered owner's expense.

### **3012: VEHICLE ALARMS:**

Any vehicle alarm sounding in excess of 10 minutes or any vehicle alarm that the Department of Campus Safety receives a complaint about may be in violation and subject to warning and/or citation.

### **3013: 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/towed accordingly at the registered owner's expense.

### **3014: 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.

### **3015: 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 only (no sign). 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/towed accordingly at the registered owner's expense.

- Campus Safety vehicles and officers are exempt and may park in red zones and fire lanes as deemed necessary for the safety and security of the campus community
- Any law enforcement agency may enforce fire lanes on campus

## **TRAFFIC ENFORCEMENT**

### **APUVC Sections 4000 - 4012, fine schedule 2**

#### **4000: FAILURE TO OBEY TRAFFIC CONTROL SIGNS, DEVICES, AND EMERGENCY VEHICLES:**

Traffic control signs and devices maintain traffic patterns and restrict vehicles from unauthorized areas. These include but are not limited to emergency vehicles, cones, A-frames, bollards, signs, and/or painted markings. Violation of any vehicle that disobeys traffic control signs, devices, or that drives over, around, through, or under these signs, devices, or emergency vehicles will be cited/towed accordingly at the registered owner's expense.

#### **4001: STOP SIGNS:**

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

#### **4002: DRIVING OUTSIDE DESIGNATED DRIVING AREAS:**

The university has provided areas designated for vehicle use. These areas include parking lots, driveways, and roadways. Any vehicle that is outside of these boundaries will be in violation and cited/towed accordingly at the registered owner's expense.

**4003: FAILURE TO YIELD TO PEDESTRIANS/VEHICLES:**

Any vehicle or wheeled device (bicycle, scooter, skateboard, etc.) that does not yield for (a) pedestrian(s) will be in violation and cited.

All pedestrians should yield the right-of-way to approaching vehicles in a roadway that are so close as to cause a safety concern. Any pedestrian who does not yield to (an) approaching vehicle(s) will be in violation and cited.

**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.

**4005: UNSAFE PASSING:**

Unsafe passing occurs when one vehicle passes another vehicle in an unsafe manner. Unsafe passing includes but is not limited to vehicles that pass another vehicle that is 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.

**4006: UNSAFE/IMPROPER DRIVING:**

Improper driving occurs when a vehicle travels in the opposite direction of traffic or when a vehicle is driven while unsafe conditions exist. Driving while holding a cell phone is prohibited and is considered unsafe/improper driving. Any vehicle that exhibits unsafe/improper driving will be in violation and cited.

**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, passenger, or rider who allows or participates in unlawful riding or towing will be in violation and cited.

**4008: HELMETS REQUIRED:**

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

**4009: 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/towed accordingly at the registered owner's expense.

**4010: EXHIBITION OF SPEED (BURNOUTS):**

Exhibition of speed occurs when a vehicle is engaged in a speed contest (race) with another vehicle or engages in an exhibition of speed which causes loss of tire traction from the roadway, drifting, or other race actions. Any person who participates, aids, or facilitates in any of the above actions will also be in violation and cited.

## **4011: FAILURE TO OBEY DIRECTIONS OF DEPARTMENT OF CAMPUS SAFETY PERSONNEL:**

Department of Campus Safety personnel often give direction by orders, signals, or signage that must be obeyed for the sake of safety. Any person who fails to obey direction given by Department of Campus Safety personnel will be in violation and cited/towed accordingly at the registered owner's expense. The person may also be disciplined within their relevant APU code of conduct. This section also includes but is not limited to directions given by event staff, traffic officers, third party security, or electronic communication.

## **4012: JAYWALKING/UNSAFE CROSSING: Removed from Vehicle Code August 2018**

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

## **HABITUAL OFFENDERS / TOWING APUVC Sections 5000 - 5002, fine schedule 2**

### **5000: HABITUAL TRAFFIC OFFENDER:**

HABITUAL TRAFFIC OFFENDER: Habitual parking/driving offenders are defined as:

A) Any UNREGISTERED or REGISTERED vehicle which receives 4 citations for any offense will be in violation. The vehicle may be warned of being towed upon the 3rd or subsequent violations. The 4th and subsequent citations require the violator to receive a Habitual Traffic Offender citation and the vehicle may be towed. Tow authorities: Refer to APUVC 1004. Habitual Traffic Offenders are implied to be the person(s) responsible for the vehicle.

B) The Chief of Campus Safety, at his or her discretion, may rescind parking and/or driving privileges (on any campus property) from any habitual parking/driving offender (as defined above) or any person who drives in a manner that poses a threat to the safety or security of the university community. Persons continuing to park or drive on campus after parking/driving privileges have been rescinded are subject to further citation and vehicle tow.

Habitual Offenders who have had their parking/driving privileges rescinded will not be reimbursed for any paid parking permit fees.

### **5001: CITATION TAMPERING:**

Citation tampering occurs when any person places/displays a previously issued citation on any vehicle, including the vehicle to which the citation was issued. Any person who tampers with any citation will be in violation and cited/towed accordingly at the registered owner's expense, and may face disciplinary action.

### **5002: FALSIFYING APU VEHICLE REGISTRATION:**

The APU vehicle registration process is an official online process which is required for proper vehicle registration with the APU Department of Campus Safety, and must contain accurate information. Any person who intentionally furnishes false information, or who assists with furnishing false information in the vehicle registration process will be in violation and he/she will face disciplinary action.

## **FINES, FEES, AND FINE SCHEDULES APUVC Sections 6000 - 6002**

### **6000: PARKING CITATION FINES:**

All parking citation fines are due within 21 days from the issue date of the citation. Fines are payable online at [apu.thepermitstore.com](http://apu.thepermitstore.com).

- There will be a \$2.50 processing fee added to each citation paid online with a credit card.
- Students can opt to have the citation fine placed on their student account with an additional \$5 administration charge per citation.
- Student citations not paid within the 21 day period will be posted to the student's account with a \$10 Administrative Charge per citation.
- If faculty/staff citations are not paid within the 21 day period, the employee's iparq account to be locked. The employee must contact the Parking Office to unlock and pay the fine

Faculty and staff agree to follow all traffic/parking laws and regulations detailed in the APU Vehicle Code and the California Vehicle Code. Faculty and Staff agree to follow the process for disposition of any citation they receive in violation of the above codes. Faculty and staff agree to pay all fines levied as a result of the APU citation process. Faculty and staff agree that failure to pay all fines levied as a result of the APU citation process may result in the denial of the ability to obtain future parking permits and the denial of the future privilege to park on any APU property.

### **6001: FINE SCHEDULE:**

There are three fine schedules based on the seriousness of the violation with increases in fine amount for subsequent offenses. Fine amounts are subject to periodic review and adjustment. 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: \$ 50
- 2nd offense: \$ 80
- 3rd offense: \$110
- 4th offense: \$170
- 5th offense: \$230
- 6th offense or greater for continued offenses: \$290

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

- 1st offense: \$100
- 2nd offense: \$125
- 3rd offense: \$175
- 4th offense: \$225
- 5th offense: \$275
- 6th offense or greater for continued offenses: \$325

*The third fine schedule* is for the most serious offenses including, but not limited to, stop sign violations, reckless driving, unsafe passing, and exhibition of speed.

- 1<sup>st</sup> offense: \$200.00
- 2<sup>nd</sup> offense: \$300.00
- 3<sup>rd</sup> offense or greater for continued offenses: \$400.00

### **6002: PARKING AND MOVING CITATIONS:**

Parking/moving citations are generally issued at the time of the violation and placed on the front driver side windshield of the vehicle in violation; however, parking/moving citations may be mailed or handed to the registered owner of the vehicle due to unusual circumstances.

- The owner of the vehicle in violation is responsible for all citations/fees charged to the vehicle whether he/she was the driver of the vehicle at the time of the citation
- APU does not have to prove that the owner received the citation
- APU will not transfer a citation, fine, or any fees to another person, regardless of the fact that he/she may have been driving the vehicle at the time the citation was issued

## **APPEALS**

### **APUVC Sections 7000 - 7004**

#### **7000: CITATION APPEALS:**

Prior to appealing a citation, the employee/student's vehicle must be registered with the Department of Campus Safety. Any employee/student who believes they received a citation in error may appeal the citation. To appeal a citation completely fill out the online appeal form at [apu.thepermitstore.com](http://apu.thepermitstore.com) , and submit it to the Department of Campus Safety within 21 days from the date the citation was issued. Any late appeals will not be accepted.

The Campus Safety Citation Appeals Committee is comprised of non-Campus Safety faculty, staff and students. Once an appeal has been received by the Department of Campus Safety, any valid appeal (see 7001 & 7002) will be forwarded to the Citation Appeals Committee who will review the appeal and give a disposition.

#### **7001: ACCEPTABLE APPEAL 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: UNACCEPTABLE APPEAL REASONS:**

All appeals that do not fall under the acceptable appeal reasons will not be considered by the Citation Appeals Committee and will be denied. These include but are not limited to:

*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 the 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 park the vehicle, 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, the disposition given is final. Appeal dispositions will be returned by email. Dispositions are as follows:

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

#### **7004: APPEAL PAYMENTS:**

Once the Citation Appeals Committee has given a disposition on the appeal, it will be returned by email and any fines will be due within seven (7) days of the email date and can be paid online at [apu.thepermitstore.com](http://apu.thepermitstore.com). Any fines not

paid within the seven days of the email date will be posted to the student's account with a \$10 posting fee per citation received.

## **STORED, ABANDONED, AND/OR DISABLE VEHICLES** **APUVC Sections 8000 - 8003, fine schedule 1**

### **8000: ORDERLY VEHICLE PRESERVATION:**

Vehicles must be kept in working order and maintain an orderly appearance at all times. This includes, but is not limited to, being free of spider/cob webs, excessive dust/dirt, flat tires, debris, etc. Vehicles found to not be maintained will be identified as stored, abandoned, or disabled. These vehicles will be tagged and the vehicle owner will be contacted (if possible) to remove the vehicle from the property. If the vehicle has not been removed within seven (7) days of being tagged, the vehicle will be towed from the property at the registered owner's expense {refer to APUVC 8002}.

### **8001: VEHICLE MAINTENANCE:**

No vehicle repairs/maintenance may be conducted on APU property without written permission from the Chief of the Department of Campus Safety or designee.

### **8002: ABANDONED AND/OR DISABLED VEHICLES:**

Abandoned and/or disabled 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. Abandoned, and/or disabled vehicles are not allowed on APU property. Vehicles identified as abandoned and/or disabled will be tagged and the vehicle owner will be contacted (if possible) to remove the vehicle from the property. If the vehicle has not been removed within seven (7) days of being tagged, the vehicle will be towed from the property at the registered owner's expense (including towing and storage fees).

### **8003: SUMMER VEHICLE STORAGE:**

Summer Vehicle Storage is prohibited (except where authorized by the Chief of Campus Safety or designee).

## **BICYCLE RULES AND REGULATIONS** **APUVC Sections 9000 - 9003**

### **9000: BICYCLE REGISTRATION:**

All bicycles must be registered with the Department of Campus Safety. Bicycles must be registered online at [apu.thepermitstore.com](http://apu.thepermitstore.com). There is no fee for bicycle registration. Once the permit is available, the bicycle owner will be notified via email and directed to pick up the permit at the Campus Safety Parking Office located in the Adams Hall lobby. The permit must be placed on a visible area on the bicycle.

### **9001: UNSECURED OR IMPROPERLY SECURED BICYCLES:**

All bicycles must be parked and secured in a bicycle rack. Bicycles cannot be secured to stairs, railings, sign poles, informational signs, trees, light poles, or any item other than a bicycle rack. Any bicycle found unsecured, or improperly secured, will be taken to the Department of Campus Safety for safekeeping. Bicycles taken for safekeeping will be held for thirty (30) calendar days. After thirty (30) calendar days, any unclaimed bicycle taken for safekeeping will be donated to a local charity that has been approved by the Chief of Campus Safety or designee. If a lock, cable, or chain was cut to remove a bicycle that was improperly secured to any item other than a bicycle rack, there will be no replacement or reimbursement for any damage caused during the removal process.

### **9002: BICYCLES LEFT ON CAMPUS OVER SUMMER:**

All students not attending summer semester must remove their bicycles from campus. Bicycles may not be left on campus over the summer. Bicycles will be held for thirty (30) calendar days then donated to a local charity that has

been approved by the Chief of Campus Safety or designee. If a lock, cable, or chain was cut to remove a bicycle that was left on campus over the summer, there will be no replacement or reimbursement for any damage caused during the removal process.

All faculty, staff, and students living or working on campus during the summer, or attending summer school, who want to have a bicycle on campus must email our Parking Services Department at [parking@apu.edu](mailto:parking@apu.edu) prior to the Friday before spring commencement to be placed on the summer bicycle list. If you are not on the summer bicycle list, your bicycle will be confiscated as described above.

Any faculty/staff member riding a bicycle to work during the summer semester must register the bicycle with the Department of Campus Safety at [apu.thepermitstore.com](http://apu.thepermitstore.com) and notify the Parking Office that their bicycle will be on campus. Bicycle permits must be affixed to a visible area on the bicycle.

**9003: ORDERLY BICYCLE PRESERVATION:**

Bicycles must be kept in working order and maintain an orderly appearance at all times. This includes, but is not limited to, being free of spider/cob-webs, excessive dust/dirt, flat tires, debris, etc.; and having all parts intact, including seats, pedals, gears, etc. Bicycles found not maintained will be identified as abandoned or disabled. These bicycles will be tagged and the bicycle owner will be contacted (if possible) to remove the bicycle from the property. If the bicycle has not been removed within seven (7) calendar days of being tagged, the bicycle will be confiscated at the bicycle owner's expense. Confiscated bikes will be held for thirty (30) calendar days. Any unclaimed bicycle will be donated to a local charity that has been approved by the Chief of Campus Safety or designee.

**CAMPUS MAPS**



**NAVIGATING THE CAMPUS**

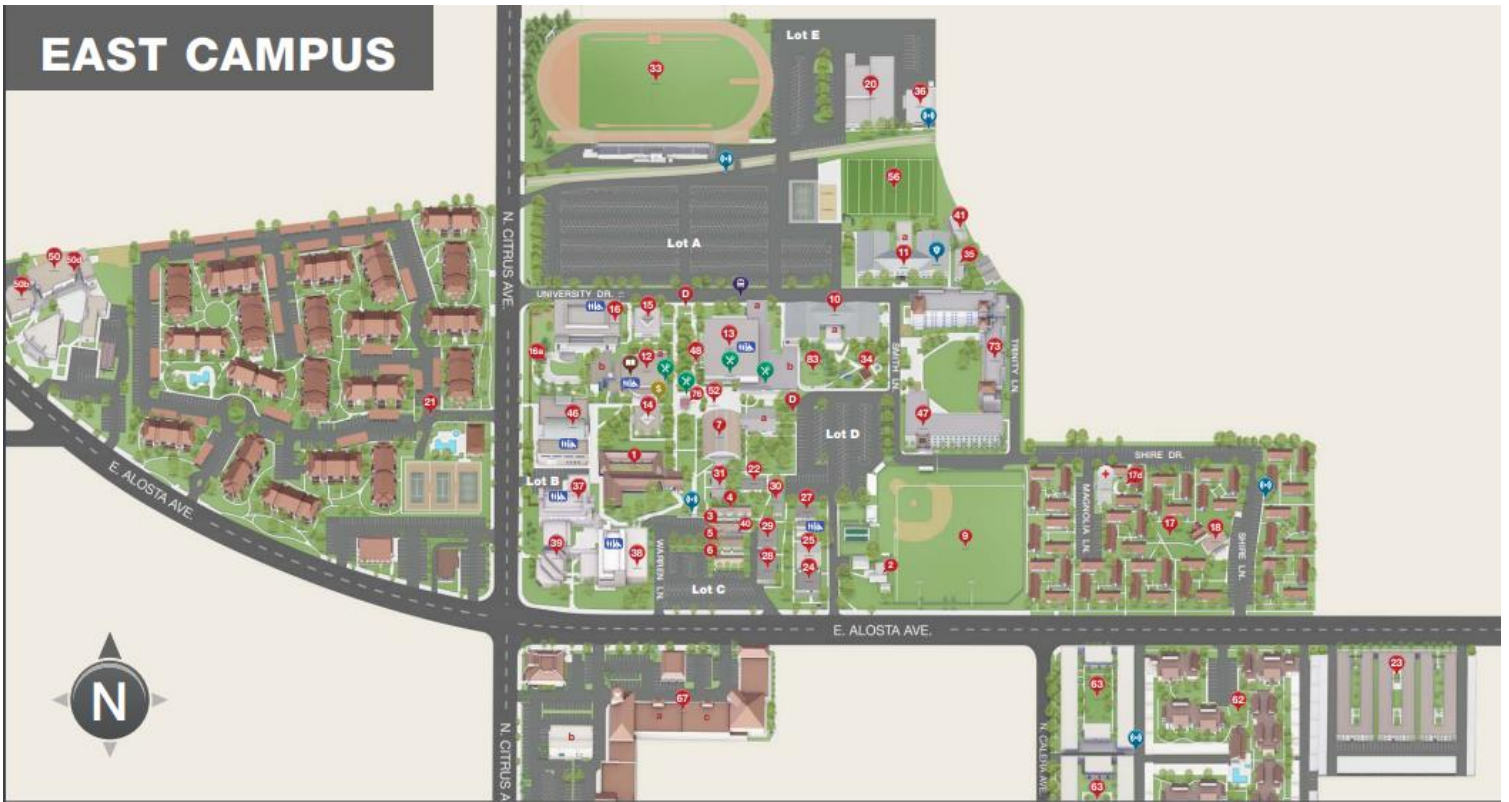
|                                |               |                                   |
|--------------------------------|---------------|-----------------------------------|
| Automated Teller Machine       | Directory Map | Library                           |
| Campus Safety                  | Dining Venue  | Trolley Stop                      |
| Code Blue (Emergency Response) | Health Center | Restrooms, Handicapped Accessible |

Azusa Pacific is a smoke-free campus. Thank you.





# EAST CAMPUS



## NAVIGATING THE CAMPUS

- |  |                                |  |               |  |                                   |
|--|--------------------------------|--|---------------|--|-----------------------------------|
|  | Automated Teller Machine       |  | Directory Map |  | Library                           |
|  | Campus Safety                  |  | Dining Venue  |  | Trolley Stop                      |
|  | Code Blue (Emergency Response) |  | Health Center |  | Restrooms, Handicapped Accessible |
- Azusa Pacific is a smoke-free campus. Thank you.

## WEST

